



# WOODROW WILSON

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## A C A D E M Y

### **In-Person Learning Experience 2020-2021**

Safety will always be WWA’s first priority for our entire community, including students, parents, staff, and the broader community. We will follow all directives given by Jefferson County Public Schools, Jefferson County Health Department, Colorado Department of Education, and State Directives from the Governor, as they are given.

We have prioritized four areas in which to keep our school community safe:

- ★ Cleaning
- ★ Cohorts
- ★ Commitment
- ★ Choices (remote learning vs. In-Person learning)

Providing a quality education, including taking care of the whole child, is also our priority. Our decisions have been made with careful consideration for all students and staff as we move forward with this school year. WWA’s mission and vision have not changed, but how we’re going to implement it this year has. Please read through this information carefully to help guide you in your decision making process. This document, along with the Remote Learning Experience Fact Sheet will serve as addendums to the Family/Student Handbook for the 2020-2021 school year.

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## School Calendar/Hours

- ★ School will begin on **Thursday, August 13**, as per our school calendar
- ★ For In-Person Learning, we will follow our published calendar, as posted on the website
- ★ **School hours this year will be 9:00am-3:00pm** for grades K-8 in order to accommodate the new regulations around class sizes, to allow for planning time for teachers, and give us the ability to clean and disinfect classrooms regularly
- ★ **Students may be brought to school starting at 8:30am** for a soft start, but no earlier than this as we cannot have any students congregating outside the building at any time.

## New Regulations, including Mask Usage and Cleaning

- ★ **6' social distancing will be practiced** to the fullest level possible throughout the building, **including spaces between desks.**
- ★ **Enhanced cleaning** will be implemented throughout the building during the day and in the evenings. A third custodian has been hired to assist with the cleaning of our building and an additional cleaning system has been purchased by our cleaning crew to utilize in the evenings.
  - Common touch places such as handrails, light switches, door knobs, and bathrooms will be cleaned regularly throughout the day.
  - A three month cleaning supply has been pre-purchased to ensure supplies are available to start the year.
  - Gloves will be provided for cleaning/disinfecting/sanitizing surfaces or objects
- ★ **Increased hand washing throughout the day, and when not possible, hand sanitizer will be used**
  - Hand washing/sanitizer times throughout the school day will be implemented including, but not limited to: entering/exiting the building, entering/exiting classrooms, before/after eating, before/after recess, and after coughing/sneezing/blowing nose.
  - Additional handwashing stations have been purchased in areas where sinks are not readily available.
- ★ **Use of Masks by Students and Staff**
  - Staff and student face coverings are required when social distancing cannot be maintained with consideration for exceptions, if necessary, for the health and wellness of certain students/staff.
  - Students and staff will be required to wear masks in any public area as they are moving from one location to another (e.g. from their car to their classroom, sharpening a pencil, retrieving an item, using a restroom, from their classroom to their car, etc...)
  - Once a student is sitting in their seat, the student may remove their mask, with exceptions, if necessary, for the health and wellness of certain students or staff.
  - Staff may wear face shields during direct instruction while maintaining a 6-foot distance. When next to students or other staff, both parties will wear a face covering.
- ★ **Daily Temperature Screenings**
  - All teachers and staff entering the building will take their temperature at a station in the front lobby of WWA.
  - Student temperatures will be screened **before** exiting their vehicle. See the [Coming to School](#) section below.
- ★ **Plexiglass Partitions**
  - Used in designated areas when social distancing and/or face coverings are not possible

## Wildcat Care (Before/After School Care)

- ★ AM Hours: 6:30am to 8:29am in order to accommodate the new school start time. Fees for this additional time have been waived.
- ★ PM Hours: 3:00pm to 6:00pm
- ★ Please contact Joy Watson, Director at [jwatson@wwacademy.org](mailto:jwatson@wwacademy.org) or Christina Lauer, Assistant Director at [clauer@wwacademy.org](mailto:clauer@wwacademy.org) with any questions about Wildcat Care
- ★ Visit the [Wildcat Care webpage](#) for more information

## **Coming In To School**

**Students may arrive at school starting at 8:30am in one of two ways:**

- ★ **Drop Off:** Students may arrive at school via the **drive through line only**. They are required to stay in cars until an adult approaches and goes through a screening process. Adults will ask a series of questions and take student temperatures once students have their mask on. If they have a temperature below 100.4°, students wearing a mask may exit the car to enter the building (K-3 through side elementary doors, 4-8 through main door). If students have a temperature of 100.4° or higher, they will be required to return home and may not come back to school until at least 24 hours after they no longer have a fever (without use of fever-reducing medicine), shortness of breath, productive cough, and other symptoms are improving.
- ★ **Walk Up:** If students walk up to the building from the neighborhood, they will need to have a mask on once they are on school property. They will stop at the temperature station by the flagpole. If they have a temperature below 100.4°, they may enter the building. If they have a temperature of 100.4° or higher, they will be required to return home and may not come back to school until at least 24 hours after they no longer have a fever (without use of fever-reducing medicine), shortness of breath, productive cough, and other symptoms are improving.
- ★ **There will be no parking in the parking lot this school year.**
- ★ **Parents will not be allowed to exit their vehicle and enter the building at any time.**

## **Building Access and Usage**

- ★ **No volunteers or visitors will access the building during the school day.**
- ★ We will be unable to utilize in-person volunteers during this school year, however, we will have many opportunities for you to volunteer from home. Please contact your child's teacher for projects that can be done throughout the year.
- ★ Delivery drivers for school deliveries only can be met at the door or designated drop off/pick up space.
- ★ **Drop-off spaces will be set up inside the vestibule, right outside the main doors for parents to place items to be delivered to students.**
- ★ **If checking students in and out of school during the day, please pull up to the curb and call the front office at 303-431-3694 and a staff member will meet you at your vehicle.**
- ★ **Entrance into the school by non-employee, parents, and visitors will be limited for meetings only.** Temperature checks will be done at that time. Please remember, parents and other adults will not be allowed to enter the building to drop off their student at the start of the day. (Please see the [Coming In To School](#) section above).
- ★ **The gymnasium and Dining Commons will be used as classrooms for this year and we will be unable to have school-wide events.**

## **At School**

- ★ Once students have had their temperature checked at the beginning of the day, they will walk directly to their classrooms through either the side elementary door (K-3) or the front door of the building (4-8).
- ★ **Students will be placed in cohorts to minimize their contact with other students.**
  - **Kindergarten:** Students will be in a room cohort of 19 or less students with the same teacher and educational assistant throughout the day. They will have one specials teacher in their classroom for approximately 40 minutes each day for 6 weeks at a time.
  - **Grades 1-5:** Students will be in one of 3 rooms with cohorts of 19 or less students each. Both grade level teachers and EAs will rotate through their room throughout the day. Those 3-4 adults will only be interacting with other students in the same grade level, as well as one specials teacher for approximately 40 minutes per day for 6 weeks at a time.
  - **Grade 6:** Students will be in 2 cohorts of 28 or less students (now located in the gym). This arrangement allows for each 6th grade teacher to deliver their specialized curriculum (Math/Science or LA/History) as in the past. Students will be with 4 adults (2 teachers, 2 EA's)

throughout the day, as well as one specials teacher for approximately 40 minutes per day for 6 weeks at a time.

- Middle School: Students will be in two cohorts, one in the morning and one in the afternoon for their schedule. They will move from classroom to classroom throughout the day, which will include cleaning after each use. Please see the [Learning](#) section below to read more about their schedule.
- ★ **6' social distancing will be practiced to the fullest level possible throughout the building, including spaces between desks.** Please see the [New Regulations](#) section above.
- ★ For information about mask usage, please see the [New Regulations](#) section above.
- ★ **WWA recognizes that having outdoor time is a best practice for students, especially during COVID.** We have made every effort to provide multiple opportunities for students to be outside, including recess on the playground, and other designated locations during the day. Specials teachers have assigned areas to take students outside during class periods, when possible.
- ★ **Recess/Outside Times** are currently scheduled as staggered shifts within cohorts for a minimum of one time per day for approximately 20 minutes. Kindergarten and First Grade students will have two recesses per day. Students will sanitize their hands upon coming back into the classroom from recess. Masks are not mandated to be worn outside.
- ★ **Snack Times**: Students will have a snack time throughout the day, to be eaten at their desks within their classroom. All snacks will be provided from home.
- ★ **Individual desks will be provided to all students K-6.** Students will have their very own space to learn and keep their backpack/supplies with them. No other student will be allowed to sit in their space. Desks will be cleaned every evening and as needed throughout the day. Students in middle school (grades 7-8) will be cleaning desks before exiting the classroom and rotating in one-way halls at staggered times.
- ★ **No lockers will be utilized this school year.** Students will be using only backpacks to store items in middle school, and all other grade levels will be using backpacks and student desks for student materials.
- ★ **Water Bottles: Students will need to provide their own water bottles as shared drinking fountains will not be utilized.** Water bottle fillers will be in operation to refill bottles as needed.

## Learning

- ★ **We recognize that students will have been off of traditional school for 2.5 months, creating gaps in learning. Students will be placed in groups and cohorts based on their reading and math levels from the previous year.** Additionally, our teams of teachers and staff have reviewed and analyzed the curriculum and planned for filling gaps, reviewing major concepts and spiraling this year's curriculum with new concepts.
- ★ Grades 5-8 will not be utilizing lockers for the 2020-2021 school year. **Grade 5 and 6 students will have individual desks to allow for them to store their materials in a central location. Middle School students will be allowed to carry backpacks with their materials.**
- ★ **We will be utilizing individual student materials for this school year.** Shared supplies such as pencils, scissors, crayons, etc... have been eliminated to the fullest extent possible.
- ★ **Computers: students will have an assigned computer to utilize throughout the day and will be sanitized regularly.**
- ★ **Students with special needs, including IEP, 504, Health Plans, and/or ALP students will continue with programming provided in past years.**
- ★ **We will be unable to have field trips, both off campus and in-house for this school year.**
- ★ **Core Instruction for grade K-6:** Students will receive instruction in Language Arts, Math, Science, and Social Studies, taught by a combination of 1 teacher along with an EA each day.
- ★ **Specials for grades K-6:** Students will continue to have quality specials (Art, Music, PE, Tech, Spanish) throughout the year. Specials teachers will rotate through a grade level's 3 cohorts of students for

approximately 40 minutes per day, 5 days a week, for 6 weeks at a time. Students will have access to library books from the library, which will be brought to their classrooms via a cart for checkout.

- ★ **Schedule for Middle School:** All Middle School students will have two cohorts per day that switch at lunch time each day, minimizing student contact as much as possible. Each student will have the following classes each day for approximately 50 minutes:
  - Math
    - *Please note: Algebra for grades 7 and 8 and Course 3 for grade 8 will be split into two groups due to the number of students in those classes, as well as our desire not to combine grade level students. One group will have a live, In-Person class while the other is on Zoom in a separate room, supervised by a staff member. These groups will switch every/other day for In-Person and Zoom learning.*
  - Science
    - *Please note: Math Course 3 for grade 8 will be split into two groups for Science class due to the number of students in that class. One group will have a live, In-Person class while the other is on Zoom in a room room, supervised by a staff member. These groups will switch every/other day for In-Person and Zoom learning.*
  - History
  - Language Arts
  - Study Hall
  - Elective: Students will participate in one elective class per day, 5 days a week for 6 weeks (Art, Music, PE, Tech, Spanish) This class will be a combination of their required core elective class and other activities from specialized elective classes.
- ★ Middle School Passing Periods: Staircases in Middle School will be designated as one way to limit the number of students on the stairs at one time. In addition, when changing classroom locations, students will be directed in an orderly manner to help maintain 6' social distancing between cohorts.

### Lunch

- ★ **Students will eat lunch in their classrooms and/or outside, as possible**, this year supervised by either their EA or a teacher.
- ★ They will be able to bring their lunch from home or purchase lunches from Michaels of Denver. Michaels of Denver will now be preparing unitized hot and cold lunches that require no serving pieces so students can enjoy the same high quality meals they are accustomed to in an enclosed unitized meal. Please look for more information from Michaels as we near the start of the school year.
- ★ Milk/Juice cards will still be available to pre-purchase (credit card over the phone, check or money sent in with students). Students will be able to order milk, juice, or water each morning which will be delivered to students to have with lunch. Chocolate milk is provided on Fridays.
- ★ **Students will wash their hands before and will sanitize hands after eating. In addition, teachers will be assisting students with clearing their own area.**
- ★ Lunches brought from home will be stored in their backpacks.
- ★ **No outside delivery from restaurants** (ex. Grub Hub, Seamless, etc.) to the school will be permitted for students.

### Dismissal and Beyond

- ★ **Students will be individually dismissed from their classrooms at the end of the day.** Parents are asked to come through the drive through pick-up line, when directed, drive as far forward as possible (up to the crosswalk), remain in their cars, and wait for their child to arrive. Please take turns as the lanes go from 2 to one lane, and move forward as cars leave. **There will be no special middle school lane through the middle of the parking lot.**
- ★ **Homework is being limited to virtual reading logs and Saxon math and time will be provided in class as much as possible for children to complete additional work at school.**

- ★ **After school clubs and activities (including ZAP for grades 7-8 and Homework Club for grades 5-6) are cancelled at this time.**
- ★ **Athletics for the Fall and Winter 1 seasons have been cancelled.** Decisions about moving forward with further seasons will be evaluated closer to that time.

Please note:

- ★ **There will be no parking in the parking lot this school year.**
- ★ **Parents will not be allowed to exit their vehicle and enter the building at any time.**

### **Opting to Change to Remote Learning**

- ★ **If at any time, your family feels it would be better to change to Remote Learning, we will be happy to help you with that transition. Please read the Remote Learning Fact Sheet for more information about that experience.**
- ★ **Please note, if your family opts to change to Remote Learning, students will only be able to return to school at one of our two re-entry points:**
  - Monday, November 9, 2020
  - Monday, February 22, 2020
- ★ **During mid-October, and also the start of February, families will be asked to designate their selection for second or third trimester for either In-Person or Remote Learning.**

### **Mental Health**

- ★ **WWA is committed to providing all of our students with mental health supports throughout the school year.** Because of the current world-wide pandemic, students may need support now more than ever. Students in both remote and in-person learning will continue to have access to the following supports:
  - **Counseling:** Ms. Eve Sandler is WWA's social worker. Ms. Sandler is available to meet with students (via Zoom in the remote learning setting) to discuss issues and concerns students may have as they navigate these trying times. She will also provide opportunities for all of our remote learning students to come together (via Zoom) and discuss topics such as stress, coping mechanisms, and time management.
  - **Safe2Tell:** WWA participates in Colorado's Safe2Tell program. This program gives students a safe, anonymous way to help someone who is struggling or hurting.
  - **Social/Emotional Learning:** All students will receive instruction in our current curriculum that supports the whole child. Curriculum includes Brain Wise, Brain Gym, and Core Virtues. Additional opportunities will be provided by both Ms. Sandler and Mrs. Grigsby for children to explore their emotional well-being in the classroom.
  - **Dean of Student Life:** Mrs. Natalie Grigsby is available to support children as they make their way through the school day. This includes discipline through Love & Logic and Restorative Justice.

### **Code of Conduct**

- ★ **Students enrolling for in-person learning are expected to adhere to all public health guidelines, protocols, and procedures; attendance at school will serve as an agreement to these terms.**
- ★ **Students whose behavior does not adhere to social distancing and safety guidelines will be addressed by teachers and administration; refusal to comply with regulations will result in being sent home.**
- ★ **The District's Student Conduct and Discipline Policies apply during in-person and remote learning.** Students enrolling for in-person learning are expected to adhere to all public health guidelines, protocols and procedures established at schools to create a safe and secure learning environment. Student attendance at school will serve as agreement to these terms and conditions. Any violation of terms and agreements in regards to public health will be considered a violation of the Student Conduct Code.

## **Communication**

- ★ **WWA will strive to communicate with our community as needed throughout the school year via School Messenger, our website, phone calls and/or text messages.** Should there be a change in our school plan, it will be communicated via email.
  - Please ensure your Jeffco Connect account is up to date and accurate. This will be done during registration (information coming the week of July 27), and should be updated as needed throughout the school year.

## **Feeling Sick?**

- ★ **If your student has a temperature at or above 100.4°, either discovered at home or at school, the student may not come back to school until at least 24 hours after they no longer have a fever (without use of fever-reducing medicine).**
- ★ **If your student doesn't feel well during the school day they will be brought to the office where their symptoms will be assessed.**
  - **If your student's temperature is below 100.4°, we will guide them into the clinic to take care of their needs.**
  - **If your student has a temperature at or above 100.4°, the student will be given a mask (if they don't have one with them) and asked to sit/lay in the office isolation area. Parents will be notified to pick up their child as soon as possible. The student may not return to school until at least 24 hours after they no longer have a fever (without use of fever-reducing medicine).**
- ★ **For the safety of everyone at WWA, we ask that if your child has any symptoms, including, but not limited to fever, cough, shortness of breath, that you keep your child home until symptoms subside.**
- ★ **If you suspect that you or a family member may have COVID-19 or you have a confirmed case, please let the school know as soon as possible.**
- ★ **WWA will coordinate with Jefferson County Public Health regarding suspected and confirmed cases within our school.**
  - JCPH will determine a course of action for individual schools on a case-by-case basis.
  - JCPH has indicated this may include the exclusion of students and staff for an incubation period of 2-5 days, up to 14 days in some cases.

# **Action Item for Families**

**[Complete the Form](#) to Designate Your Choice for In-Person Learning or Remote Learning,** along with your acknowledgement of having reviewed all of the information included above, on the Remote Learning Experience Fact Sheet, and in the email.

If you have any questions, please email [restart@wwacademy.org](mailto:restart@wwacademy.org)

**This form must be completed by midnight on Monday, July 27, 2020.**