

## Processes and Procedures for Face to Face Learning at Willow Springs Elementary School

### First Day of School:

#### **How will school staff assist my student with getting to the correct classroom on the first day of school?**

The campus is mailing you a brightly colored sticker/nametag for your student to wear on the first day of face to face instruction. Please make sure your student is wearing this sticker so that staff can help them to the right location once in the building.

#### **How can I complete bus information for PK & K students?**

All PK and K students riding a bus must have a completed *Transportation Release Authorization Form* before riding a bus. Blank forms have been mailed to you for you to complete. Please return the completed form as soon as possible or you may come to the school to complete the form. **ALL other bus information** can be found at [killeenisd.org](http://killeenisd.org).

#### **What can I expect during morning arrival?**

Walkers, bus riders, and parent drop off students will all enter through the front door in a single file line and spaced apart. Please remember that KISD schools are currently closed campuses for visitors. Please make an appointment if you need to meet with campus staff.

#### **What if my student needs to eat breakfast?**

If your child will eat breakfast, he/she will go to the cafeteria, eat breakfast, and then proceed to class. Students will be spaced apart.

#### **Where will my student go if he/she doesn't eat breakfast?**

Students with a colored sticker on will proceed to their class. Students without a sticker will go to the library. Once their classroom has been determined they will proceed to class. Staff members will be stationed in various places around the school to assist students to their classrooms.

### Social Distancing:

#### **What will my student do when walking to and from place-to-place in hallways? How will classes stay separated?**

Teachers will be mindful of the need to practice social distancing in the hallways. Students in the same class will maintain proper separation. Teachers will also work together to keep their class properly spaced from other classes in the hallway.

#### **How will my student practice social distancing in the classroom?**

Students will remain spread out in the classroom to the greatest extent possible. Teachers will consistently remind students to stay socially distanced and plan instruction accordingly.

#### **What will recess look like for my student?**

Students will participate in recess outside as much as the weather permits. While outside, students will remain properly distanced. Students will be allowed to use playground equipment and will be required to wear their masks. Students will participate in hand washing as soon as recess is over and upon re-entering the building.

**What will my student do when the class goes to the restroom? How will the school keep classes from being in the hallways together, etc.?**

Younger students will use the restroom in their classrooms, one at a time. Older students will use the hallway restroom during class visits and/or as needed. When visiting as a class, the teacher will monitor students during restroom breaks, ensuring that the number of students allows for adequate social distancing.

Sanitizing and P.P.E.:

**Where and how often will my child wash his/her hands?**

Students will have designated hand-washing breaks using the sinks in the classroom as well as the bathrooms in the hallway throughout the day. Teachers will make sure students are properly spaced when handwashing. In addition, hand sanitizer will also be used regularly in the classroom.

**How will the school sanitize desks and tables in the classroom?**

The district will thoroughly clean furniture and classrooms daily when students leave. Teachers will have materials to disinfect areas of the classroom as needed throughout the day.

**What are the procedures for lunch? How will my child sit socially distanced in the cafeteria?**

Students will remain spread out in the cafeteria to the greatest extent possible. Students will need to keep their masks on except for when they are actively eating. Cafeteria staff will help monitor students.

**When/How can my student get a mask?**

Students are expected to come to school each day in a mask provided from home. In the event that they do not come in a mask or something happens to their mask making it unusable, students will be directed to the clinic to get a disposable mask.

Dismissal:

**Where will walkers, bus riders, parent pick-ups, and car riders go for dismissal? How will we keep them socially distanced?**

East & West Gate Walkers will be escorted to the East/West Gates. Bus Riders will be escorted to their busses. Students being picked up by walk-up parents will wait at the designated pick-up locations (see posted signs) in the front of the school. The PK pickup location has moved to the front of the school by the playground area. Car riders will wait inside the school at designated locations and be escorted out to cars in the car pick-up lanes located in the front of the school.

Additional Information:

**How will my student get their school supplies?**

The classroom teacher will issue all school supplies for students in their class upon arrival at school. Items will remain with that student (no sharing of supplies) at school. Students will need to bring a backpack and school supply box. PK4 and Kinder students will need to bring a towel for naptime. PK4, Kinder, and 1<sup>st</sup> grade students need to send a change of clothes in case of an emergency (bathroom accident, lunch spill, etc.)