

# Webster Elementary School

## Face to Face Learning

Balance of Health, Safety, Academic Instruction and Equity




### Day to Day Building Operations

<b>Visitors</b>	<ul style="list-style-type: none"><li>● Limit visitors and visits, phase in when appropriate at discretion of building principal.<ul style="list-style-type: none"><li>○ Only essential visitors will be allowed into the building as approved by Ashley- HS mentors will enter through the office and symptom check will be done. Licensed therapists &amp; SNAAP mentors will be permitted on a scheduled system. Symptom check will be done.</li></ul></li><li>● Student pick-ups/drop-offs managed through secure entrances; no one will be permitted inside.<ul style="list-style-type: none"><li>○ Families will buzz in and communicate with Tammy and/or Ashley.</li><li>○ No volunteers or lunch visits until further notice of phasing this back in.</li></ul></li></ul>
<b>Student Drop-Of/Pick-Up</b>	<ul style="list-style-type: none"><li>● Arrival<ul style="list-style-type: none"><li>○ Drop-off students will enter through the main entrance doors with mask on.</li><li>○ Bus students will enter the door to their wing (keep mask on until at classroom):<ul style="list-style-type: none"><li>■ 2nd - 4th grades through door by bench outside.</li><li>■ 4k, K, 1st grades through door by Library..</li></ul></li><li>○ Students report directly to their homerooms- No outside recess.</li><li>○ If a student is eating breakfast, they need to stop and get their breakfast before going to their classrooms at the appropriate Grab-and-Go station (for each wing) <b>*Mrs. Calyn &amp; Mrs. Shoberg will supervise these stations daily*</b></li><li>○ No parents will be allowed inside at this time. We will phase this in as soon as we can do so and will notify you with that information.</li></ul></li><li>● Dismissal<ul style="list-style-type: none"><li>○ Bus Riders will exit the door in their wing hallway:<ul style="list-style-type: none"><li>■ 2nd - 4th grades out the door by bench through south doors near 4th grade classrooms</li><li>■ 4k, K, 1st grades out the door by south hallway near library</li></ul></li><li>○ No cross traffic on the side walks</li><li>○ Pick up students will meet in the cafeteria and be in lines by grades<ul style="list-style-type: none"><li>■ Will exit the main doors when bus traffic clears and line up in the entryway to see parents arrive.</li><li>■ Please come and get your child at the main entrance doors.</li></ul></li></ul></li></ul>
<b>Face Coverings</b>	<ul style="list-style-type: none"><li>● All staff will wear face coverings when 6 feet of social distancing is not possible. When teaching phonics, teachers may take face masks off and utilize a face shield. <b>Due to WI State Mandate Face coverings are required indoors on all staff members.</b></li><li>● Students are <u>strongly encouraged</u> to wear face coverings when 6 feet of social distancing is not possible. <b>Due to WI State Mandate Face coverings are</b></li></ul>

	<p>required indoors on all staff members until further notice.</p> <ul style="list-style-type: none"> <li>o Lanyards have been purchased to support student mask wearing</li> </ul>
<p><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>● Create space for social distancing- teachers have worked hard to make our centers and other things work in the classrooms for each class.</li> <li>● No sharing of supplies <ul style="list-style-type: none"> <li>o Individual classrooms supplies for all students</li> <li>o Community items, if any, managed and cleaned by teachers <ul style="list-style-type: none"> <li>■ Totes have been purchased for all students to use to carry materials to their spot and not cross-contaminate</li> </ul> </li> </ul> </li> <li>● Desks separated as far apart as possible facing the same direction, if possible.</li> <li>● “Mask” breaks will be worked into the schedule in times appropriate to each class and age level.</li> <li>● Limited amount of group work in all classrooms/content areas <ul style="list-style-type: none"> <li>o Groups will not exceed 2-3 students</li> </ul> </li> <li>● Store bought and prepackaged and individually wrapped snacks/treats only. Please talk to the teacher about this.</li> </ul>
<p><b>Content Delivery</b></p>	<ul style="list-style-type: none"> <li>● Implementation of LMS (Learning Management System): <b>SeeSaw (grades K-1) and Google Classroom (grades 2-4)</b> <ul style="list-style-type: none"> <li>o To support interactive, engaging, and equitable learning experiences for ALL stakeholders, regardless of how we are delivering content: face-to-face, blended, or remotely.</li> </ul> </li> <li>● Seesaw/Google classroom will be used daily, on a regular basis so students have a solid foundation if we have a closure.</li> <li>● All teachers will use SeeSaw communication for family contacts.</li> <li>● New learning material/content should be uploaded to the LMS by 4pm of that day for access to students learning virtually. Communication via SeeSaw to families should be conducted daily by teachers to create a habit of use and familiarity for families- please check your SeeSaw family app daily.</li> </ul>
<p><b>Large Gatherings, Field Trips &amp; PBIS</b></p>	<ul style="list-style-type: none"> <li>● No field trips or large gatherings <ul style="list-style-type: none"> <li>o All 4K-4th grade field trips postponed until 2021-2022 unless otherwise determined by Julie, Ashley, and Jeff.</li> </ul> </li> <li>● Videos for Common Area Expectations <ul style="list-style-type: none"> <li>o Pawsome tickets will be handed out in a different way this year... We will look into a virtual option for this.</li> <li>o “Welcome Back” assembly will be a virtual version- coming soon!</li> <li>o Celebrations will be limited to classroom cohorts at this time.</li> </ul> </li> <li>● No assemblies in person. We will look into virtual options.</li> </ul>
<p><b>Onsite Movement</b></p>	<ul style="list-style-type: none"> <li>● Minimize contact through doorways and halls <ul style="list-style-type: none"> <li>o Entry and exit points to be used in and out. Sanitize on the way OUT and the way back IN for recess or other outside use.</li> <li>o One-way pedestrian passing in hallways <ul style="list-style-type: none"> <li>■ Floor adhesives will be visible in the cafeteria for lunch</li> </ul> </li> <li>o Masks are required while moving in the hallways for students &amp; staff</li> </ul> </li> </ul>
<p><b>Lockers/Hallway Hooks</b></p>	<ul style="list-style-type: none"> <li>● Use your assigned spaces.</li> <li>● Minimize and monitor usage <ul style="list-style-type: none"> <li>o Homeroom teacher create schedule for when backpack visits occur</li> </ul> </li> </ul>

<p style="text-align: center;"><b>Schedules</b></p>	<ul style="list-style-type: none"> <li>● Master Schedule will remain the same with the exception of lunch/recess which will need to flex to allow for one grade level per time slot.</li> <li>● Recess Zones- <ul style="list-style-type: none"> <li>○ 3 zones on the playground: <ul style="list-style-type: none"> <li>■ Zone 1: Field Play</li> <li>■ Zone 2: Playground Play</li> <li>■ Zone 3: Blacktop Play</li> </ul> </li> <li>○ Homerooms will be directed to certain zones/day</li> <li>○ One grade level outside at a time</li> <li>○ R&amp;R will be held in the cohort classroom.</li> <li>○ Recess Zones will have additional classroom specific equipment to use to allow for movement and play during the outside time.</li> </ul> </li> <li>● Lunch Schedule <ul style="list-style-type: none"> <li>○ Classes will be dismissed by homeroom</li> <li>○ Students will sit with their homeroom class (assigned seating)</li> <li>○ Additional lunch tables will be added to create a safe environment for social distancing in the cafeteria</li> <li>○ No self-serve options</li> <li>○ Lunch #s will be entered by one adult, Class lists will be used to mark lunch counts and milks for entering</li> <li>○ Snack breaks will be held in the classrooms.</li> <li>○ Microwave will not be accessible.</li> <li>○ Lunches from home should include items that students can independently open and consume.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Specials</b></p>	<ul style="list-style-type: none"> <li>● Specialist Schedule will stay the same as a normal rotation schedule.</li> <li>● Specialists encouraged to teach outside as much as possible</li> <li>● Specialists will travel to classrooms to conduct class/get students to go outside. There will be a rotation use of facilities to allow for students to utilize the art room, gym, and library.</li> <li>● If back-to-back classes, be flexible with 5 minutes of travel time.</li> <li>● Library book returns will only be done on a day that students have Mr. Paulson and he will collect upon coming to your classroom.</li> </ul>
<p style="text-align: center;"><b>Note/Envelope Delivery</b></p>	<ul style="list-style-type: none"> <li>● Staff will place attendance/lunch count envelopes with student notes inside and Tammy will pick these up daily at 8:30am. Please have them ready. <ul style="list-style-type: none"> <li>○ We are trying to decrease traffic to the office.</li> </ul> </li> <li>● Parents are encouraged to EMAIL @ <a href="mailto:tsmith@webster.k12.wi.us">tsmith@webster.k12.wi.us</a> or CALL (715-866-8210) the office with all note related items.</li> </ul>
<p style="text-align: center;"><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>● 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"> <li>○ Monitored by teacher and/or support staff</li> <li>○ Social distancing signage and hand washing reminders will be posted</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Staff Lounge</b></p>	<ul style="list-style-type: none"> <li>● No staff pot-lucks (no homemade food brought and shared)</li> <li>● No more than four staff members in the lounge at a time (small side by bathrooms)</li> <li>● No more than 5 staff members in the lounge at a time (by the copier/laminator area)</li> <li>● Two staff members per table on opposite ends</li> </ul>

<p><b>Isolation Room</b></p>	<ul style="list-style-type: none"> <li>● The current health room will be utilized for injuries and medication distribution. <ul style="list-style-type: none"> <li>○ An isolation room will be utilized for students experiencing symptoms of COVID-19- a call will be made to parents upon this move</li> <li>○ WES Isolation Room- Small room in office next to Ashley's office (staffed by school nurse, support staff (trained by nurse))</li> </ul> </li> <li>● All sick students will need to be picked up and taken home ASAP</li> </ul>
<p><b>5 Hygiene Steps TEACH &amp; MODEL Daily</b></p>	<ul style="list-style-type: none"> <li>● Morning Meeting/SEL time- daily focus on 5 steps <ul style="list-style-type: none"> <li>○ Teach and MODEL all day, everyday</li> <li>○ Face covering required for staff when not social distancing, Students not required, but recommended. Required in hallways. <b>Due to the current WI State mandate, all students 5 years and older are required to wear a mask indoors except when eating, drinking, or presenting educational material.</b></li> <li>○ SEL lessons weekly per Sanford Harmony to continue to acclimate our students back into school and teach positive coping skills.</li> </ul> </li> </ul> <div style="text-align: center;">  <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> </div> <p style="text-align: center;">Signage will be posted in all rooms as well as in all commons areas.</p>
<p><b>Staff, RtI, BLT Meetings</b></p>	<ul style="list-style-type: none"> <li>● Meetings schedule <ul style="list-style-type: none"> <li>○ Scheduled meetings both for staff and parents will be determined at the time via Zoom or in-person with social distancing and safety measures in place.</li> </ul> </li> </ul>
<p><b>Parent Meetings and/or IEP Meetings</b></p>	<ul style="list-style-type: none"> <li>● Option 1: Virtual meeting</li> <li>● Option 2: Face-to-face meeting (fill out screener; masks required) <ul style="list-style-type: none"> <li>○ Needs to be approved by Ashley <ul style="list-style-type: none"> <li>■ Ashley will assign a meeting location</li> </ul> </li> </ul> </li> </ul>
<p><b>Building Cleaning &amp; Disinfecting</b></p>	<ul style="list-style-type: none"> <li>● All classrooms cleaned and disinfected nightly <ul style="list-style-type: none"> <li>○ Nightly disinfectant buckets/wipes in all classrooms <ul style="list-style-type: none"> <li>■ Door handles</li> <li>■ Faucets</li> <li>■ Counter tops</li> <li>■ Desks</li> <li>■ Tables</li> </ul> </li> </ul> </li> <li>● Bathrooms and high traffic areas <ul style="list-style-type: none"> <li>○ Cleaned and disinfected two times per day and as needed</li> </ul> </li> </ul>
<p><b>Special Education &amp; WYN (Tiger Time) &amp; Interventions</b></p>	<ul style="list-style-type: none"> <li>● Students receiving pull-out special education services (including speech, OT, PT) will go to their designated resource rooms for services (per IEP) <ul style="list-style-type: none"> <li>○ An aide or SPED teacher needs to pick up students at their room to ensure that students are distancing in the hallway and following traffic</li> </ul> </li> </ul>

**w/Mrs. Roppe or  
Mrs. Billings**

patterns

- Only students receiving Tier 2 and Tier 3 interventions (Behavior or Academic) or SPED services will be leaving their classrooms during WYN to get this intensive instruction
  - Interventionists and sped teachers will wipe down or spray down shared surfaces between groups
  - Students will have individual supply boxes in the specials rooms to avoid having shared materials as much as possible
- Cohorts will NOT be mixing unless students are going to an interventionist or special education teacher