

# Webster Elementary School

## Covid-19 Specific Restrictions, Information, and Procedures

\*This information overrides the comparable information in the Student-Parent Handbook for the 20-21 school year. .

\*\*This information is subject to change as Health Department and District 3 guidance is updated.  
(Revised 8/20/2020)

### Daily Schedule Restrictions, Information, and Procedures:

#### **Arrival 7:45-8:00:**

- **Students may not arrive prior to 7:45. No early drop offs.**
- Students report directly to their classrooms and enter via the exterior classroom door or closest main door for interior classrooms. Doors will be labeled with teacher names. No morning recess. Parents may not enter the classroom with their student but may wait outside with them while socially distancing.
- Car drop offs - use the Kiss and Go lane in the larger parking lot at the front of the school.
- Late students must enter through the front door. Parents/guardians are requested to call the front office at 391-3435 to notify them of a late drop off. A staff member will greet them at the door and escort them to class if necessary. Parents will not be permitted to enter with late students.

#### **Breakfast/Lunch:**

- Breakfast will be offered from 7:45-8:00, and students will eat in their classrooms.
- Students will select a lunch menu option each morning if they are eating school lunch.
- School lunches will be delivered to the classrooms.
- Kindergarten only will eat in the cafeteria with appropriate spacing between students.
- Students in grades 1-5 will eat school lunch or their personal packed lunches in the classroom.
- Parents will not be allowed to eat breakfast/lunch with their children.

#### **Recess:**

- Students will attend recess with their grade level only and class cohort. Each class will have a different color bracelet to support keeping them in their cohort groups while at recess.
- Each class will be assigned a separate zone on the playground in which to play in order to avoid mixing of cohort groups.
- All grade levels will have an additional 15 minute recess during the day for their class cohort since there will not be a morning recess.
- In addition, teachers will be encouraged to provide some learning activities outside throughout the day.
- Each classroom will have a separate bag of recess equipment. Students may not bring balls from home.
- As indicated in the handbook, students may not bring toys, stuffed animals or personal items unrelated to learning to school.

#### **Restrooms:**

- The number of students using the restroom at one time will be limited.
- Students will hang restroom passes on hooks outside the restroom in order to limit the number of users.

**Specials:**

- Classes will have the same special every day for ½ of a quarter and then rotate.
- Tables, materials and equipment will be cleaned in between classes.

**Staggered Dismissal - 2:40:**

**\*NO EARLY CHECKOUTS AFTER 2:20. Students will go home their normal assigned way after 2:20.**

- If a student needs to be checked out during the school day prior to 2:20, please come to the front door. A member of the front office staff will record the student in the sign out log and bring them to the door to meet you.
- Bus riders will be dismissed by announcement only.
- Non bus riders in each grade level will be released one class at a time when the dismissal bell rings. They should avoid travel through the bus lane.
- Students are to go directly to their bus, daycare vehicle, pick up car, or walk home.
- **Students/families may not remain on either playground after school.**
- Car riders - use the Kiss and Go lane or available street parking around the school.

**Transitions:**

- Transition time has been built into our daily schedule to minimize hallway traffic and provide additional time for sanitizing.
- Visuals will be in place to guide students in following traffic patterns in the hallways.

**Additional Restrictions, Information, and Procedures:**

**After School Clubs:**

- At this time, after school activities are not scheduled.
- Information will be shared with students and families when available.

**Assemblies:**

- No large group gatherings will be conducted at this time.

**Attendance:**

- Students are expected to stay home if they are not feeling well. Coordinate with the classroom teacher for makeup assignments when absent.
- Attendance incentives will not be included as part of Renaissance for this year.
- Administration will continue to coordinate with parents/guardians for students with excessive absences.

**Celebrations:**

- No food or other items (ex. goody bags) will be permitted at this time.
- As a school, we will honor and celebrate students' birthdays by announcing their name on the morning announcements and providing a birthday book/pencil for each student.
- Individual teachers may also celebrate a student's birthday within the classroom.

**Family Nights:**

- Family Nights will be conducted virtually. Information will be shared prior to each event.

**Fevers/Illness:**

- If a child has a temperature of 100.4 or higher, or is showing signs of being ill, parents will be required to pick up their child from school immediately.
- Please do not send your child if they are exhibiting a fever or other signs of being ill.

**Field Trips:**

- No out of school field trips will be scheduled at this time.

**Handwashing and Hand Sanitizer:**

- Each grade level will have scheduled times built into their day for hand washing and sanitizing.
- Hand sanitizer will be provided for each classroom.
- Students may keep a personal hand sanitizer at their seat area.

**Masks/Face Coverings:**

- Parents must provide masks for students.
- Parents and students will need to sign an agreement adhering to our mask guidelines.
- Students must wear masks during arrival, dismissal and in common areas during transitions.
- Students in grades K-2 **will not** need to wear a mask in the classroom **except when in small group instruction.**
- Students in grades 3-5 **will** be required to wear a mask in the classroom.
- Students will be given a lanyard to clip their mask onto when not in use.
- Bandanas and scarves are not considered acceptable face masks.
- Face coverings with inappropriate symbols or wording are not allowed.
- Shields may be worn by students **along with** the required mask.
- Students will not be required to wear masks during PE class or recesses.

**Supplies:**

- Students will use their individual supplies.
- Students should bring their own water bottle. The refill station will be in use but drinking fountains will not.
- Any shared devices in classrooms will be sanitized between student use.

**Visitors/Volunteers:**

- Visitors are permitted to meet with staff in person by appointment only. This includes building administration.
- Visitors needing to talk with staff are requested to do so via Remind, phone, or email. If visitors must talk to staff in person, masks are required to enter the building. Photo IDs are still required as well. One family/person will be admitted to the office at a time.
- At this time, classroom volunteers will not be allowed.