



# Shutesbury Elementary School

[www.shutesburyschool.org](http://www.shutesburyschool.org)

23 West Pelham Road, Shutesbury, MA 01072

Phone: (413) 259-1212 Fax: (413) 259-1531

Jacqueline Mendonsa, Principal

email: [mendonsaj@shutesburyschool.org](mailto:mendonsaj@shutesburyschool.org)

---

March 12, 2020

Dear School Community,

Union 28 is working to ensure the health and safety of all our community members. In accordance with COVID-19 guidelines proposed by the Centers for Disease Control and the Massachusetts Department of Public Health, and until future notice, all Union 28 schools will alter the arrival and dismissal procedure of students. We will also alter the options for our upcoming student conferences. Below, please see the specific plans outlined for Shutesbury Elementary school. These changes will begin tomorrow, Friday, March 13.

## **Arrival and Dismissal Procedures**

### **Student arrival on buses:**

Students at SES will exit off of buses and proceed immediately to their classrooms where they will wash hands before eating breakfast or participating in classroom activities.

### **Student arrival by caregivers:**

Students that are being brought to school by caregivers will proceed to their classrooms to wash their hands. **Caregivers will not be walking students down to classes.** Caregivers can walk students to the front entry vestibule, but then only students will continue to their classrooms. Teachers will be available to walk our youngest students to class.

If a caregiver needs to talk to the office, they must use the hand sanitizer near the office door. If a caregiver needs to remain at school for a period of time, they will be asked to wash their hands in the nurse's office.

### **Student dismissal to caregivers:**

Caregivers **will not be picking children up in the library** until further notice. Instead, students will be dismissed by a teacher to caregivers outside of the school's side entrance near the kitchen/gym/sheds. Caregivers may wait on the sidewalks and patio area near that entry. A staff member will dismiss children to the waiting caregivers when the bell rings.

## **Student Conferences**

At this time all Union 28 schools are moving towards a virtual or telephone spring conference. You may choose to have a telephone conference or a Google Hangout virtual conference with your child's teacher(s). Your child's teacher will be contacting you about your preferred mode of conference. Many of our students participate in student-led conferences in the spring. Teachers are thinking about creative ways that students can still demonstrate their growth and reflection to you without the in-person conference.

Thank you for your continued support, flexibility and understanding as we work to ensure a safe and healthy school environment for our community.

Jackie Mendonsa, Principal

*The Shutesbury School District assures that all programs, activities, and employment opportunities are offered without regard to race, color, national origin, gender, gender identity, disability, economic status, homelessness, religion, sexual orientation, pregnancy or pregnancy related conditions.*