



**Ferguson-Florissant
School District
Reentry Handbook
Wedgwood
Sixth Grade Center
2020-2021 School Year**



Safety
Access
Schedules
Support

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Letter from Dr. Davis

Dear Ferguson-Florissant Families,

I am excited to welcome you back to in-person learning in the Ferguson-Florissant School District. We have missed seeing you learning and growing in our buildings. We know that nothing beats face to face instruction with students and teachers in the same physical classroom.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating our return to in-person learning. In this handbook you will find much information about how we plan to address health, safety, and instructional delivery within each of our buildings.

While we have been planning for an eventual return for many months, there undoubtedly will be some bumps in the road. I appreciate your patience and support as we move forward together in-person and virtually. Please keep the lines of communication open with your child's teacher and principal, so we can address concerns as we enter this next phase of learning.

Onward together,

Dr. Joseph Davis
Superintendent



Letter from Building Principal

Dear Wedgwood students and families,

I am looking forward to the reopening of our schools and the in-person connection with our Junior Stars. While we have engaged students in a virtual learning space, we have simultaneously been preparing for the safe return of students to our school. I am happy to say that we are ready to welcome your children back to end their 6th grade experience in the halls of Wedgwood. Should you choose to have your child remain virtual for the remainder of the school year, please be assured that the connections we have already established with your children will continue. While the structures may look a little different, the instruction will continue to be high quality and relevant.

As we close out your child's 6th grade school year, we will collectively engage in new experiences, engaging learning opportunities, and extensive team-building opportunities to prepare our graduating class of 2027 for future collaborative adventures through secondary school. Please feel free to reach out to the school for any support, celebrations, and or ideas that we can implement to make the end of this school year the very best!

Thanks for your support of our school community and we look forward to a great end of the year!

Sincerely,

Katy Chambers

Dr. Katy Chambers
Principal
Wedgwood Sixth Grade Center



School Contacts

School phone: (314) 831-4551

Administration

Dr. Katy Chambers (Principal): kchambers@fergflor.org ex. 1300
Dr. Dean Grass (Assistant Principal): dgrass@fergflor.org ex. 1120
Dr. Marion Brooks (SSD Area Coordinator): MAWilson-Brooks@ssdmo.org ex. 1301
Stephanie Tuck (Instructional Support): stuck@fergflor.org ex. 1082

Office Support

Dawn Orlando (Office Manager): dorlando@fergflor.org ex. 1301
Yavonne Gardner (Registrar/Attendance) ygardner@fergflor.org ex. 1305
Cyndy Bears (Grade Level Office): cbears@fergflor.org ex. 1501
Diana Carpenter (School Nurse): dcarpenter@fergflor.org ex. 2400

Student Support

Tresha Watson (School Counselor): twatson@fergflor.org ex. 1110
Brishae Turner (Building Social Worker): bturner1@fergflor.org ex. 1303
Deborah Bodden (District Social Worker): dbodden@fergflor.org ex. 1301
Eddie Thomas (Behavior Interventionist): ethomas@fergflor.org ex. 1139
Sarah Nace & Gabriella Bronstien (Teen Outreach Program) snace@fergflor.org ex. 1117



Students' Return to In-Person Instruction:



The 2020-2021 school year began for all students PreK - 12 virtually on Monday, August 31, 2020. We will begin the second phase of our 2020-2021 school year with some students returning to in-person learning and some students continuing to learn virtually. Students who chose the in-person option will be welcomed back to campus and our classrooms. Students who choose to remain virtual will continue their studies online.

Wedgwood Sixth Grade Center will use the first week of in-person instruction to serve as orientation for staff and students to build relationships and develop an understanding of in-person expectations for teaching and learning. When welcoming students back in person, our school will hold information sessions for students around health and safety practices.

Key topics will include:

- Safety procedures
 - *Masks
 - *Physical distancing
 - *Hand Sanitation
 - *Water Intake
- Breakfast and lunch procedures
- Bathroom procedures
- Arrival and dismissal procedures
- Hallway transition procedures
- Bus riding procedures

School Hours:



The school day is from 7:25 am-2:30 pm. Building is open at 7:10 for students to sanitize hands, pick-up breakfast, and then proceed to their 1st hour classrooms.

Arrival and Dismissal Procedures:



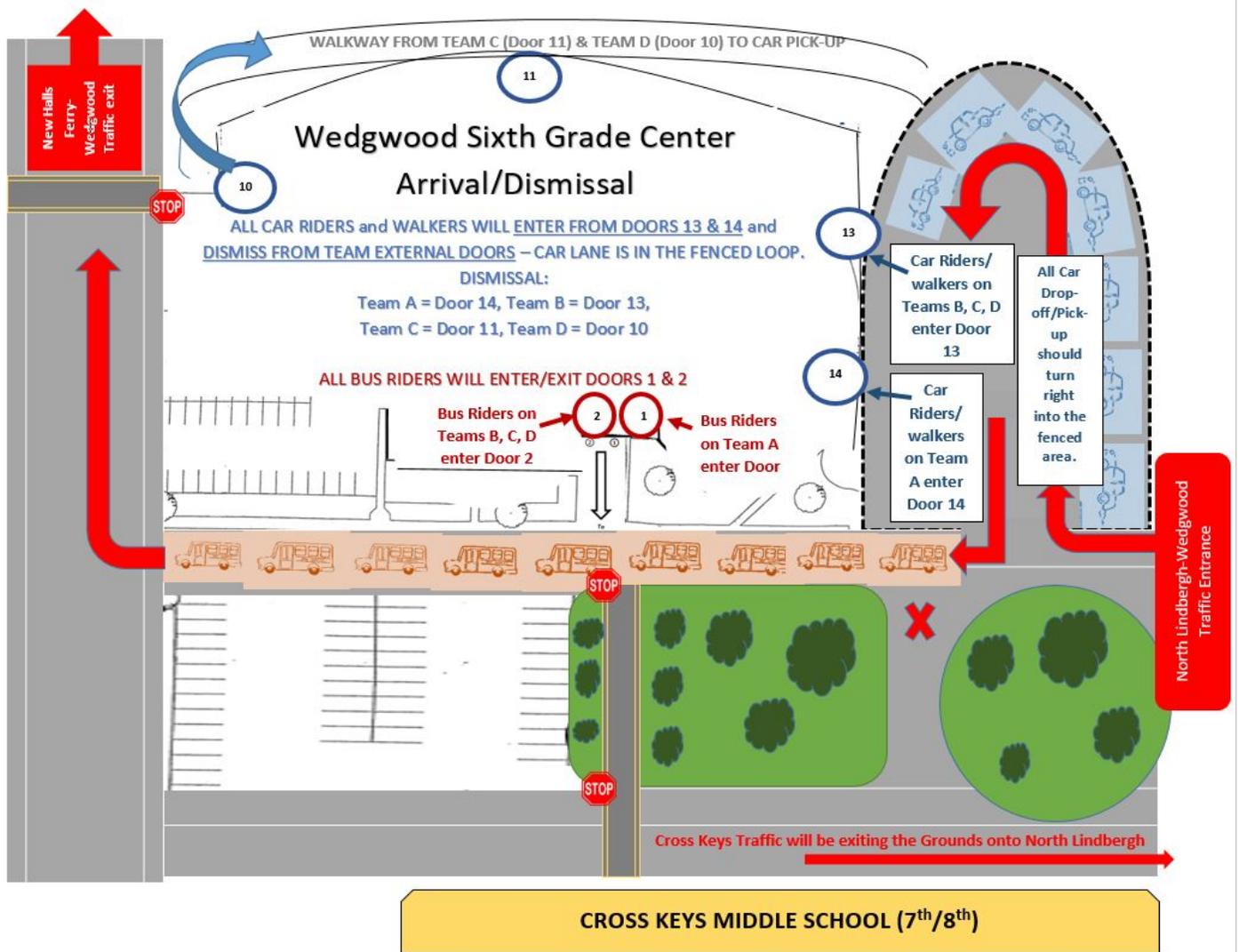
We will be using specific exterior doors to limit the number of students utilizing at any one entry point and to ensure safe distancing of student contact.

Bus Riders will enter and exit through Doors 1 & 2 (Team A students will be assigned to use Door 1, while Teams B, C, D students will use Door 2). SSD buses will pick up and dismiss from Door 8.

Car riders and walkers will enter through Doors 13 & 14, and exit through the external doors in his/her assigned team hall (Team A - Door 14, Team B - Door 13, Team C- Door 11, Team D - Door 10). Students will be expected to utilize the external walkway to the pick-up area.

Any student arriving **late to school** (after 7:25) should use the intercom system at Door 1 for school entry. Due to the preparations needed to facilitate safe dismissal procedures, **early dismissal** for students cannot be supported between 2:10-2:30pm.





It is important to remember:

- Families must drop students off outside of the building and are not allowed to walk their child inside.
- Drop-offs must be as brief as possible.
- Visitors will not be allowed unless previously scheduled.
- Staff members will be present to ensure students safely enter and exit the school.

Bus Transportation:



In-Person Students

Continuing safety measures on our school busses will be important to keeping our students healthy during this time. All bus drivers will be required to wear masks and have minimal contact with students. The interior of the bus will be disinfected with special attention to high touch surfaces. The following will be implemented on buses to ensure proper health safety to reduce the likelihood of spreading disease:



- Students will be required to wear face masks at bus stops and while on the bus at all times.
- When waiting at bus stops, students should maintain at least six feet of social distancing when possible.
- To minimize the spread of germs, buses will be loaded starting at the back of the bus, then moving to the front.
- Same-family households will be expected to sit together in a seat when possible.
- Assigning students to sit in the same seat going to and returning from the school, unless the Transportation Office has granted prior approval.
- Students should remain in their assigned seats while on the school bus.

Virtual Students

Transportation is not required for virtual instruction.

Health Information:



Daily Health Screening

Daily screening of students by caregivers is required every day for in person learners prior to coming to school. We ask that families please make this daily screening a part of your daily morning routine. Discuss this new expectation with your children and practice it before school begins. Help your children understand the importance of paying attention to their own health and that he/she should always tell parents or teachers if he/she is not feeling healthy. Help him/her understand that all feelings of headaches, sore throats, stomach aches, etc. must be taken seriously.

If your child is experiencing symptoms as noted on the chart below, please do not send him/her to school and call the school to report your child is staying home. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please contact Wedgwood Nurse Carpenter: dcarpenter@fergflor.org (314) 831-4551 ex. 2400.



Ferguson-Florissant Morning Routine:

Screen your child for symptoms so we can keep everyone healthy at school.

- No fever or chills
- No cough
- No shortness of breath or difficulty breathing
- No sore throat
- No headache
- No muscle aches
- No nausea, vomiting or diarrhea
- No new loss of taste or smell
- No runny nose or congestion
- No close contact with a person with COVID-19 in the last 14 days

Sick? Stay H❤️me!



Source: Missouri Department of Elementary & Secondary Education

If Symptoms Develop While at School



Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district nurse available for consultation, as needed.

[Following an assessment by the school nurse](#), any students or staff with a temperature of 100.0°F (37.78°C) or higher, signs of illness, and/or a positive response to the screening questionnaire will be sent home. Students will be directed to a dedicated isolation area, where he/she will be supervised while awaiting a parent/guardian to arrive. If you receive a call to pick your child up from school, it is critical to come immediately to reduce exposure of illness to others. Upon arrival to pick up your child, please call the main office and remain in your vehicle. An adult will escort your child to your car.



Health & Safety Procedures:

Bathrooms



All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use. No more than 2 students should be in the bathroom at one time.

Signage will be in place to maintain six feet of social distancing outside of the bathrooms, and to ensure handwashing and/or sanitizer usage. Our custodial staff will disinfect often with full sanitization.

Drinking Fountain Access



For the safety of staff and students, all building water fountains are unavailable for use. There is a water bottle dispenser available for staff and students to refill containers brought from home. To maintain daily hydration, it is recommended that students bring and carry a water bottle throughout the school day.

Emergency Drills



For the safety and well-being of all staff and students, all will engage in emergency drills to ensure preparation for such unplanned emergencies such as fire, tornado, earthquake, and intruder. Safe social distancing procedures will be implemented.

Green Spaces and Recreational Areas



Outdoor spaces will be used as much as possible, weather permitting. Adults will be present to support small groups and their physical distancing during learning. Students will wear masks unless they are engaged in activities that allow them to maintain physical distance of at least 6 feet. Students will have access to outdoor areas for instructional purposes under adult supervision, weather permitting.

Hand Washing



All who enter the building must wash their hands or use hand sanitizer. In addition to the bathroom, all learning spaces are equipped with a stand alone hand sanitizers. Signage and frequent reminders will be given so that students are encouraged to wash their hands and/or use hand sanitizer frequently.



Hallway Movement



Hallway movement will be limited whenever possible. Students will be spaced with physical distancing while traveling the hallways. All students should maintain physical distancing at least 6 feet (about 2 arms' length) from other people, as recommended by the CDC.



Masks

Masks are **required** to be worn at all times. If a student or staff forgets his/her mask or does not have a mask, a disposable mask will be provided.



Students are encouraged to bring their own mask(s) from home. If possible, sending multiple masks with your child is recommended. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. **Please note, the following types of masks are not allowed** as they are less effective in blocking respiratory particles. If worn to school, your child will be asked to replace with a school issued disposable mask:

- Bandanas and gaiters
- Masks with a breathing valve or “button” vent

All masks should be changed if they become wet or soiled, dropped on the floor, or otherwise contaminated. Students will be taught and reminded not to touch the front or inside of the mask and to use the side loops to put on and take off the masks. Disposable masks will be thrown in the garbage; reusable masks will be placed in a plastic storage bag and brought home to be washed.

School IDs



All secondary students receive photo identification badges (IDs). IDs are required to be worn at all times. The wearing of IDs is particularly important during this time as this will allow all staff to be able to support contact tracing, should it become necessary, as well as determine in-person from virtual students.

School Nutrition



All students have the opportunity to receive school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities. The district will continue the healthy school nutrition program our families rely on to both in school students and virtual learners.

Students attending in-person school will be supervised to wash hands before and after eating all meals. Students will eat lunch in assigned seats within the cafeteria. Proper sanitation protocols (hand washing or sanitizing prior to consumption; appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed. Pre-packaged items will be utilized whenever appropriate. For the safety of students and staff, food choices for breakfast or lunch will not be offered- all meals will be pre-packed in a grab and go style. Please see the [district menu](#) (click link) to determine if the student prefers to bring lunch from home.

Virtual meals will be available for our virtual learners. Five days worth of meals will be delivered on Fridays and will follow the stops and schedule that is posted on the District website. Virtual students will be provided a pass that will need to be presented to receive a box of meals.

School Visitors



The school building will be closed to all visitors without prior appointment and completion of an online health assurance screener. Parents/guardians needing an appointment for any reason must call the office manager @ (314) 831-4551- ex. 1301.

Instructional Delivery:

After School Tutoring



All students will be offered an opportunity for after school tutoring based on the following schedule. The instructional format for tutoring will be through Canvas and ZOOM and will be staffed with Wedgwood teachers.

Monday (3:15-4:15)	Tuesday (3:15-4:15)	Wednesday (3:15-4:15)	Thursday (3:15-4:15)
-Math -ELA -Science	-Math -ELA -Science	-Math -ELA	-Math -ELA

In Person Students - Procedures

Students who [sign up in advance](#) (using this link) during Advisory class may stay after school for tutoring supports.

- Students participating after school tutoring will report to their designated area when called by the announcements at dismissal.
- If the student rides a bus, he/she may ride the activity bus at the end of the day.

Virtual Students - Procedures

Students participating in virtual learning, will be able to ZOOM into the [APT Goal room \(click link\)- Advocate, Persevere, Teamwork](#) - to receive after school tutoring support Monday-Thursday based on the tutoring schedule.

In-person/Virtual Learning Platforms



Instruction will continue using the Canvas and ZOOM platforms that students have used all school year. Each student will be engaged in quality instruction and meaningful interaction with content. The instructional block includes core instruction and intervention each day. Both groups of students (in-person and virtual) will be taught at the same time, by the same teacher.



Physical Education (PE) Class

The District will make every effort to hold Physical Education (PE) classes outdoors. In the event that PE cannot be held outdoors, classes will take place in a classroom. During indoor classes, classes will focus on the cognitive and affective domains of PE. Examples of these types of lessons would be presentations, reading articles, class discussions, or other methods of learning that do not require physical activity.

All students will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher. **Students should be prepared to participate in outdoor classes by wearing proper outdoor attire (jackets, sweatshirts, long sleeve shirts, sweatpants, etc.).** During PE classes, all physical distancing guidelines and practices will be followed.

Students who have medical restrictions from PE by a doctor will be provided with alternative assignments to ensure access to the curriculum. Any medical restrictions should be given to the school nurse.

Social-Emotional Supports



Addressing the social-emotional needs of students remains an important aspect of Wedgwood Sixth Grade Center and we recognize students will not be ready to engage in formal learning until they feel physically and psychologically safe. Establishing a sense of safety and community may take weeks or even months and all staff are prepared to provide support. As we re-enter school, we will create an intentional focus on social and emotional skill building, mental and behavioral health, personal safety and self-regulatory capacity, which likely regressed due to the lack of social interactions between peers and teachers. If you would like someone to contact you for additional support for your child(ren) please use this [link](#) to make your request. A district representative will contact you within 72 hours.

Focus Priorities: Connections, Relationship Building, & Routines

- Collaboration between the Ci3T Core Team, counselors, administration, and teachers.
- PK-5 teachers will deliver Second Step community rebuilding lessons and morning meeting activities.
- PK-12 teachers will facilitate community building circles
- [School Counselors](#) will deliver lessons to students about exploring and handling feelings, provide individual and small group counseling, and make referrals to outside agencies as needed.
- [School Social Workers](#) are available to assist your family as your student(s) transition back to school.

- St. Louis Children’s Service brings specialized services and programs to our schools through our [partner agencies](#) and are ready to support students with mentoring and counseling.

The specific social-emotional support for all students at Wedgwood include: school counseling services (individual, group, and classroom guidance), school social work support, a mentoring program for males (My Brothers Keeper), and the Teen Outreach Program (TOP). For parents wanting more intensive and therapeutic support for their child(ren), Wedgwood offers school-based therapy services through Great Circle. If you would like more information on any of the school-based supports that are offered to your child(ren), please feel free to visit our website: www.fergflor.org/wedgwood or contact Mrs. Watson, school counselor @ (314) 831-4551 ext. 1110.

Supplies



Items to bring to school daily:

- Chromebook fully charged everyday
- Clear backpack
- AVID Binder/Planner & supplies
- Extra masks
- Water bottle
- Hand Sanitizer
- Headphones
- ID

Schedules and Routines:



Attendance

At the start of each class block, attendance for on-campus and remote students will be recorded in Tyler SIS. Students that are participating from home must be present at the start of the period for attendance purposes. Please note that if your child is not participating in classes (in-person OR remote) you must notify the attendance office (314) 831-4551 ex. 1305



Field Trips

For the safety and well-being of all students and staff, there will be no approved in-person field trips for the remainder of the 2020-2021 school year.



Lockers

Students will **not** be assigned hallway or PE lockers. Students will need to carry an AVID binder and planner in a bookbag. In preparation of *transitioning* to 7th Grade, students will be provided weekly instruction and practice to successfully open and use a *combination* lock.



Student Schedules

Students will be able to access their schedules from Tyler SIS. A great deal of time, effort, and thought has gone into the process of student placement for the 2020-2021 school year courses were created based on student needs and safety of class distribution. Moving students is difficult without causing imbalances and inequities; therefore we will not honor requests for change of teacher, team, or classes.

*Transition times may be altered based on the safety needs of the building.

7:10-7:25	7:25-8:34	8:38-9:46	9:50-10:20	10:24-12:05	12:09-1:17	1:21-2:30	2:30-3:45
Breakfast (Grab and Go)	1st Block	2nd Block	Advisory	4th Block <i>(including 30 minute team lunch)</i>	5th Block <i>(including 30 minute team lunch)</i>	6th Block	After School Activities



Special Education Plan:



Individual Education Plan (IEP) Meetings

All meetings called for the purpose of evaluation, planning, or determination of services by Special School District staff will be held virtually using the ZOOM platform. In advance of the meetings, all attendees will receive an invitation via email including the ZOOM link.

Special Education Classes/Services

Students will continue to receive all services as outlined in his/her IEP, regardless of the parents declaration of “in-person learning” or “virtual learning”. The instructional platform for all students will be Canvas and ZOOM, as it has been throughout the school year. In the case of a special education teacher being quarantined and unable to teach, a trained paraprofessional or substitute will continue to provide educational services. For building specific information, please contact the SSD Area Coordinator - Dr. Brooks

MAWilson-Brooks@ssdmo.org

Technology:



Devices

Students are issued a 1:1 Chromebook and must bring their devices to and from school each day. 6th Grade students will be issued a computer bag to maintain the safe transportation of the district issued Chromebook and cord. These bags are district property and will be returned at the end of the school year.

- **Software Issues** - Fill out a help desk ticket online at <https://onedistrict.fergflor.org/service/portal.asp> or call the Help Desk at 824-2299.
- **Hardware Issues** - Take the device to the school office to be dropped off and fill out a help desk ticket. Loaners will be provided to students whose devices cannot be immediately repaired. At Home students will also need to bring the device to school to be turned in and a loaner will be given if necessary.

Building Readiness:



Cleaning

All spaces have been cleaned and disinfected, and equipped with disinfecting spray or disinfecting wipes for adult use. Each class room has been equipped with a hand sanitizer floor stand and dispenser. Hand sanitizer dispensers have been mounted throughout the building in hallways, office areas, cafeterias and



gyms. Custodial staff will disinfect high-traffic areas as often as possible throughout the day, and all surfaces will be cleaned and disinfected each evening. Buildings will be thoroughly cleaned each evening with focus on high touch areas. Restrooms will be checked and cleaned regularly throughout the day and documented on the back of the door. Staff is encouraged to utilize the spray disinfectant and paper towels available for use as needed. Deep cleaning by custodial staff will occur with the notification of a positive COVID case.

HVAC



The HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19. All Air Handling Units (AHUs) have been inspected and are working properly, all exhaust fans are in working order. District-wide, all air filters have been replaced and will be replaced based on a stringent schedule to assure safety. The HVAC systems operate using filtered outdoor air while the air in the building is replaced every 15 minutes.



