

# Webster Elementary School

## Distance Learning

Balance of Health, Safety, Academic Instruction and Equity



### Day to Day Distance Learning Operations

<b>Communication</b>	<ul style="list-style-type: none"><li>● All communication between teachers and families will be conducted through the SeeSaw application- you can download this app on a smartphone or tablet. *Parents download “Family” SeeSaw app, Students download “Class SeeSaw” app.</li><li>● Daily communication will be posted by teachers no later than 4 pm.</li><li>● <a href="#">Opt-In form for Distance Learning</a></li></ul>
<b>Learning Management System</b>	<ul style="list-style-type: none"><li>● SeeSaw learning platform:<ul style="list-style-type: none"><li>○ Grades K-1</li><li>○ Teachers will post onto a “Grade K Virtual Classroom” through SeeSaw for families choosing this option for the school year or at any time during the school year.</li><li>○ Assignments and work to be completed for the week, must be turned in via SeeSaw by the end of the week that it is assigned.</li><li>○ Grades will be kept as usual.</li></ul></li><li>● Google Classroom platform:<ul style="list-style-type: none"><li>○ Grades 2-4</li><li>○ Teachers will post assignments onto a “Grade 3 Virtual Classroom” where all teachers and students will be included.</li><li>○ Assignments will need to be “turned in” via the button on Google Classroom to be counted for completed.</li><li>○ 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.</li></ul></li><li>● Students may access the Distance Learning option via Webster School District at any time during the course of the school year.</li><li>● Students may decide to return to an in-person setting (while it is being offered based on the current situation and guidelines form public health) at any time during the school year.</li></ul>
<b>Daily Class Schedule</b>	<p>Suggested Schedule for Families:</p> <p>8:30-8:50 Morning Meeting</p> <p>9:00-9:30 ELA instruction Zoom/Video</p> <p>9:30-10:00 Work time and movement breaks- can work on specials for the week</p> <p>10:00-10:30 Math instruction Zoom/Video</p> <p>10:30-11:00 Work time and movement breaks- can work on specials for the</p>

	<p>week during this time  11:00-12:30- Check Specials, Science, Social Studies &amp; Writing  12:30-1:30 Lunch/Recess break for all  1:30-3:00 Office hours via Zoom and Email (students may access  *Teachers will send out a recap via the SeeSaw communication app of the student “to-dos” for that day. All work for the week is due on Friday of that week.  *Attendance on the online LMS will be required for attendance count each day.  *Specialists will post 1x per week in each grade level virtual classroom.</p> <p>Additional things students can work on at any time for further learning:  *Moby Max Math  *Moby Max Reading  *Lexia Core 5 online</p>
<p><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>● Students will be enrolled in a current class list at Webster Elementary.</li> <li>● The homeroom teacher will be responsible for grading and attendance of that student.</li> <li>● 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. Please set up communication with your child’s teacher.</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>○ 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.</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</li> <li>● Virtual field trips will be offered via teacher planning and delivery on the online LMS.</li> </ul>
<p><b>Supply List for Distance Learning via Webster</b></p>	<ul style="list-style-type: none"> <li>● Reliable internet service- please call the office</li> <li>● School issued device (with RUP signed) or home owned device to access internet</li> <li>● 3 Notebooks</li> <li>● Pencils and pens</li> <li>● Pencil Sharpener</li> </ul>

- Crayons or markers
- Glue
- Scissors
- Workbooks for subject material (issued by school)

**Specials**

- Specialist Schedule will be posted for a daily special for each grade level
- | Monday                     | Tuesday        | Wednesday            | Thursday         | Friday            |
|----------------------------|----------------|----------------------|------------------|-------------------|
| Connections- Mrs. Billings | PE- Mr. Gauger | Library- Mr. Paulson | Art- Mr. Kriegel | Music- Mrs. Merkt |
| Computers- Mr. Swenson     |                | Media- Mrs. Larson   |                  |                   |
- Specialists will post material 1x per week to each grade level classroom for students to complete and turn in via their LMS (SeeSaw grades K-1/Google Classroom grades 2-4)
  - Specialist Teacher Contact information:
    - Mrs. Billings- [gbillings@webster.k12.wi.us](mailto:gbillings@webster.k12.wi.us)
    - Mr. Swenson- [dswenson@webster.k12.wi.us](mailto:dswenson@webster.k12.wi.us)
    - Mr. Gauger- [kgauger@webster.k12.wi.us](mailto:kgauger@webster.k12.wi.us)
    - Mr. Paulson- [dpaulson@webster.k12.wi.us](mailto:dpaulson@webster.k12.wi.us)
    - Mrs. Larson- [slarson@webster.k12.wi.us](mailto:slarson@webster.k12.wi.us)
    - Mr. Kriegel- [kkriegel@webster.k12.wi.us](mailto:kkriegel@webster.k12.wi.us)
    - Mrs. Merkt- [rmerkt@webster.k12.wi.us](mailto:rmerkt@webster.k12.wi.us)
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**Parent Meetings and/or IEP Meetings**

- Option 1: Virtual meeting
- Option 2: Face-to-face meeting (fill out screener; masks required when unable to social distance)
  - Needs to be approved by Ashley & will assign a meeting location

**Student Engagement & Attendance**

- Students will be required to attend and engage online within the virtual LMS daily and in a timely manner.
- Any absences should be communicated with the teacher and the office [tsmith@webster.k12.wi.us](mailto:tsmith@webster.k12.wi.us) in order to count for correct attendance.
- Attendance will be taken daily based on online engagement and submission of assignments.
- Please keep in touch with your homeroom teacher for us to support you and your child in their learning pathway this year!
- If students are absent or unengaged for 3 days in a row, a call from the office will be made for a well-child check.
- If students are absent or unengaged for 5 days in a row, a meeting with parents will be conducted to address any additional support needed or a change of learning pathway if needed.

**Special Education**

- Students receiving pull-out intervention or special education services

<p><b>&amp; WYN (Tiger Time)</b></p>	<p>(including speech, OT, PT) will attend the sessions put out for their specialized classes.</p> <ul style="list-style-type: none"> <li>● Please communicate with your teacher for changes in services, support that is needed and to help them best prepare for your child. <ul style="list-style-type: none"> <li>○ Reading Teacher- <a href="mailto:jshoberg@webster.k12.wi.us">jshoberg@webster.k12.wi.us</a></li> <li>○ Math Teacher- <a href="mailto:pcalyn@webster.k12.wi.us">pcalyn@webster.k12.wi.us</a></li> <li>○ Reading/Math Intervention- <a href="mailto:kroppe@webster.k12.wi.us">kroppe@webster.k12.wi.us</a></li> <li>○ And other support needed- <a href="mailto:anagel@webster.k12.wi.us">anagel@webster.k12.wi.us</a></li> <li>○ Support Services- <a href="mailto:gbillings@webster.k12.wi.us">gbillings@webster.k12.wi.us</a></li> </ul> </li> </ul>
<p><b>Parent &amp; Student Commitments to Distance Learning Pathway</b></p>	<p>Parent/Guardian Commitments:</p> <ul style="list-style-type: none"> <li>● I will help support my student in logging on to their material each day.</li> <li>● I will communicate with the teacher via the SeeSaw family app or email when I need support or clarification.</li> <li>● I will ensure my student has the supplies they need in order to complete their assigned work.</li> <li>● I will communicate with the office each day if my child is sick or unable to engage in their online material for the day.</li> <li>● I will help my child take care of their technology devices that are issued by the school.</li> </ul> <p>Student/Learner Commitments:</p> <ul style="list-style-type: none"> <li>● I will try my best on all the work I have assigned.</li> <li>● I will log on each day and engage in the videos, instructional material.</li> <li>● I will complete my assignments ON TIME.</li> <li>○ I will communicate with my teacher in SeeSaw or through Google Classroom when I have questions or need help.</li> <li>○ I will use my technology devices according to the school RUP and only access appropriate material that is used for my class work.</li> <li>○ I will take care of my devices and if there is any damage to them, I will contact my teacher for help getting it fixed.</li> </ul>