



**WASHINGTON**  
ELEMENTARY SCHOOL



2020-2021

# School Information

Washington Elementary School

369 Washington Avenue

Phone-203-931-6880 (ext-5 for office)

Fax-203-931-6883

Attendance Line-203-931-6889

# Note from the Principal: Mrs. Shirden

Washington Families,

The Washington Staff and I are working hard to safely open the school and welcome back our students. We are committed to the staff and students safety. The 2020-2021 school year is opening under some unprecedented times, but I know that we will work together to educate all students. My staff and I will continue to give your child/children the highest standard of learning during these challenging times as well as continue to enhance their social and academic growth. We are all in this together and together we will safely and successfully educate your child/children.

Please contact me if you have any questions or concerns at 203-931-6880 ext. 5 or email at [Twana.Shirden@whschools.org](mailto:Twana.Shirden@whschools.org). I appreciate all your patience and support as we navigate the many changes of education. We look forward to working together and we are excited to start this school year on September 8<sup>th</sup>.

# School Hours: Shortened Day

**Monday-Friday**

**Kindergarten through Fourth Grade 8:50 am-1:10 pm**

**Walkers will arrive starting at 9:00 am and dismiss starting at 1:00 pm (See Schedule)**

**Pre-K AM 8:50 am -11:05 am**

**Pre-K PM 11:10 am-1:10 pm**

\*Staggered arrival and dismissal times will be utilized to allow for maximum social distancing and less interaction amongst student cohorts.



# Arrival

- **Bus students/Car Drop-Off 8:50 am – 9:00 am Pre- Kindergarten-Gr. 3** will enter the building through the **maintenance doors** near the playground **Brown Street** side. **Gr. 4** will enter through the **gym doors** on **Brown Street** .
- **Walkers: 9:00 am –9:15 am Kindergarten and Gr. 1** will enter through the **old main doors** (with the stairs) on **Washington Avenue**. **Gr. 2** will enter through the **cafeteria door** on **Washington Avenue**. **Gr. 3** will enter through the **Brown Street** doors on **Brown Street**. **Gr. 4** will enter through the **main entrance doors** on **Washington Avenue**.
- All students should go directly to class-no stops to visit former teachers or office visits allowed until further notice.

**Staff members will be outside and in the hallways to direct the students to their classrooms. All students will be required to wear a mask to school.**

**Parents should be prompt when dropping off students. All parents and guardians dropping off students are required to wear a mask and follow social distancing guidelines. There will be no congregating on school grounds.**



# Dismissal

**Walkers** will dismiss at the following times and doors:

Pre-Kindergarten will dismiss at 1:00 pm from the **Brown Street doors** on **Brown Street**

Kindergarten will dismiss at 1:00 pm from the **old main doors** (with the stairs) on **Washington Avenue**

Grade 1 will didmiss at 1:10 pm from the **old main doors** (with the stairs) on **Washington Avenue**

Grade 2 will dismiss at 1:00 pm from the **cafeteria door** on **Washington Avenue**

Grade 3 will dismiss at 1:10 pm from the **Brown Street doors** on **Brown Street**

Grade 4 will dismiss at 1:00 pm from the **main entrance doors** on **Washington Avenue**

**Buses/Car Pick-Up** will dismiss as Buses and Parents arrive starting at 1:10 pm

**Parents should be prompt when picking up students. All parents and guardians picking up students are required to wear a mask and follow social distancing guidelines. There will be no congregating on school grounds.**

# Bus Protocol

- The bus will have an aide to assist the driver and assign seats
- Students will be required to wear masks on the bus
- Students will load the buses from the back to the front
- Family members will sit together
- Students will remain in one seat at all times
- Buses will be unloaded from the front to the back
- All families will follow social distancing protocols at the bus stops



# Masks

- Students are required to wear masks in school
- Parents are strongly encouraged to provide masks for their child/children daily
- Masks must be worn at ALL TIMES while on the bus
- Masks can be removed during snack and when adequate social distancing can be maintained
- Masks breaks will be scheduled daily by individual teachers
- Each student will be provided a breakaway lanyard and instructed how to use it to keep the mask around their neck
- All staff will be wearing masks and only removed when there is adequate social distancing





# Cleaning

- Eliminating the serving of meals throughout the course of the day will free up custodians to spend more time cleaning occupied school spaces
- Part time cleaners have been secured by CARES funders
- These additional cleaners will be responsible for high touch point areas such as bathrooms and doorknobs
- Our half day shortened schedules will allow the night custodians to come in earlier and overlap with the day custodians
- Overlap will allow for a more thorough daily cleaning procedure

# Staff

- Additional security guard is assigned to assist with potential increased traffic flow and assist with student late sign ins and early dismissals/visitors
- Additional Nurse/Medical Staff assigned to building
- Additional cleaner assigned to address high touch points, and bathrooms during the day
- Parents need to closely monitor student symptoms at home and report any illness to the school nurse at 203-931-6880 ext. 3



# Medical

- Please closely monitor your child's symptoms at home and report any illness to the school nurse, Sandy McCauley 203-931-6880 ext. 3  
[Sandy.McCauley@whschools.org](mailto:Sandy.McCauley@whschools.org)

**We are committed to our students' and staff's health!**



# Social Distancing

- Some furniture and rugs have been removed from classrooms to provide more space for social distancing
- Some hallways are labeled one way and stairwells are labeled throughout the building
- Minimal transitions during school days
- Teachers will take students outside when possible, this includes mask breaks, lessons and physical education
- Teachers will minimize the use of high touch materials
- Students are encouraged to provide suggested supplies for individual use
- Classrooms will have hand sanitizer and disinfectant wipes
- Backpacks are necessary for students to carry home items and will be hung on the back of their chairs



# Small Groups

- Reading and math staff will “push in” to classrooms to ensure maximum cohorting
- English Language learners and special education groups will limit participants and/or utilize large, unused areas of the school to provide service time
- Plexiglass/Plastic shields and barriers may be used to provide additional protection/separation during instruction

# Specials Schedule



## SPECIAL AREAS:

- Weather permitting gym will be held outside
- Art, Music, Library, and Science teachers will “push into” your child’s classroom for maximum cohorting of students to occur
- School wide computer labs are closed for use
- Chorus classes are suspended until further notice

# Opt Out Distance Learning

- Teachers will post assignments in Google Classroom and/or Seesaw in Reading, Writing and Math
- Special area teachers will post assignments for Gym, Music, Science, Art and Library
- Students will use Clever (single sign on) to access electronic resources, for example, Splash Math, Raz Kids, Lexia, etc.
- Teachers will support students from 2:20pm-3:20pm



# TECHNOLOGY

- Students will be assigned 1 device for personal daily use– for example, Cart #3, Chromebook #12 –will only be used by “Jane Washington”

**STUDENTS AND THEIR FAMILIES WILL BE RESPONSIBLE FOR THE TECHNOLOGY LOANED BY THE WEST HAVEN BOARD OF EDUCATION AND WASHINGTON ELEMENTARY SCHOOL.**





# CAFÉ/FOOD/DRINK:



- Breakfast will be delivered to classrooms at the end of the day in preparation for the next morning. For example, Monday afternoon we will deliver Tuesday morning's breakfast bag. This breakfast should be eaten at HOME
- Lunch will be grab and go style and use of our finger/lunch ID scanner is prohibited. Lunch will be delivered to classrooms at the end of the day and students will take the lunch home
- Only SNACK brought in from home will be eaten at school. BREAKFAST and LUNCH should be eaten at HOME. The school does NOT provide snacks



## FIELD TRIPS/ASSEMBLIES/SCHOOL EVENTS:

- Cancelled until further notice
- PTA meetings will be held virtually/remotely
- Any exceptions will be made with the prior approval of the principal and the superintendent



## Home School Communication

# Communication

- Communication will come in the form of phone calls/School Messenger robocalls and mass email blasts. It is imperative that the school has your most up-to-date information (phone numbers, emergency contacts and email address)



FOR YOUR SAFETY AND THE SAFETY OF  
OTHERS, A MASK SHOULD BE WORN.



# Visitors

- Parents should not enter the building for dismissals. For dismissals from the health office and/or early dismissal, the student will be escorted to the car by staff.
- Parents will only enter the building for an approved meeting.