



# W.T. Francisco Elementary



## Newsletter for Face to Face Learners and Parents

### Arrival

**Following BISS's guidelines, parents will not be able to walk their child(ren) to class on the first day or at all for the foreseeable future.**

- Doors will open at 7:40 am for all students. Students may eat breakfast in the cafeteria until there is no more room to do so. (Once the cafeteria is full, a student will walk to their classroom with their breakfast and eat it in there.)
- All other students (K-5) will walk straight to their classrooms and enter the rooms. Students will sit quietly at their assigned seat--they will be monitored and the classroom plan for what to do during this time will be established by the teacher.
- Older siblings may walk students in PK-1 to their classroom door before going to his/her own classroom.
- PK students will be met at the front doors and escorted to their classrooms and monitored by teachers/educational assistants.

### Dismissal

The school day ends at 3:35pm. Masks will be worn during the dismissal process. Please refer to the dismissal map provided or link below to know where to pick up your child. Car tags are required for a staff member to dismiss your child to an individual.

Link for WTFE dismissal map: <https://drive.google.com/file/d/0Bx5l7kVsrD-EczgtYIZuSW5iMFg1SEpsekJobFgtNzlhejhV/view?usp=sharing>

**Early Dismissal:** Parents requesting early dismissal will enter the building with a mask and ID will be verified at the front office. We will call down to the classroom and request that the student be sent to the office for an early dismissal. If the child is a PK or Kindergarten student or needs assistance getting to the office a staff member will retrieve the student.

**Rainy Day Dismissal:** K-4 will remain in their classrooms and a staff member will radio for a student's dismissal. Fifth grade will wait in the gym and listen for a student to be called before dismissing.

### Lunch

**Following BISS's guidelines, parents will not be able to have lunch on campus with their child(ren) on the first day or at all for the foreseeable future.**

Students will be spaced out at each table. Please let your child's teacher know if you need to fill out the Free and Reduced Meal program form, it can take up to a week to process the form.

Returning students can pay by going to the following website: <https://www2.mypaymentsplus.com/welcome>

(you will need the students' lunch account number). The lunch schedule and plan will be revisited each six weeks as family choice for face to face or online learning may change.

We have marked our cafeteria with paws on each table to ensure a student is seated 6 feet from their peers.

### Parent Safety

Parents are required to wear a mask or a face covering during their visit on campus. We are asking to keep the number of visitors to a minimum. Please ring the bell outside and someone from the front office will greet you and get a few pieces of information. Once the door is opened please proceed to the office where we are happy to help you!

We are currently not allowing volunteers in the building for the protection of our students and staff.

### Student Safety

**All students will be required to wear masks at school.**

There are close to 50 hand sanitizing stations around the school as well as hand sanitizer in each classroom. Teachers will be supplied with disinfecting wipes/cleaner to aid in the throughout-the-day cleaning.

Additional cleaning and sterilization practices have been added into the daily schedule.

Each student will receive a colored foam mat to assist with flexible seating while social distancing.

Self Health Checks: Parents please assist your child in conducting a daily covid screener prior to coming to school. Please refer to the "Covid Screener Questions" provided in your ziplock or click the link below: [Student Covid Screener](#)

### Learning Platform

The dates below are the cut-off dates to move your child(ren) from online to face-to-face or from face-to-face to online

September 2nd  
 September 18th  
 October 30th  
 December 11th  
 February 5th  
 March 26th

Please call the main office at 817-547-1700 to request a change.

WE ARE ASKING THAT STUDENTS BRING A REUSABLE WATER BOTTLE THIS YEAR. We have two water bottle filler stations with filtered water. Water fountains will not be available on campus.

## Recess

The playground equipment will be off-limits for the time being. Children will be allowed to play on the blacktop or field located by the playground. Students will be carefully monitored by their teachers.

## Grades

Students will receive six daily grades and three major grades in each subject each six weeks. Their grades will be taken by their participation, demonstration of knowledge, and submitting of completed assignments.

## Attendance

School doors open at 7:40am. The school day starts at 8:00am. **A student is tardy if he/she arrives after 8:10am.** The school day ends at 3:35pm. Daily attendance will be taken, and compulsory attendance will be followed.

## Chromebooks

Students who were issued a chrome book for remote learning will need to bring their device and charger to WT Francisco on the first day of face to face instruction on Tuesday, September 8th. Students will be using their chrome books on a daily basis for both instruction and assignments. Chrome books will remain at school and will not go home daily.

## Technology Help

The BISD Technology Department strives to support all staff in the efficient and effective use of technology. Please visit the [BISD Technology Knowledge Base](#) to access helpful information and how-to instructions for support, setup, and the use of technology. If you are unable to find a solution in the knowledge base, please submit a helpdesk ticket at <https://helpdesk.birdvilleschools.net>. You can also view trending articles like the [step-by-step guide](#) for setting up computers after the summer break and how to set up your BISD email account on your iPhone / iPad. *Helpful hint:* Add the [knowledge base link](#) to your Chrome Browser Bookmarks Bar!

## School Supplies

School supply lists can be found on our school webpage or by clicking this link:  
[School Supplies](#)

Supplies will be kept by students. Please label all supplies with your child's name.

If your child is in need of school supplies, please contact Ms. Russell at [Shelbee.Russell@birdvilleschools.net](mailto:Shelbee.Russell@birdvilleschools.net) or 817-547-1722.

**Disclaimer:** Due to the constantly evolving situation with COVID-19, and the regularly changing guidance from state education and health officials, this plan will be reviewed and updated as needed to reflect new requirements from the CDC; federal, state, or county orders; BISD or the Texas Education Agency.

**If you have any questions or need assistance please contact our front office at  
817-547-1700 or email [shelbee.russell@birdvilleschools.net](mailto:shelbee.russell@birdvilleschools.net)**