

Face-to-Face School Plan

School: Woodrow Wilson Intermediate

Date Submitted: October 13, 2020

Guidelines for all schools:

1. Wear a mask in school and on bus - face masks (if needed) are provided to students
The following type of face masks will not be allowed:
 - a. Gaiter style masks (neck masks)
 - b. Masks with vents
 - c. Bandana-style masks
2. Wash hands (hand sanitizer will be available in all classrooms and soap in restrooms)
3. Socially distance
4. Temperatures will be taken each morning and as needed (Responsibilities for staff)
5. All students will be expected to comply with the guidelines as listed in numbers 1 through 4 and the 2020-2021 DPS Student CORE (Code of Responsibilities and Expectations).
6. Breakfast and lunch will be provided in classrooms (bottled water will be provided to student throughout the school day)
7. Classroom doors will be kept open to increase ventilation, including the stairwells
8. No visitors outside the school division will be allowed during the school day
9. K-3 Face-to-Face students will bring their chromebooks back to school with them. The chromebook will remain at school. Middle School and High School students will bring their chromebooks with them to school each day, fully charged.

Hybrid and Virtual Schedule

Time	Teacher Instruction	Student Activity
8:50 - 9:15am	Student Arrival; Breakfast (in classroom); Bathroom Breaks Morning Meeting	Classroom Community Meetings Review of PBIS Expectations
9:15 - 10:00am	Direct Instruction (Teacher A) Reading/Math	Introduction of new content and review of previously taught materials.
10:00 - 10:30am	Student Independent Work <ul style="list-style-type: none"> • Face to Face Small Group Time • Virtual Small Group Time • EL and SPED support 	Individualized student support and small group instruction.
10:30 - 10:45am	Brain/Bathroom Breaks	
10:45-11:30am	Direct Instruction (Teacher B) Reading/Math	Introduction of new content and review of previously taught materials.

11:30am -12:30pm	LUNCH (4th Grade)	
	Recess - 20 minutes; Restroom; Handwashing Station	11:30-12:00 - 5 th Grade Virtual Specials 12:00 - 12:30pm - 5 th Grade History/Science
12:00 - 1:00pm	LUNCH (5th Grade)	
	Recess - 20 minutes; Restroom; Handwashing Station	12:00-12:30 - 4 th Grade Virtual Specials 12:30 - 1:00pm - 4 th Grade History/Science
1:00 - 1:30pm	In-Class Specials (4 th Grade)	5 th Grade - Small Group Instruction <ul style="list-style-type: none"> • Face to Face Small Group Time • Virtual Small Group Time
1:45 - 2:15pm	In-Class Specials (5 th Grade)	4 th Grade - Small Group Instruction/ Independent Work Time <ul style="list-style-type: none"> • Face to Face Small Group Time • Virtual Small Group Time
2:15 - 2:30pm	Brain/Bathroom Breaks	
2:15 - 2:45pm	Student Independent Work (Teacher B) <ul style="list-style-type: none"> • Face to Face Small Group Time • Virtual Small Group Time • EL and SPED support 	Individualized student support and small group instruction.
2:45 - 3:50pm	Student Independent Work (Teacher A) <ul style="list-style-type: none"> • Face to Face Small Group Time • Virtual Small Group Time • EL and SPED support • Computer-based programs 	Individualized student support and small group instruction.

**Woodrow Wilson Intermediate School
Hybrid/Virtual Lesson Structure**

	Monday	Tuesday	Wednesday	Thursday	Friday
	Lesson 1	Lesson 2	Review	Lesson 3	Lesson 4
Group A	In-person	Virtual	All Virtual	In Person	Virtual
Group B	Virtual	In Person	All Virtual	Virtual	In Person
Virtual Group	Virtual	Virtual	All Virtual	Virtual	Virtual

*NOTE: All students (with the exception of in-person students) will continue to log into Google Meet. All students will continue to use Canvas as their primary learning management system.

Arrival And Dismissal (Bus, Car Riders, Walkers)

ALL ARRIVALS:

Students' temperatures will be taken on a daily basis upon arrival.

Students use hand sanitizer upon entry.

Students will go straight to their classrooms upon arrival to school.

Woodrow Wilson is equipped with floor stickers and signage to encourage physical distancing.

Students will be encouraged to bring personal hand sanitizer.

Students will be reminded to wash their hands regularly throughout the day.

- **Bus Riders:** All students must wear facial masks while riding the bus. Bus riders will board from the back to the front of the bus and then unload from the front to the back to minimize passing others in the center aisle. Siblings/household members will be required to sit together. Temperature screenings will be conducted at entry via the main entrance on Benefield Street by the security guard, and students will go straight to their classrooms upon arrival to school.
- **Car Riders:** Parents must remain in vehicle. Only one vehicle is unloaded at a time to limit students entering the gym entrance at the same time. Staff will scan temperature students before they exit their vehicles.
- **Van Riders:** Van riders will enter via the cafeteria loop and be scanned for temperatures by school staff before the vans leave and enter at the cafeteria entrance.
- **Walkers:** Walkers will enter via the front entrance on Benefield Street and will be scanned for temperatures prior to entry.

ALL DISMISSALS:

- **Bus Riders:** All students must wear facial masks while riding the bus. Bus riders will board from the back to the front of the bus and then unload from the front to the back to minimize passing others in the center aisle. Siblings/household members will be required to sit together.
- **Car Riders:** Parents must remain in vehicle. Parents may not park cars and walk to the pick-up area. Students will be dismissed to cars one at a time to minimize interactions with others.
- **Van Riders:** Van riders will be dismissed via the cafeteria loop.
- **Walkers:** Walkers will exit via the front entrance on Benefield Street.

If a student becomes sick during the day, parents will be contacted and arrangements will have to be made by parents/guardians for student pick-up.

Classrooms Arrangements

Classrooms will be arranged with all desks facing the same direction toward the front of the classroom (rather than facing participants).

Desks will be limited to 8-12 in each classroom, with no tables available. School staff will work to maintain six feet of spacing between themselves and students. Nonessential furniture and equipment will be moved out of classrooms or to unused parts of the classroom to increase distance between students. Kidney tables will remain in classrooms for individual tutoring as needed.

If a classroom has windows that can open, they will be open as much as possible, weather permitting.

Meals for Face-to-Face Students

Students will consume their meals in their classrooms with their teachers. Classrooms will be used for students to eat meals at school where distancing guidelines can be met. Teachers will collect the lunch and breakfast from the kiosk that will be coming to each classroom to distribute to the students. Students and teachers shall wash hands before and after every meal. Students will not sit face-to-face while eating. No sharing of food will be permitted. Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking.

Class Changes/Transitions

Students will remain in their classrooms for instruction, and team teachers will switch classrooms to minimize student movement. Specials classes (art, music, library) will be brought to the classrooms instead of having students move to different locations. Students will report to the gym for PE classes while social distancing. Custodial staff will routinely clean and disinfect frequently-touched surfaces (e.g., door handles, light switches, railings, etc.)

Floor tape or other signage will be used, where needed, if line formation is anticipated. Signage will be posted to indicate proper social distancing. Teachers will escort students to and from bathrooms, limiting interactions with other classes. Security guard will also assist with monitoring students to limit traffic in the hallways.

Restroom Guidelines

Students will enter restrooms in groups of two and will be required to wear face masks at all times. No more than two students may enter the bathrooms at one time. Bathroom schedules will be created to prevent multiple groups from crowding bathrooms, as well as schedule times for cleaning/sanitizing. Custodians will be notified of staff and students utilizing bathrooms between scheduled breaks. Posters reminding students of handwashing expectations will be displayed. Restroom capacity signs posted will support social distancing. Custodians will clean the bathrooms between students and classes entering.

Additional Staff Support

Instructional paraprofessionals are assigned to supporting students in whole class and small group settings in synchronous and asynchronous settings. They also assist with monitoring classes as needed in the homeroom teachers' absence; assisting the front office with light office work (copies, mailings, etc.); and plan with homeroom and specials teachers in addition to their assigned duties. Specials teachers will assist with monitoring arrivals and dismissals, temperature scans, assisting with monitoring attendance, breakfast and lunch distribution, monitoring hallways and bathroom breaks when not teaching.

1. Where is the wellness room located and how will it be monitored when occupied?

The wellness room is located in the art room next to the nurse's clinic. (The art teacher will go into classrooms and supplies on a cart, to eliminate the need of a regular classroom to limit student movement.)

Staff (with the exception of the nurse) will limit transitions between the clinic and the wellness room. Clinics will adhere to physical distancing to the extent possible within the space available.

The wellness rooms will contain:

- Touchless thermometers
- Daily access to PPE (i.e., gloves, masks, etc.)
- Direct access to a sink

2. How will emergency drills be conducted?

Fire Drills:

Individual student classes can be kept together during fire drills. Because it may not be possible to maintain social distancing during all portions of a fire drill (i.e., in hallways while actual evacuation is taking place), students and staff have to wear face coverings during drills.

Modifications to accommodate for COVID-19 include:

- Scheduling additional time to conduct each drill.
- Practicing evacuation in a slower, more methodical process, while emphasizing appropriate personal physical distance.
- Sequencing the release of classrooms in an effort to reduce the number of individuals evacuating at any given time.
- Closely monitoring more points along evacuation routes to limit congestion.
- Directing students to wash/sanitize hands prior to returning to rooms during scheduled times.

Lockdown Drills:

Classes will remain together in their respective classrooms/locations, with locked doors, lights off, and remain quiet throughout the duration of the drills.

Modifications to accommodate for COVID-19 include:

- Conducting more frequent small drills with smaller groups of students/staff.
- Practicing procedures to move small groups to safe locations (if applicable) while emphasizing appropriate personal physical distance.

Tornado Drills:

The school will continue to practice moving students and staff to a safe location within the school in the event of a tornado or severe weather warning.

Modifications to accommodate for COVID-19 include:

- Tornado drills will be conducted verbally with teachers explaining procedures to students.
- Clearly announcing the drill and practicing it in a slower, methodical process while emphasizing
- appropriate personal physical distance.
- Identifying “one-way” avenues or hallways to reduce congestion and “crossing paths.”
- Directing students to thoroughly wash/sanitize hands prior to returning to rooms.

3. How will singleton courses/exploratory be taught?

Specials/Exploratory Classes:

PE:

- Physical distancing is required. In cases of inclement weather, classes may be held in the cafeteria or in classrooms.
- Use of shared objects (e.g., gym or physical education equipment), will be limited, and equipment cleaned between use.

Music:

- The music room will be divided into 6' x 6' squares where students will be assigned to stand in the center of each square in order to maintain a 6' distance from other students on all sides.

Library:

- Physical guides, including tape on doors and signs on walls, will be posted, to ensure that staff and students maintain the maximum distance possible, from others in lines and at other times.
- The number of persons per room will be limited.
- Sanitizing materials to ensure proper handling and returning of books and resources will be provided.
- Students will use different entrances and directional paths.
- Furniture will be rearranged to avoid clustering in the small areas.

Art:

- Physical distancing is required. Art classes will be conducted in homeroom classes to minimize transition.
- Use of shared objects (e.g., art supplies), will be limited, and equipment cleaned between use.

Recess will be conducted outside whenever possible with appropriate social distancing and grouping of students. No more than four classes can be on recess at the same time. If more than one class is outside, students should wear facial coverings. Students will wash their hands or use sanitizer before and after recess.

4. How will the staff teach student expectations to ensure safety, order, and an environment conducive to learning?

a. Teaching and modeling safety guidelines

- Staff and students will wear masks, only removing them for meal times.
- Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer.
- Staff and students will be taught to sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students and teachers will schedule handwashing with soap and water every 2-3 hours.
- Staff and students will limit the sharing of personal items and supplies such as writing supplies.
- Staff will teach students how to maintain at least six feet distance from each other as well as how to use the signage and floor guidelines to maintain distance.

b. Addressing students' social and emotional needs

- Staff and students will participate in "morning meetings" to assess the well-being of students, reporting any signs of abnormality or concern to the counselor and administration to follow up with appropriate personnel.
- Teachers and staff will offer multiple opportunities for brief breaks.
- The school counselor will work individually with students and guardians, if necessary, to help find ways to reduce student concerns.

c. Training and enforcing the school-wide expectations and Student CORE

- The counselor will be available for in-person students during the school day as well as via phone and virtual meeting platforms.
- Staff and the counselor will encourage students and families to talk with people they trust about their concerns about COVID-19 and how they are feeling.
- Teachers, with the help of the counselor, will implement systems of support that creates student ownership and responsibility for creating a safe and healthy classroom environment.
- Teachers will reinforce PBIS expectations and safety rules on a daily basis during regular morning meetings.

5. How do we handle a positive case?

CDC guidelines and protocols will be conducted to ensure the safety of each person involved.

Administration, school nurse, and teachers will work in conjunction with the school division's pandemic coordinator to do contact tracing.

The school nurse and administration will follow the directives set by the pandemic coordinator as it relates to contacting persons who may have come into contact with a person testing positive.

For Teachers and Staff:

Adults will follow guidelines for self-monitoring before entering the school building. Individuals who are presented with symptoms while at work will follow the protocols developed by DPS and the pandemic coordinator.

For Students:

An adult should accompany students to the nurse's clinic. (When accompanying a student to the clinic, staff should wear PPE.) All visits to the clinic and outcomes of those visits will be documented following DPS/DCPS practices.

Students arriving in the nurse's clinic or isolation room will have their temperature checked.

If the initial temperature taken is 100.4°F or higher, the student will be directed to sit quietly for 3-5 minutes, then the temperature will be rechecked.

Students who meet sick/COVID-19 criteria for being sent home should be transferred to the wellness room. Sick students waiting for parent pick-up should:

- Be monitored by staff wearing PPE.
- Wear PPE and use physical distancing.
- The nurse or office staff must contact the parent to pick up their student.

If a child becomes sick and is unable to return to class, the parent will be required to pick up their child; sick children will not be placed on buses.

If a child is sick, is not picked up, and his/her symptoms worsen, school administration will be notified and call 911, Emergency Medical Services (EMS) and/or notify the proper authorities, as necessary.

If a parent denies EMS transport at the recommendation of the school and EMS personnel, the parent must sign out the child and take him or her home. The parent must be present at school to deny transport.

After the parent picks up their student, the waiting room should be cleaned or at specific times of the day.

If there is a positive case, the student will self-isolate for 14 days from the start of symptoms or after receiving a positive test (whichever comes first). The student must be symptom and fever free for 24 hours without the aid of medication prior to returning. If the student is experiencing COVID-19 like symptoms and has not been known to be exposed to someone who has COVID-19, and takes a COVID test and the test is negative, the student can return as soon as they feel better. The individual will self-isolate for 14 days from the start of symptoms. After the isolation period is over the student must be symptom and fever free for 24 hours without the aid of medication prior to returning.