



# Shutesbury Elementary School

23 West Pelham Road, Shutesbury, MA 01072 Phone: (413) 259-1212 Fax: (413) 259-1531  
Jacqueline Mendonsa, Principal E-mail: [mendonsaj@shutesburyschool.org](mailto:mendonsaj@shutesburyschool.org)

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December 2, 2020

Dear Families of Preschool, Kindergarten, First and Second Grade Students,

This letter will be *lengthy*. All of the information within it is crucial for all caregivers to understand before the start of hybrid learning on **Monday December 7th**. Please complete [THIS](#) form when you have completed reading this letter to let us know you understand the information.

Please refer to our Hybrid Handbook for lots of information. This is available on the main page of our website for your reference at any time.

## HEALTH AND SAFETY EXPECTATIONS

It is mandatory that you complete the **health symptom checklist** for your child EACH DAY. You may do this electronically by using the link on the front page of our school website [HERE](#). The heading reads “Symptom Self Check Form”. You may also fill out a paper form from the green notepad given to each family. If you still need the notepad contact the office. *No student will be allowed in the building without a form completed.*

We will be vigilant in sending students home with ANY of the symptoms on the checklist. If your child is exhibiting any of the symptoms, *please* keep them home and sign on to remote learning for the day. If you have not received the “Health Guidelines” packet from Nurse Katie with your material pick ups, please contact her right away at [harringtonk@shutesburyschool.org](mailto:harringtonk@shutesburyschool.org).

WE ARE COUNTING ON YOU to adhere to our travel and gathering expectations. If you are gathering with people outside of your household or traveling out of town for a visit, your student must remain home for 14 days after the gathering/return home date. THIS INCLUDES THANKSGIVING. Please contact Katie Harrington (school nurse) or Jackie Mendonsa (Principal) if you have questions around this. We are taking this expectation very seriously.

## HOW WILL DROP OFF & PICK UP WORK?

### Drop Off/ Coming to School

Students can be dropped off at 8:30 am (Preschool drop off is at 9 am). Families will pull into the school parking lot and circle around to drop off students on the front sidewalk. There will be cones set up along the sidewalk. You can pull up to a cone to begin drop off. We will be giving each family a sign to hang in their window to help us identify cars.



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If your child is in a *car seat/booster* the caregiver will need to exit the car to help the student out. The caregiver should be wearing a mask at this time. There will be a staff

member available to help the student know where to go after exiting the car. Students will have socially distant waiting spots with their teachers outside until all of the students are ready to enter the classroom from their assigned entrances. Please see the maps in our Hybrid Handbook for more information and maps on this topic.

## Pick Up from School

Pick up will occur along the front sidewalk in a staggered timeframe. Caregivers will pull around and pull up to a cone. Students will be escorted to the cars. Caregivers (wearing masks) will need to help students into booster/car seats. The name signs given to families should be displayed in the windows to help make the process faster.

<b>Pre-K pick up is at 11:00am</b>
<b>Kindergarten pick up occurs at 11:20am</b>
<b>1st and 2nd grade pick up occurs at 11:30am</b>

## DAILY HYBRID SCHEDULE REMINDER

In-person time at school:  8:30 am -11:30am Monday-Friday	Lunch and recess at home	Afternoon remote learning at home  1:00pm-3:10pm  *some classes may alter this to begin earlier in the afternoon*
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## WHAT DOES MY CHILD NEED TO BRING TO SCHOOL?

- 2 clean masks (let Katie know if you need to use school masks)
- Charged iPad
- Completed symptom checklist
- 1 EASY, CLEAN & QUICK snack that your child can open independently. We recommend an apple or granola bar. Nothing with spoons or liquid please.
- Warm clothes including snow pants, jacket, hat, waterproof boots etc. If you have



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snow pants you want your child to keep at school, let your teacher

know.

## **WHAT WILL THE REMOTE STUDENTS BE DOING WHILE IN-PERSON STUDENTS ARE OUTSIDE?**

80% of students in Kindergarten, 1st and 2nd grade have currently chosen the hybrid model. Teachers have created a truly outstanding model of instruction where remote and in-person students will receive the same lessons and even get to see “each other” at points in the morning. Students in grades K-2 receive a long break in the morning currently in the remote setting. That break will now be taking place during the time that the in-person students will be outside. Any remaining time that may be occurring while in-person students are outside will be for students to access the many electronic curriculum supports we have purchased this year. This includes Dreambox, Lexia, Epic etc. Your child’s teacher will communicate specific directions with you.

## **WHAT IF I WANT TO CHANGE MY MIND ABOUT THE MODE OF SCHOOL FOR MY CHILD?**

As indicated in our Hybrid Handbook, letters and informational evening, students who have chosen the remote only setting that want to switch to hybrid need to inform the school and have the understanding that the start time for their student will be 10-20 school days from the request for the switch.

Please have a conversation with me or Katie Harrington if you are having questions and concerns around switching to the remote option.

## **TAKE THE ‘SURVEY OF UNDERSTANDING’**

We have spent hours and weeks of time to design a safe, supportive environment for our students to be welcomed back into. We have strict and necessary protocols, procedures and guidelines to ensure the safety of everyone at SES. It is truly imperative that caregivers and students understand these guidelines, SPECIFICALLY the symptom checklist, and gathering and travel expectations. **Please take the survey [HERE](#) to indicate to us that you understand the plan.**

We truly can’t wait to see our students on Monday. Honestly, it is quite emotional for all of us. If we work together, follow our guidelines, keep students home when displaying ANY symptoms, and continue our open communication, I am confident we will have a meaningful and successful transition to hybrid learning.

Sincerely,



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Jackie