**John Trumbull**

**Primary**

**School**



**PARENT/STUDENT**

**HANDBOOK/Covid Re-Entry Plan**

**2020-2021**

**www.watertownps.org**

 **Laura A. Meka Matthew Paylor**

**Principal Assistant Principal**

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JOHN TRUMBULL PRIMARY SCHOOL

**MISSION STATEMENT**

John Trumbull Primary School

***Excites young children to become***

***life-long learners***

John Trumbull Primary School

**is a community of learners, which, in partnership**

**with families, is committed to providing a safe, supportive**

**environment that fulfills the educational**

**needs of Watertown’s youngest children. Together,**

**staff, students, parents, and community members foster mutual**

**respect and trust while celebrating the unique**

**abilities of everyone.**



1.

IMPORTANT SCHOOL INFORMATION

**2020-2021**

 School Address John Trumbull Primary School Office Hours

 779 Buckingham St. 8:00AM-4:30PM

 Oakville, CT 06779

 Principal Mrs. Laura Meka 860-945-2776

![MC900389396[1]]() Assistant Principal Mr. Matthew Paylor

 Secretary to the Principal Mrs. Cindy Saucier

 School Secretaries Mrs. Mary O'Neill

 Mrs. Debbie Lutter

 School Nurse Ms Maureen Galvin 860-945-4575

 Ms Bianca Perez

 Cafeteria Manager Mrs. Lori Baribault 860-945-4521

 Head Custodian Mr. Gary LeMay

 First Student Bus Service Ms Michelle Pennella 860-274-5212

 Superintendent of Schools Dr. John Ramos (Interim) 860-945-4811

 Director of

 Special Services TBA 860-945-4821

 Supervisors of

 Special Education Mrs. Annette Miserez-Dillon 860-945-4822

 Mrs. Jessica Lemos

 SPED Secretary Mrs. Rose Rizvani 860-945-4824

 SPED Secretary Mrs. Nicole Manetti 860-945-4823

#### JOHN TRUMBULL PRIMARY SCHOOL P.T.O. OFFICERS 2020-2021

 Mrs . Allison DeMarest President

 Mrs. Laura Harrison Vice President

 Mrs Nicole Kaczmarczyk Vice-President

 Mrs. Carolyn Boynton Vice-President

 Mrs. Megan Lynn Treasurer

 Mrs. Tanya Labeck Recording Secretary

 TBA Corresponding Secretary

Members at Large

 Mrs. Sabrina DeFazio Mrs. Melissa Rizza

 Mrs. Nicole Pereira Mrs. Shelley Lusas

 Mrs. Beth Cordeiro

2.

**WATERTOWN BOARD OF EDUCATION- CONTACT LIST**

**Name/Address Term Phone**

Mrs. Leslie Crotty—Board Chair

42 Pond View Drive, Watertown

Crotty6@optonline.net 2013-2921 (R) 860-483-2035 C

Mr. Thomas Lambert—Vice Chairman

28 Cottage Place, Oakville 860-274-5814 H

Tlambert943@gmail.com 2007-2009 (R) 203-437-2128 C

Ms Janelle Wilk—Board Secretary

50 Ice House Rd., Oakville 860-274-1998 H

jmcdesro@yahoo.com 2013-2021 (R) 203-704-0940 C

Mr. Jason Malagutti 2023 203-808-2084

187 Wheeler Farm Rd., Watertown

Mrs. Cindy Eastman

10 Grove Hill Rd., Watertown

eastmanci@watertownps.org 2017-2021 (D) 860-417-2023

Mr. Robert Makowski

53 Cutler Knoll. Watertown 860-417-3733 H

Robert.m.makowski@gmail.com 2015-2021 (R)® 203-731-7368 C

Ms Cathie Rinaldi

370 Kimberly Lane, Watertown 860-274-1235 H

c.rinaldi@snet.net 2015-2019 (R) 203-558-3350 C

Ms Josephine Cavallo-Rosa

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Josephinerosa53@yahoo.com 2013-2021 (D) 203-509-3135 C

Ms Diane Bristol

73 Northwest Dr., Watertown 860-417-0491 H

Dianebristol31@gmail.com 2015-2019 (R)

Atty. Paul Jessell Board Clerk Student Representative

Slavin, Stauffacher & Scott, LLC Mindi Davidson

27 Siemon Company Dr., Watertown 55 West View Dr., Oakville

860-274-2511 860-307-4468

pjessell@sssattorneyd.com bambam0207@gmail.com

Video Tape Superintendent 860-945-4811

Kristen Nelson Dr. John Ramos (Interim)

Oakville ramosjo@watertownps.org

203-808-2284

3.

***JTPS Teacher Name/Grade/e-mail***

**Pre-School** Mrs. Sarah DeLeo Pre School deleosa@watertownps.org Mrs. Dawn LaChapelle Pre School lachapelleda@watertownps.org

 Mrs. Tara Lanese Pre School laneseta@watertownps.org

**Kindergarten** Mrs. Alicia Baker Kdg. bakeral@watertownps.org

 Ms Donna Cincogrono Kdg. cincogronodo@watertownps.org

 Mrs. Mary Ann Cutrali Kdg. cutralima@watertownps.org

 Mrs. Kate DeSantis Kdg. desantiska@watertownps.org

 Mrs. Carissa Devino Kdg. devinoca@watertownps.org

 Miss Adela Kaczmarczyk Kdg. kaczmarczykad@watwertownps.org

 Miss Beth Kulmann Kdg. kulmannbe@watertownps.org

 Mrs. Monica Quadrato Kdg. quadratomo@watertownps.org

 Mrs. Corrine Stentiford Kdg. stentifordco@watertownps.org

 Miss Casey Stevens Kdg. stevensca@watertownps.org

 Mrs. Daria Warycha Kdg. warychada@watertownps.org

**Grade** 1 Mrs. Jenifer Caprari Grade 1 caprarije@watertownps.org

 Mrs. Sarah Conroy Grade 1 galpinsa@watertownps.org

 Miss Sarah Coppola Grade 1 coppolasa@watertownps.org

 Miss Erika Daley Grade 1 daleyer@watertownps.org TBD Grade 1

 Mrs. Jennifer Mancl Grade 1 manclje@watertownps.org

 Mrs. Cassie Mineo Grade 1 mineoca@watertownps.org

 Mrs. Sarah Nolan Grade 1 nolansa@watertownps.org

 Mrs. Judy White Grade 1 whiteju@watertownps.org

**Grade** 2 Miss Hannah Collier Grade 2 collierha@watertownps.org

 Mrs. Erin Dickinson Grade 2 dickinsoner@watertownps.org

 Mrs. Jennifer Longo Grade 2 longoje@watertownps.org

 Mrs. Lisa Mauro Grade 2 mauroli@watertownps.org

 Mrs. Mary Metcalfe Grade 2 metcalfema@watertownps.org

 Mr. Christopher Milo Grade 2 miloch@watertownps.org Mr. Sean Ramsey Grade 2 ramseyse@watertownps.org

 Mrs. Ann Marie Schell Grade 2 schellan@watertownps.org

 Mrs. Maria Schweyer Grade 2 schweyerma@watertownps.org

**Special Education Team** Mrs. Catherine Gancher Teacher gancherca@watertownps.org

 Ms Loren Garfield Teacher garfieldlo@watertownps.org

 Mrs. Deb. McKenna Teacher mckennade@watertownps.org

 Mrs. Michaela Morris Teacher morrismi@watertownps.org

 Miss Sarah Soropoulos Teacher soropoulossa@watertownps.org

**Reading Specialists** Mrs. Stacy Cronin Teacher croninst@watertownps.org

 Mrs. Shannon McDonnell Teacher mcdonnellsh@watertownps.org

 Mrs Sharon Heady-Labansky Literacy Coach heady-labanskysh@watertownps.org

**SRBI Coordinator** Mrs. Annette Pietro pietroan@watertownps.org

**ELL** Ms Rachael Azzara Teacher azzarara@watertownps.org

**School Psychologists** Mrs. Shira Cohen cohensh@watertownps.org

Ms Carolina Rinaldi rinaldica@watertownps.org

 Ms Shaina Santiago santiagosh@watertownps.org

S**pecials** Mrs. Mary Ellen Lafferty Technology Education laffertyma@watertownps.org

 Ms Laurie Elwell Art elwellla@watertownps.org

 Mrs. Anne Gibbons Library-Media Specialist gibbonsan@watertownps.org

Mr. Scott McQueeney PE mcqueeneysc@watertownps.org

Ms Marianne Michael Music michaelma@watertownps.org

**Speech** Ms Nadia DeSimone desimonena@watertownps.org

 Mrs. Patricia Long-Smith smithpa@watertownps.org

 Ms Samantha Ruscillo rusillosa@watertownps.org

 Ms Joan Miller millerjo@watertownps.org

4.

**SCHOOL HOURS/ARRIVAL AND DISMISSAL**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | Regular Hours | Early Dismissal |   | Late Opening |   | Late Opening |   | Emergency Dismissal |
| **ARRIVAL** |   |   |   | ***2 Hour Delay*** |   | ***3 Hour Delay*** |   |   |
| Pre School AM | 9 AM- 11:25 AM | 9 AM- 10:35 AM |   | 11:00 AM - 12:25PM |   | NO AM PRESCHOOL |   | 9 AM- 11:25 AM |
| Pre School PM | 12:35PM- 3:00 PM | 11:20AM- 12:55 PM |   | 1:30 PM - 2:55 PM |   | 12:35 PM - 3:00 PM |   | NO PM PRESCHOOL |
| Kindergarten Arrival | Parents park in lot and cross w/ crossing guard between 8:30-9:10 AM | Same Arrival |   | Parents park and walk to doors 10:30-11:10 |   | Parents park and walk to doors 11:30-12:10 |   | 8:45-11:35 AM |
|  |  |   |   |   |   |   |   |   |
| **Drop off Loop Staggered Arrival/Times**1-2 Arrival | 8:30-8:45 last names beginning with A-H | Same Arrival |   | 10:30-10:45 A-H |   | 11:30-11:45 A-H |   | 8:45-11:35 AM \*See staggered arrival under regular hours\* |
|   | 8:45-9:00 last name beginning with I-Q | Same Arrival |   | 10:45-11:00 I-Q |   | 11:45-12:00 I-Q |   | See Above |
|   | 9:00-9:15 last name beginning with R-Z | Same Arrival |   | 11:00-11:15 R-Z |   | 12:00-12:15 R-Z |   | See Above |
| **DISMISSAL** | **K-2 Dismissal will be by pod** |   |   |   |   |   |   |   |
|   | K-2 Blue Pod 2:50 PM (Back Loop) | K-2 Blue Pod 12:50 PM (Back Loop) |   | Same as Regular Dismissal |   | Same as Regular Dismissal |   | K-2 Blue Pod 11:10 AM (Back Loop) |
|   | K-2 Green Pod 3:10 PM (Front Loop) | Green Pod 1:10 PM (Front Loop) |   | Same as Regular Dismissal |   | Same as Regular Dismissal |   | K-2 Green Pod 11:30 AM (Front Loop) |
|   | K-2 Yellow Pod 3:20 PM (Front Loop) | Yellow Pod 1:20 PM (Front Loop) |   | Same as Regular Dismissal |   | Same as Regular Dismissal |   | K-2 Yellow Pod 11:45 AM (Front Loop) |
| YMCA Notes: Opens at 6:30 AMOn a regularly scheduled single session day, the YMCA After School Program WILL take place.If there is an unscheduled early dismissal due to weather, emergency, etc., the YMCA After School Program **WILL NOT** take place. Please let the school know how your child will be getting home in this case (EX: Parent pick up or Bus #).If there is a delayed opening, the Before School YMCA Program ***will be delayed*** also. YMCA phone: 203-754-2181Please call the YMCA Program for any other information. JTPS phone: 860-945-2776**Bus Dismissal Times: 3:05 H,M,N** **3:10 Vans 33 & 35****3:15 A,I,D,G****3:20 Vans 34 & 38****3:25 K,L,C****3;30 E,F,B,J**

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5.



**ARRIVAL AND DISMISSAL PROCEDURES FOR PARENTS WHO TRANSPORT STUDENTS**

**Arrival and dismissal times will be staggered to accommodate social distancing.**

**Arrival FOR 1st and 2nd GRADERS and KDG SIBLINGS:**

Drop off loop: 8:30-8:45AM Children whose last names that begin with A-H can drop off.

 8:45-9:00AM Children whose last names that begin with I-Q can drop off.

 9:00AM Preschool parents will park in the parking lot and drop off.

 9:00-9:15AM Children whose last names that begin with R-Z can drop off.

\*\*\*\*KDG parents may park in the parking lot between 8:30-9:10AM and walk their child to the front of the building. You must cross with the crossing guard and maintain social distancing.

**Expected times for busses to arrive at school**:

8:30AM Busses C, H, M/N will arrive at JTPS

8:45AM Busses A, F, K, L will arrive at JTPS

9:00AM Busses G, I, J and some vans will arrive at JTPS

9:15AM Busses B, D, E and some vans will arrive at JTPS

**\*\*\*\*Van times will be shared with individual families by Friday, August 21, 2020.**

**PRESCHOOL:** Arrival for preschool will be 9:00AM for the morning session and 12:35PM for the PM session. Park in the parking lot and cross with the crossing guard. Arrival will be at the following doors:

Mrs. Lanese: Main preschool doors; left entrance.

Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom.

Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo’s classroom.

Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors. You will see 4 doors. Wait at the doors all the way over to the left side.

THERE WILL BE SIGNS FOR PRESCHOOL PARENTS TO FOLLOW.

Kindergarten and preschool parents who transport their children to school will park in the designated area and cross by the crossing guard with their children. You must hold your child’s hand as you walk him/her to the building as the parking lot is a very busy place in the morning. Kindergarten and preschool parents must maintain the 6 foot space for social distancing while waiting to drop off children.

Please encourage your child to say goodbye to you and practice separating so it is easier for your child. We understand that all children adjust at different times so if your child is experiencing difficulties with separation please notify the teacher, but also remember that teachers cannot greet students upon their arrival because they will need to remain in their classrooms. **All students will go right to their classrooms upon arrival.**

The drop off loop will be used for all first and second grade parents who are transporting their children. Although, if you have a first or second grader and he/she is capable of walking your kindergartener to his/her classroom you may also use the drop off loop. The loop will be open from 8:30AM-9:15AM to accommodate the number of families who are choosing to drive their children based on the district survey. Those parents who drop off their children may continue down the driveway and turn into the drive closest to the school. No parent/visitor cars are allowed in the back of the building in the morning. Drop-off parents are asked to proceed to the crossing guard until they are signaled forward. The drop off area is labelled by signs that state “Student Drop Off Area.” **Please pull up all the way around the corner, to the stop sign.** **Children must exit from the passenger side of your vehicle, the side of the car closest to the school.** Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced to prevent traffic build up so please share this information with ALL family members who will be dropping off your child/children.

**You must follow all established procedures for parking/dropping off during arrival and dismissal! The safety of all of our students is everyone’s responsibility! The first two lanes of our parking lot are ONE WAY for exiting. The last two lanes are for entering.**

Students should not arrive before 8:30AM. Any student arriving after 9:15AM must be walked into the office by his/her parent to obtain a late slip because the main doors are locked at this time. Children cannot be expected to enter the building tardy and unattended after the doors are locked. A child is considered tardy if they arrive after 9:15AM. If arriving after 9:15AM families will use the green doors on the left to enter the building.

Children who ride the bus enter the school at the back lobby. We cannot allow parents in the back of the building to maintain safety. All support staff members will be on duty to assist the students during the first 2 weeks of school.

7.

**DISMISSAL:** We used the information that families provided in the district survey to develop our dismissal plan. As parents you are responsible for sharing the names of the adults who are allowed to pick up your child. YOU, AS PARENTS, ARE ALSO RESPONSIBLE FOR SHARING INFORMATION REGARDING ANYONE WHO CANNOT PICK UP YOUR CHILD DUE TO CUSTODY ISSUES. Remember that **all adults must show a picture ID** each day to pick up children. Each family who has chosen to pick up their child will receive a number to be placed in the car window which will allow staff on duty to identify who you are and also who your child is. Families will receive a set of 4 numbers to be placed in any car that may pick up your child, (ie, mom, dad, grandma, grandpa). Your child will receive a laminated matching number that you must attach to his/her backpack to assist us with this dismissal plan. (Many of the staff members on duty might not necessarily know your child, but will get to know both you and your child as the pick up process continues). Also remember that only those adults listed will be allowed to pick up your child. This is a safety concern and will be strictly enforced. Early dismissals between 2:45-3:15PM will not be allowed in order to maximize safety of all students who will be in the process of our staggered dismissal.

**DISMISSAL TIMES AND DISMISSAL AREAS:**

**BLUE POD:** Dismissal time will be 2:50PM at the back of the building. Blue pod families will proceed to the back of the building down the main driveway. Once you arrive at the back loop you will bear to the left to end up at the sidewalk behind the school. You must pull all the way forward. Staff will be there to check IDs and students will be brought outside to your cars. You will then proceed to the back gate exit at the BACK OF THE BUILDING, (Porter Street). There will be signs for you to follow.

**PRESCHOOL:** Dismissal will be at the following doors at 11:25AM for the AM session and 3:00PM for the PM session.

Mrs. Lanese: Main preschool doors; left entrance.

Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom.

Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo’s classroom.

Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors at the left.

**GREEN POD:**  Dismissal will be at 3:10PM at the front of the building. Pick up parents are asked to proceed to the crossing guard until they are signaled forward. The pick-up area will be the same as the morning drop off area. **Please pull up all the way around the corner, to the stop sign.** **Children must enter from the passenger side of your vehicle, the side of the car closest to the school.** Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced in order to prevent traffic build up so please share this information with ALL family members who will be picking up your child. Staff will be there to check IDs and students will be brought outside to your cars.

**YELLOW POD:** Dismissal will be at 3:20PM at the front of the building. Pick up parents are asked to proceed to the crossing guard until they are signaled forward. The pick-up area will be the same as the morning drop off area. **Please pull up all the way around the corner, to the stop sign.** **Children must enter from the passenger side of your vehicle, the side of the car closest to the school.** Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced in order to prevent traffic build up so please share this information with ALL family members who will be picking up your child. Staff will be there to check IDs and students will be brought outside to your cars.

PERMISSION FOR LEAVING THE SCHOOL GROUNDS

AT NO TIME is a student allowed to leave the school building or grounds without notifying the office.

If you should need to take your child out of school early, please call the school and stop at the office to pick up your child.

**SAFETY DRILLS**

![MCj04338870000[1]]()![MCj04338870000[1]]()All Pre-school through Grade 2 staff and students will practice fire drills. Lock down drills will also be conducted. During a lock down drill, staff will lock classroom doors and gather their students in the safest area of the classroom.

BUS TRANSPORTATION

STUDENTS WILL RIDE THE SAME BUS ROUTE AM AND PM, the bus to which they are assigned. If your child is going to daycare or taking a bus to another designation other than the bus stop he/she is assigned, a "Change in Normal Bus Transportation Form" must be completed and the change approved by the Board of Education in advance. See “Request for Change of Transportation Form” on Page 15 of this section of the Handbook.

8.

***Students in Grades PreK-2 will be returned to school if no one is present to meet them at the bus stop.*** After repeated neglect (3 offenses) by the parents/guardians, the Department of Children and Families (DCF) may be notified by the school administrators.

Requests for transportation changes must be submitted in writing for each school year. The Business manager must receive the request no later than August 1st of each year. Requests for changes after August 1st will be considered once bus operations have been stabilized for a month. See form on page 20.

NON-BUS STUDENTS RIDING BUS

Bus service is provided under contract through the First Student bus company (274-5212) for all students at John Trumbull Primary School. Children are assigned to a bus at the beginning of each school year. Children may not ride any bus other than the one assigned to them.

LUNCH PROGRAM

A hot lunch program is offered at John Trumbull Primary School. Students may buy hot lunch or bring their own. Monthly lunch menus will be sent home in advance and are posted in classrooms and in the office. The cost of the hot lunch program is $2.75 per day. You may choose to send money for the purchase of food in advance. This money is put on your child’s account. Each child is assigned a PIN # that is used each time he/she purchases food in the café. Your child’s account can be viewed online through the parent portal at [www.watertownps.org](http://www.watertownps.org). Please make checks payable to the WATERTOWN HOT LUNCH PROGRAM.

Students who bring in their own lunch may purchase half pints of milk sold at **55 cents** each. Students are not allowed to bring drinks in glass or squeeze bottles.

In the event that a student forgets or loses lunch money, he/she may charge a lunch. We ask that this charge be paid within a reasonable amount of time.

![MCj01919050000[1]]()Forms for the Federal Lunch Program are distributed to all students at the beginning of the school year and upon enrollment. They are available at any time during the school year. The forms are reviewed and those eligible for free or reduced lunch are notified in writing.

### DRESS CODE POLICY

***It is very important that students wear shoes that are safe for school and the playground. Sandals, flip- flops, clogs, open-toed and backless shoes/sneakers are too dangerous and should not be worn to school.* HEELIES are prohibited.**

![MCj03536900000[1]]()*\*\*BACKPACKS: If possible please avoid purchasing roller backpacks. They are too big, hard to manage on the stairs, and do not fit in the lockers.*

**CLOTHING LOST AND FOUND**

Each year numerous articles of clothing are left at school. Many children cannot identify what they have lost. It is imperative that all clothing, including backpacks and lunch boxes, should be labeled with a child's full name and grade. If items are lost, they will be placed in the lost and found box located near the cafeteria. Students and parents should check frequently for missing items. Periodically, if articles are not claimed, they will be donated to a charity.

**INSURANCE**

Each family is offered accident insurance at a small cost per child through Lefebvre Insurance. If interested please go to John Trumbull’s website at [www.watertownps.org](http://www.watertownps.org). Parents can print out the information and mail it directly to Lefebvre Insurance.

**PETS IN SCHOOL**

Pets are not allowed in school

9.

### HOMEWORK

Homework is recognized as an integral part of the school's educational program. It is a form of independent practice directly related to classroom work. Homework will be assigned in all grades - kindergarten through grade 12. The kind and amount of homework will be determined at each level by the administrator and teachers. Incomplete homework may result in lowered grades. \* Due to the Covid 19 Pandemic the school will minimize

paper homework as much as possible.

Guidelines:

 1. Homework shall be given on a regular basis.

 2. Homework may take the form of class, group, or individual assignments.

 3. Assignments may be made on a daily basis, or they may be of a long-range type, such as a report.

If homework appears to be too difficult for the student and an excessive amount of time is being spent on homework assignments, the classroom teacher should be notified immediately.

### MAKE-UP WORK REQUESTS

If your child is going to be absent for an extended length of time, arrangements for make-up work should be made with the teacher(s). Teachers are to be given 24 hour notice to prepare work for students who are absent for extended illness. Students are expected to complete the work missed within a reasonable time period. Teachers are expected to assist the children in make-up work when necessary.

### PERSONAL PROPERTY

Toys, games, or other personal items should not be brought to school unless the child is directed to do so. The school is not responsible for any loss or damage to these items.

### TEXTS/LIBRARY BOOKS/SCHOOL SUPPLIES

All school books must be returned to the teacher in the same condition as when distributed. If a student loses a school book or materials, he/she must report it immediately to the teacher or librarian. If not found in a reasonable amount of time, the student will have to pay for it. All textbooks must be covered unless otherwise directed by the classroom teacher.

### LIBRARY

All elementary schools have a central library. Students visit the library on a regular basis during the week to borrow books. Pupils are responsible for any and all books charged out to them, and are expected to return all books when due. If books are lost, a child is responsible for payment to replace them.

### FIELD TRIPS

Field trips are an integral part of our educational program. Students can read or be told about many topics, but when they can actually see something that relates to what they are studying, it is much more meaningful. When a field trip is planned, your child will bring home a form describing the trip and its cost. The form will also contain a permission slip. Please sign and return it to the teacher. Children who do not return a signed permission slip prior to the field trip will not be allowed to participate in that trip.

In some cases a child will be denied the right to attend field trips due to disciplinary measures. Parents will be notified if a child is not to participate in the field trip.

***Field Trips are NON-REFUNDABLE***

**STAYING IN THE BUILDING** **AT** **RECESS**

The recess period is an opportunity to relax from the tasks of the classroom and to play out in the fresh air. On stormy days the teachers supervise games in the classroom during this relaxation period.

With parental notification, a recess period may be used in order to provide a student the opportunity to complete his/her daily work or to be given extra help, or to have time to reflect about inappropriate behavior. On single

session days or delayed openings, recess WILL NOT BE HELD.

10.

**E.I.T. (Early Intervention Team)**

Each Watertown Public School has a team of school personnel who meet on a regular basis to discuss, review, and develop action plans for students with demonstrated needs. The team is comprised of the building administrator, the nurse, a regular and special education teacher, the school's psychologist or social worker and other trained personnel. The goal of E.I.T. is to promote early identification, assistance and alternatives to students whose problems are interfering with school performance.

##### ELIGIBILITY FOR SPECIAL EDUCATION SERVICES

Identification of a student as eligible for special education services begins with a written referral. That written request may come directly from the parent/guardian or directly from the school's Intervention Strategy Team. Either route requires that a request be in writing.

 Parents are encouraged to pick up a copy of their rights at the main office or view them online at [www.watertownps.org](http://www.watertownps.org).

**SCHOOL CANCELLATIONS, DELAYED OPENINGS, EARLY DISMISSALS**

All announcements of school cancellations, delayed openings, and early dismissals will be broadcast on the following radio stations and through our Alert Now system:

WWCO 1240 AM WTIC 1080AM WABG 97.3FM

WVIT TV30 WTNH TV8

In most cases, when early dismissal occurs, after school activities are cancelled, children will be sent home the way they normally go home from school each day. ***There will be NO YMCA Program on days when there is an unscheduled early dismissal!***

Occasionally it becomes necessary to dismiss schools early. This is a decision made only when weather predictions are particularly threatening or there is an emergency. On these occasions, an announcement would be made on the radio/ TV and our Alert Now call system.

Arrangements should be between you and your child as to what they should do if this instance should occur. It is also recommended the a written note be sent to the office specifying what your child is to do in this event. This way we have notification of what is to transpire and will share this with your child’s classroom teacher.

It is impossible to call and notify every parent of an unscheduled early dismissal. Please make sure that you listen to the radio, or have a designated friend, relative, etc. do so during inclement weather and notify you. If we need to dismiss early due to an emergency (not weather related) we will attempt to make contact with you through the Alert Now call system.

**NOTIFICATION OF CHILD’S ATTENDANCE**

**Please call** the nurse’s office ay **860-945-4575** every day after 8:00 AM to notify us of your child’s absence. If a call is not received, the school nurse or office will call the parents. ***When a child returns to school following an absence, please write a note stating the date and reason for the absence.***

**TARDINESS**

All students must report to the office when they arrive past 9:15 AM. A child id considered tardy after the staggered arrival times. Parents/ Guardians should accompany their child to the mail office by accessing the green doors on the left side.

**Power School** The Power School Parent Portal allows parents to securely view their child’s up to the minute school information, such as scheduled, teachers, attendance and school bulletins.

To access this resource, please go watertownps.powerschool.com/public. All parents must create an account the first time the log in for the present school year using the access ID and access password that was mailed home prior to the start of the school year. Parents should update any contact information, including emergency contacts, directly in the Power School Parent Portal.

Please email or call the school, or email the Director of Technology, Jeff Turner, at turnerje@watertownps.org, if you have any questions or concerns regarding the Power School Portal. 11.

 **Gotcha Reward Program**

**Positive Behavior Interventions and Support (PBIS)**

The “Gotcha” Reward Program is a school wide behavior program that John Trumbull Primary School has been following for the past four years. The goal for the program is to improve and maintain a school climate that focuses on promoting and explicitly teaching positive behaviors. Students caught displaying school wide positive expectations are given a “Gotcha”. These “Gotchas” will be exchanged every month for a variety of reward items. Please refer to the “Gotcha” grid and review the expectations at home with your child. More information regarding our Gotcha Reward Program and PBIS will be coming home throughout the year. Thanks for your support with this program!

**John Trumbull Students are gRRReat!!**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Expectation** | **Common Areas** | **Bathroom** | **Classrooms** | **Cafeteria** | **Recess** | **Hallways** | **Bus** |
| **Respectful-** of self,others and surroundings | Use whisper voiceKeep hands/feet to selfKeep personal space distance while seated | Walk in/out silentlyRespect others’ privacy | Use materials appropriatelyWhole body listeningInside voiceKeep personal space distance from others | Keep hands/feet to selfUse inside voiceUse table manners | Keep hands/feet to selfUse kind wordsPlay cooperatively and take turnsShare the equipment and toys | Silent travel and greetingsWalk with your line while keeping personal spaceHands to self | Use inside voiceKeep hands/feet to selfUse kind wordsKeep personal space |
| **Responsible**And prepared at all times**Ready-** to follow instructions and learn | Use whisper voiceLeave things how you find themRaise hand for help/questionsFollow teacher/staff directionsBackpack and coat on when you leave the common area | FlushWash handsLeave things how you find themLeave bathroom when finished | Have all needed materialsRaise hand and wait patiently for teacherFollow teacher/staff directions | Walk safely to your table and sit downKeep your food to yourselfOnly use your own moneyRaise hand for help/questionsLine up for recess silently when your class is calledFollow staff instructions | Put recess toys awayLeave the recess area how you found itFollow teacher/staff directionsLine up silently with your belongings when the bell rings | Use walking paceFace forwardHold railing on stairs using one step at a timeBe prepared to stop and go  | Stay seatedFollow bus driver’s directionsBe prepared with your belongings when your bus approachesWait until the bus comes to a complete stop to exit  |

12.

BUILDINGS AND GROUNDS

Students are expected to:

…follow adult directions carefully.

…report all problems to the teacher on duty.

…walk quietly/ orderly to assigned locations.

…keep hands, feet, and objects to themselves.

…refrain from throwing objects of any kind on school grounds (stones, sticks, ice, snowballs, sand, pencils, erasers, etc.)

…refrain from climbing on fences, backstops, etc.

…refrain from entering the back parking lot and bordering property unless told to use the

 blacktop.

…play on blacktop when grassy areas and/or equipment areas are muddy and/ or snowy.

…refrain from wearing hats in the building from 8:50 AM-3:10 PM.

…refrain from chewing gum on school grounds.

…refrain from littering.

CLASSROOM/SCHOOL

Students are expected to:

…listen carefully and follow directions.

…work quietly while not disturbing others.

…respect others and their property.

…keep hands, feet, and other objects to themselves.

…be polite and friendly in both words and actions.

…respect everyone’s right to learn.

LAVATORY

Students are expected to:

…use the lavatory facilities in the appropriate manner.

CAFETERIA

Students are expected to:

…remain quiet and orderly when entering and leaving the cafeteria.

…respect adults in charge.

…raise hands if they need help.

…take seat in assigned locations and remain seated until given permission to leave.

…talk quietly using a conversational tone.

…use good table manners at all times.

13.

RECESS/GAMES

Students are expected to:

...behave in a safe manner without rough play.

...remain in the designated areas and only enter the building when given permission by the teacher on duty

...use equipment safely and properly. Use swings and slide in a sitting position, going down feet first only, with no jumping from or running on the equipment, etc. Sneakers or sturdy shoes are required for playing on equipment.

...show good sportsmanship

...cease activities/games and line up quietly when the first bell rings or when instructed to do so.

…Game Boys and trading cards (such as “yugioh” cards)should not be brought to school.

RELATIONSHIPS

Students are expected to:

...treat classmates and adults with respect and kindness.

...show respect by using appropriate language

FORGOTTEN MATERIALS

Children, during the course of the year, have the tendency to forget items necessary for school (i.e. sneakers, lunches, homework, musical instruments). Children will not be allowed to use the office telephone to call home for any items that are forgotten. Should a child forget an item and a parent brings it to school, they are to bring it to the drop off table and ring the bell to inform the secretary. Items should contain: THE CHILD'S FULL NAME AND CLASSROOM TEACHER. In the event that no lunch is dropped off children will be allowed to charge their lunch. Lunch money should be placed in an envelope and left on the drop off table and children will be notified prior to their lunch period that it is here.

PARENT VISITATIONS/VOLUNTEERS

Due to the Covid 19 Pandemic, Watertown Public Schools must follow a NO VISITOR Policy.

SCHOOL PHOTOGRAPHS

Each year students are given the opportunity to purchase photographs of themselves and their classmates. This is a traditional school fundraiser and allows families to obtain quality pictures at a reasonable price. Notices will be sent out early in the fall regarding school photos.

14.

BIRTHDAYS/ INVITATIONS/ BRINGING FOOD INTO SCHOOL

* Celebratory snacks may be provided to students in classrooms through the food service department in consultation with the classroom teacher, school nurse and approval of the principal. The teacher must be consulted and a Classroom Celebration Snack Request Form must be submitted at least ***one week in advance*** of the food related activity. Forms will be sent home with each child.
* Each school will have available a list of activities that will serve as alternatives to food celebrations. The alternative activities will be posted on the district website. Parents are encouraged and welcome to participate in their child’s celebration.
* Healthy allergen free foods are available through Watertown’s Food Service Department. A list of offerings is available in school offices and on the district website.
* **Birthday Invitations must be mailed home to classmates. You can obtain a list of addresses in the office.**

Approval BOE June 25, 201

**![MC900355087[1]]()**

**JOHN TRUMBULL PRIMARY SCHOOL P.T.O.**

John Trumbull Primary School has a very active and enthusiastic P.T.O. Our P.T.O. provides parents and teachers an opportunity to work together to provide our children with programs and activities during the year to enhance their education. A membership drive will take place during the fall. Every family is encouraged to join. Your involvement will not only benefit your child, but our entire school community. Meetings are held the first Wednesday of each month at 7:00 PM. in the cafeteria.

**VISIT US ON THE WEB AT:** [**www.watertownps.org**](http://www.watertownps.org)

**PTO Executive Board Members/ E-Mails 2020-2021**

President Allison Demarest allydemarest@gmail.com

Vice President Laura Harrison salclbl23@yahoo.com

Vice President Nicole Kaczmarczyk nikki5583@sbcglobal.net

Vice President Carolyn Boynton carus\_carolyn@hotmail.com

Treasurer Megan Lynn thelynnfamily8@gmail.com

Recording Secretary Tanya Labeck tanyalabeck@gmail.com

Corresponding Secretary TBA

Member at Large Sabrina DeFazio sabdefazio@gmail.com

Member at Large Melissa Rizza melissacrizza@gmail.com

Member at Large Nicole Pereira nicolempereira14@gmail.com

Member at Large Shelley Lusas mmlpanek@gmail.com

Member at Large Beth Cordeiro

 15.

**John Trumbull Primary School Compact**

Effective schools are the result of families and school staff working together to ensure that children are successful in school. A compact is a voluntary agreement between groups that firmly unites them. You are invited to be involved in a partnership with John Trumbull Primary School.

School Vision Statement

We are a family of learners dedicated to nurturing a strong sense of self among all students, staff, family, and community members.

When we have a strong sense of self-

* We respect ourselves, fellow human beings, and our earth.
* We value our differences and our connections.
* We have the knowledge and skills necessary to participate in and contribute to our community, country and the family of nations.
* We believe in and have hope for the future.

# Student Pledge

I will strive to…

* Attend school regularly.
* Complete assignments and return homework on time to the teacher.
* Show respect for myself, other people, animals and property.
* Accept responsibility for my own actions.
* Make an effort to do my best to learn.
* Resolve conflicts in positive, non-violent ways.

## Family Involvement

Parents and other significant adults are asked to agree to the following commitments, as they are involved in assisting the school in ensuring a productive school experience for their children.

# Parent Pledge

*Schools as a community:*

* To help my children be successful by volunteering at school and/or providing other support to teachers. (For example: observation and participation in my child’s classroom)
* To attend school functions and parent-teacher conferences.

*A curriculum with coherence:*

* To be involved in the amount and content of my child’s TV viewing and radio listening.
* To stay aware of what my child is learning, and communicate regularly with school staff and with my child.

 To assist with homework and read with my children every day.

*A climate for learning:*

* To provide adequate rest, food, and medical attention so that my child is ready to learn.
* To help my child get to school on time and attend regularly.
* To maintain and foster high standards of academic achievement by participation in my child’s academic

programming and the positive use of his/her extra-curriculum time.

### Staff Pledge

*School as a community:*

* Communicate and work with families to enhance students’ learning.
* Discuss the compact at the annual parent-teacher conference.
* Respect the cultural differences of students and their families.
* Continue efforts to develop professionally.
* Encourage parental volunteerism.

*A curriculum with coherence:*

* Provide curriculum that promotes literacy through the study of literature, math and the arts.
* Explain assignments clearly and provide homework that supports the curriculum.
* 16.
* Encourage students and parents by providing information about student progress
* Provide workshops for parents.

*A climate for learning:*

* Provide a safe, pleasant, and caring atmosphere.
* Provide resources to help all children be successful in their school experience.
* Maintain and foster high standards of academic achievement.
* Provide high quality curriculum and a learning environment which enables students to attain state standards.

*A commitment to character:*

* Maintain high expectations for myself, students, and other staff.
* Assist students in the development of a sense of personal and civic responsibility. Help students learn to resolve conflicts in an appropriate, positive, and non-violent manner.

 17.

Classroom Celebration Snack Request Form

 School Year 2020-2021

*Please select the item(s) you wish to purchase and provide for your child's classroom celebration. Return the form with payment to your child's classroom teacher one week prior to date of celebration.*

 Whole Fruit, Frozen juice cup -Strawberry Pomegranate,

and Watermelon

 Garber Frozen Yogurt Cup, Chocolate or Vanilla (circle one)

\_--------- Rich's Crumbled Cookie Ice Cream Cone

 Otis Spunkmeyer Reduced Fat, Cookies,Chocolate chip, Sugar and Carnival

 Keebler, Scooby-Doo! Graham Cracker Sticks, Cinnamon

 Otis Spunkmeyer Delicious Essentials, Reduced Fat Blueberry Muffin

 Otis Spunkmeyer Delicious Essentials, Reduced Fat Apple Cinnamon Chip Muffin

\_ Kellogg's Pop-Tarts, Frosted Fudge with Whole Grain

 Kellogg's Pop-Tarts Low Fat Frosted Strawberry

 Fresh Vegetable platter with Dipping Sauce

\_ Fresh Whole Fruit Basket (Assorted Types of **Whole** Fresh Fruit}

PLEASE SUBMIT CHECK MADE OUT TO WATERTOWN STUDENT LUNCH PROGRAM WITH CLASSROOM CELEBRATION SNACK REQUEST FORM

*Cost- $.75 per serving*

# Students/Servings \_ Total Payment Amount \_ Date of celebration---------

Child's Name------------- Classroom Teacher---------

Parent Name------------ Telephone# \_

\*Nutritional Information and Ingredient Lists available by contacting Food Service Department

 (860) 945-4819

**\*The last day to hand in classroom celebration forms will be June 4, 2021**

**18.**

**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL**

Connecticut State Law and Regulations 10-212(a) require a written medication order of an authorized prescriber, (physician, dentist, advanced practical registered nurse or physician’s assistant) and parent/guardian written authorization, for the nurse, or in the absence of the nurse, a designated principal or teacher to administer medication. Medications must be in the original properly labeled container and dispensed by a physician/pharmacist.

**Food Allergy Treatment Plan for School and Field Trips**

**and**

**Permission for the Administration of Medications by School Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| Patient’s Name: |  | Date of Birth: |  |
| Patient’s Address: |  | Telephone: |  |
| Allergist’s Name: |  | Patient’s PCP |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asthma: | [ ]  Yes | [ ]  No | Food Allergy: |  |

**IF PATIENT INGESTS OR THINKS HE/SHE HAS INGESTED THE ABOVE NAMED FOOD:**

**Anaphylactic reaction can occur up to 2 hours following ingestion of a food allergen.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Administer **adrenaline** before symptom occur, IM | EpiPen Jr.  |  | Adult |  | Twinject Jr. |  | Sr. |  |
|  | Administer **adrenaline** if symptoms occur, IM | EpiPen Jr.  |  | Adult |  | Twinject Jr. |  | Sr. |  |
|  | Administer Benadryl |  tsp/  |  | tsp/ |  | tsp/ |  | tsp/ |  | tsp/ |  | Swish & Swallow |
|  | Administer  |  |  | tsp/ |  | tsp/ |  | tsp/ |  | tsp/ |  | tsp/ |
|  | Call 911 if symptoms occur and transport to ER for further evaluation, treatment, and observation X 4 hours. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IF REACTION OCCURS, PLEASE NOTIFY THIS OFFICE AFTER TREATMENT IS RECEIVED.** |  |  |  |  |
|  | Physician’ Signature | Today’s Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Is this a controlled drug?
 | [ ]  Yes | [ ]  No | Time of administration: |   |
| 1. Medication shall be administered during school year:
 |  |  |  |  |  |  |  |  |  |  |  | (dates) |
| 1. Relevant side effects, if any, to be observed:
 |  |

**SELF ADMINISTRATION OF MEDICATION AUTHOIZATION/APPROVAL**

*Self-administration of medication may be authorized by the prescriber and parent/guardian, and must be approved by the school nurse in accordance with Board Policy.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prescriber’s authorization for self-administration: | [ ]  Yes | [ ]  No |  |  |  |
|  |  |  | Signature |  | Date |
| Parent’s authorization for self-administration: | [ ]  Yes | [ ]  No |  |  |  |
|  |  |  | Signature |  | Date |
| School nurse approval for self-administration: | [ ]  Yes | [ ]  No |  |  |  |
|  |  |  | Signature |  | Date |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **SYMPTOMS OF ANAPHYLAXIS:*** **Chest tightness, cough, shortness of breath, wheezing**
* **Tightness in throat, difficulty swallowing, hoarseness**
* **Swelling of lisps, tongue, throat**
* **Itching mouth, itchy skin**
* **Hives or swelling**
* **Stomach cramps, vomiting, or diarrhea**

 **Dizziness or faintness** | **I HAVE RECEIVED, REVIEWED, AND** **UNDERSTAND THE ABOVE INFORMATION.** |
|  |
| Patient/Parent/Guardian Signature |

 |  |  |  |  |  |  |  |  |  |  |
| Renewal Date: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

WELCOME LETTER

August 14, 2020

Dear John Trumbull Families,

It is with great excitement and enthusiasm that I write to welcome you to the 2020-21 school year. Administration is working diligently to provide an environment that meets all of the guidelines for a safe return to school. I can assure you that all staff will be ready to greet our students on the first day of school on Tuesday, September 8, 2020.

The safety of all children is our top priority. Please read the information in this letter very carefully. The week of August 24th you will receive your child's nametag. Your child needs to wear this nametag around his/her neck for the first month of school. It will display your child's name, teacher's name and your child's dismissal procedure. It has your child's going home bus letter or the words Parent Transport based on your answers to the district survey. If your child will be attending the YMCA after school program, please write it on the nametag along with the day(s) of the week and also call the JTPS main office BEFORE the first day of school so we can update our student information system.

Please verify the bus information that is listed on the nametag. The 2020-21 bus routes and start times for routes will be published in the Town Times. They will also be posted on the district website at www.watertownps.org click on the "Transportation" link for school routes. If you have any busing questions, please contact Michelle Pennella at (860)274-5212. If the information is incorrect, call the school at 860-945-2776. Please do not change the information without calling the school first to be sure that we have the same information for your child to be ready for the first day of school.

Arrival and dismissal times will be staggered to accommodate social distancing.

Arrival FOR 1stand 2nd GRADERS and KDG SIBLINGS:

Drop off loop: 8:30-8:45AM Children whose last names that begin with A-H can drop off.

8:45-9:00AM Children whose last names that begin with I-Q can drop off.

 9:OOAM Preschool parents will park in the parking lot and drop off.

9:00-9:15AM Children whose last names that begin with R-Z can drop off.

\*\*\*\*KDG parents may park in the parking lot between 8:30-9:10AM and walk their child to the front of the building. You must cross with the crossing guard and maintain social distancing.

Expected times for busses to arrive at school:

8:30AM Busses C, H, M/N will arrive at JTPS

8:45AM Busses A, F, K, L will arrive at JTPS

9:00AM Busses G, l, J and some vans will arrive at JTPS

9:15AM Busses B, D, E and some vans will arrive at JTPS

\*\*\*\*Van times will be shared with individual families bv Friday. August 21, 2020.

24.

PRESCHOOL: Arrival for preschool will be 9:00AM for the morning session and 12:35PM for the PM session. Park in the parking lot and cross with the crossing guard. Arrival will be at the following doors:

Mrs. Lanese: Main preschool doors; left entrance.

Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom.

Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo's classroom.

Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors. You will see 4 doors. Wait at the doors all the way over to the left side.

THERE WILL BE SIGNS FOR PRESCHOOL PARENTS TO FOLLOW.

Kindergarten and preschool parents who transport their children to school will park in the designated area and cross by the crossing guard with their children. You must hold your child's hand as you walk him/her to the building as the parking lot is a very busy place in the morning. Kindergarten and preschool parents must maintain the 6 foot space for social distancing while waiting to drop off children.

Please encourage your child to say goodbye to you and practice separating so it is easier for your child. We understand that all children adjust at different times so if your child is experiencing difficulties with separation please notify the teacher, but also remember that teachers cannot greet students upon their arrival because they will need to remain in their classrooms. All students will go right to their classrooms upon arrival.

The drop off loop will be used for all first and second grade parents who are transporting their children. Although, if you have a first or second grader and he/she is capable of walking your kindergartener to his/her classroom you may also use the drop off loop. The loop will be open from 8:30AM-9:15AM to accommodate the number of families who are choosing to drive their children based on the district survey. Those parents who drop off their children may continue down the driveway and turn into the drive closest to the school. No parent/visitor cars are allowed in the back of the building in the morning. Drop-off parents are asked to proceed to the crossing guard until they are signaled forward. The drop off area is labelled by signs that state "Student Drop Off Area." Please pull up all the way around the corner, to the stop sign. Children must exit from the passenger side of your vehicle, the side of the car closest to the school. Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced to prevent traffic build up so please share this information with ALL family members who will be dropping off your child/children.

You must follow all established procedures for parking/dropping off during arrival and dismissal! The safety of all of our students is everyone's responsibility! The first two lanes of our parking lot are ONE WAY for exiting. The last two lanes are for entering.

Students should not arrive before 8:30AM. Any student arriving after 9:15AM must be walked into the office by his/her parent to obtain a late slip because the main doors are locked at this time. Children cannot be expected to enter the building tardy and unattended after the doors are locked. A child is considered tardy if they arrive after

9:15AM. If arriving after 9:15AM families will use the green doors on the left to enter the building.

Children who ride the bus enter the school at the back lobby. We cannot allow parents in the back of the building to maintain safety. All support staff members will be on duty to assist the students during the first 2 weeks of school.

DISMISSAL: We used the information that families provided in the district survey to develop our dismissal plan. As parents you are responsible for sharing the names of the adults who are allowed to pick up your child. YOU, AS PARENTS, ARE ALSO RESPONSIBLE FOR SHARING INFORMATION REGARDING ANYONE WHO CANNOT PICK up YOUR CHILD DUE TO CUSTODY ISSUES. Remember that all adults must show a picture ID each day to pick up children. Each family who has chosen to pick up their child will receive a number to be placed in the car window which will allow staff on duty to identify who you are and also who your child is. Families will receive a set of 4 numbers to be placed in any car that may pick up your child, (ie, mom, dad, grandma, grandpa). Your child will receive a laminated matching number that you must attach to his/her backpack to assist us with this dismissal plan. (Many of the staff members on duty might not necessarily know your child, but will get to know both you and your child as the pick up process continues). Also remember that only those adults listed will be allowed to pick up your child. This is a safety concern and will be strictly enforced. Early dismissals between 2:45-3:15PM will not be allowed in order to maximize safety of all students who will be in the process of our staggered dismissal.

DISMISSAL TIMES AND DISMISSAL AREAS:

BLUE POD: Dismissal time will be 2:50PM at the back of the building. Blue pod families will proceed to the back of the building down the main driveway. Once you arrive at the back loop you will bear to the left to end up at the sidewalk behind the school. You must pull all the way forward. Staff will be there to check IDs and students will be brought outside to your cars. You will then proceed to the back gate exit at the BACK OF THE BUILDING, (Porter Street). There will be signs for you to follow.

PRESCHOOL: Dismissal will be at the following doors at 11:25AM for the AM session and 3:00PM for the

PM session.

Mrs. Lanese: Main preschool doors; left entrance.

Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom.

Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo's classroom.

Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors at the left.

GREEN POD: Dismissal will be at 3:10PM at the front of the building. Pick up parents are asked to proceed to the crossing guard until they are signaled forward. The pick-up area will be the same as the morning drop off area. Please pull up ail the way around the corner, to the stop sign. Children must enter from the passenger side of your vehicle, the side of the car closest to the school. Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced in order to prevent traffic build up so please share 22. this information with ALL family members who will be picking up your child. Staff will be there to check IDs and students will be brought outside to your cars.

YELLOW POD: Dismissal will be at 3:20PM at the front of the building. Pick up parents are asked to proceed to the crossing guard untif they are signaled forward. The pick-up area will be the same as the morning drop off area. Please pull up all the way around the corner, to the stop sign. Children must enter from the passenger side of your vehicle, the side of the car closest to the school. Drivers MUST NOT exit their vehicle to open doors for

children. This will be strictly enforced in order to prevent traffic build up so please share this information with ALL family members who will be picking up your child.

Staff will be there to check IDs and students will be brought outside to your cars,

Parents must maintain the 6 foot space for social distancing while waiting to pick up children.

We are looking forward to the first day of school. Please be patient with the bus times and our arrival and dismissal procedures for the first few days.

Although our staggered arrival and dismissal procedures are big changes for us we have worked to troubleshoot where potential issues may arise, have made necessary adjustments, and will continue to monitor these procedures and make additional changes if needed.

It would be helpful if you say your goodbyes as the bus approaches so that there will not be a delay in the bus routes. Please remember that you must meet vour child at the bus stop everv day. If no one is at the bus stop to meet your child, he/she will be returned to school.

I hope that you enjoy the final days of summer and we look forward to working with you and your child. Please feel free to contact your child's teacher or the office/administrative staff with any questions that you may have.

Sincerely,

Laura A. Meka

Principal

REOPENING, RECONNECTING, & REIMAGINING: John Trumbull Primary

School

2020-21 Re-entry Plan

#  An Adaptation of the

## Watertown Public Schools

## 2020 Re-Entry Plan

JOHN TRUMBULL PRIMARY SCHOOL

Re-Entry Plan

8-24-20

28.

Dear John Trumbull Families,

It is with great excitement and enthusiasm that we write to welcome you to the 2020-21 school year. Administration is working diligently to provide an environment that meets all of the guidelines for a safe return to school. We can assure you that all staff will be ready to greet our students on the first day of school on Tuesday, September 8, 2020.

As you read this plan, please know that its intention is to help allay some of your fears as parents and teachers, as wetl as answer many re-entry questions you might have.

This plan is directly correlated with our district's plan which can be found here.

Please do not hesitate to reach out with any questions, comments, or concerns.

Sincerely,

Laura A. Meka, Principal & Matthew Paylor, Assistant Principal

JOHN TRUMBULL PRIMARY SCHOOL

Re-Entry Plan

8-24-20

|  |  |
| --- | --- |
| Immunizations &HealthAssessments | See District Plan |
| Training Staff inHealth & SafetyProtocols | See District Plan |
| Training Students inHealth & SafetyProtocols | The nurse will assist in developing a plan that is ace appropriate for our students that will engage students in the new expectations related to all public health policies and protocols.These practices include, but are not limited to:* Social Distancing

Frequent hand washing and the use of hand sanitizerUse of face coverings* Respiratory and cough etiquette
* Enhanced cleaning & disinfecting of surfaces
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| MonitoringS m toms | See District Plan |
| SymptomaticStudents, Staff &Approved Visitors | An Isolation Room as been established at JTPS. This room is Room E250. It is clearly marked as the Isolation Room and will be staffed by one of the JTPS nurses. The bathroom inside the Isolation Room will only be used by students who are sent to this room.Students/Staff are not permitted in the Isolation Room or the Isolation Bathroom unless directed by the school nurse or building principal.Families are encouraged to provide their children with lip balm and hand lotion (for scratches/bug bites) to limit the number of students having to be treated in the nurse's office.If your child becomes ill and need to be picked up, families will be contacted by the school nurses. Upon arrival to school, parents/guardians/designated pick up adults should ring the buzzer and state their name, and the sick child's name. The secretary will then call the nurse and your child will be walked out by the nurse to meet you. |
| Containment Plan | JTPS has a Containment Response Team (CRT). These members are:Laura Meka, PrincipalMatthew Paylor, Assistant PrincipalTom DiStasio, Business ManagerMaureen Galvin, School NurseShannon McDonnell, TeacherShaina Santiago, School PsychologistAnnette Pietro, SRBI Coordinator |

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| Staying Home Sick | See District Plan |
| High RiskEmployees | See District Plan |
| Substitute Plans | JTPS has hired two (2) building substitutes to reduce the number of extra adults in our building |
| Free & Reduced Lunch | See District Plan |
| Meals for Students who Opt into Voluntary Remote Learning | See District Plan |
| Meals DuringExtendedCancellations | See District Plan |
| Compliance Liaison | Mr. Tom DiStasio, Business Manager |
| District Calendar Changes | First Teacher Day: Friday, August 28, 2020First Student Day: Tuesday, September 8, 2020 |
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| School Start & End Time | Arrival and dismissal times will be staggered to accommodate social distancing.Arrival FOR 1st and 2nd GRADERS and KDG SIBLINGS:Drop off loop: 8:30-8:45AM Children whose last names that begin with A-H can drop off.8:45-9:00AM Children whose East names that begin with I-Q can drop off.9:OO AM Preschool parents will park in the parking lot and drop off.9:00-9:15AM Children whose last names that begin with R-Z can drop off.\*\*\*\*KDG parents may park in the parking lot between 8:30-9:10AM and walk their child to the front of the building. You must cross with the crossing guard and maintain social distancing.Expected times for busses to arrive at school:8:30AM Busses C, H, M/N will arrive at JTPS8:45AM Busses A, F, K, L will arrive at JTPS9:00AM Busses G, l, J and some vans will arrive at J TPS9:15AM Busses B, D, E and some vans will arrive at JTPS\*\*\* \*Van times will be shared with individual families by Friday, August21 2020. |

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|  | PRESCHOOL: Arrival for preschool will be 9:00AM for the morning session and 12:35PM for the PM session. Park in the parking lot and cross with the crossing guard. Arrival will be at the following doors:Mrs. Lanese: Main preschool doors; left entrance.Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom.Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo's classroom.Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors. You will see 4 doors. Wait at the doors all the way over to the left side.THERE WILL BE SIGNS FOR PRESCHOOL PARENTS TO FOLLOW.Kindergarten and preschool parents who transport their children to school will park in the designated area and cross by the crossing guard with their children. You must hold your child's hand as you walk him/her to the building as the parking lot is a very busy place in the morning. Kindergarten and preschool parents must maintain the 6 foot space for social distancing while waiting to drop off children.Please encourage your child to say goodbye to you and practice separating so it is easier for your child. We understand that all children adjust at different times so if your child is experiencing difficulties with separation please notify the teacher, but also remember that teachers cannot greet students upon their arrival because they will need to remain in their classrooms. All students will go right to their classrooms upon arrival.The drop off loop will be used for all first and second grade parents who are transporting their children. Although, if you have a first or second grader and he/she is capable of walking your kindergartener to his/her classroom you may also use the drop off loop. The loop will be open from 8:30AM9:15AM to accommodate the number of families who are choosing to drive their children based on the district survey. Those parents who drop off their children may continue down the driveway and turn into the drive closest to the school. No parent/visitor cars are allowed in the back of the building in the morning. Drop-off parents are asked to proceed to the crossing guard until they are signaled forward. The drop off area is labelled by signs that state "Student Drop Off Area**." Please pull up all the way around the corner, to the stop sign. Children must exit from the passenger side of your vehicle, the side of the car closest to the school.** Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced to prevent traffic build up so please share this information with ALL family members who will be dropping off your child/children.**You must follow all established procedures for parking/dropping off during arrival and dismissal! The safety of all of our students is everyone’s responsibility!** |

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|  | **The first two lanes of our parking lot are ONE WAY for exiting. The last two lanes are for entering.**Students should not arrive before 8:30AM. Any student arriving after 9:15AM must be walked into the office by his/her parent to obtain a late slip because the main doors are locked at this time. Children cannot be expected to enter the building tardy and unattended after the doors are locked. A child is considered tardy if they arrive after 9:15AM. If arriving after 9:15AM families will use the green doors on the left to enter the building.Children who ride the bus enter the school at the back lobby. We cannot allow parents in the back of the building to maintain safety. All support staff members will be on duty to assist the students during the first 2 weeks of school.DISMISSAL: We used the information that families provided in the district survey to develop our dismissal plan. As parents you are responsible for sharing the names of the adults who are allowed to pick up your child.you, AS PARENTS, ARE ALSO RESPONSIBLE FOR SHARING ENFORMATION REGARDING ANYONE WHO CANNOT PICK UP YOUR CHILD DUE TOCUSTODY ISSUES. Remember that all adults must show a picture ID each day to pick up children. Each family who has chosen to pick up their child will receive a number to be placed in the car window which will allow staff on duty to identify who you are and also who your child is. Families will receive a set of 4 numbers to be placed in any car that may pick up your child, (ie: mom, dad, grandma, grandpa). Your child will receive a laminated matching number that you must attach to his/her backpack to assist us with this dismissal plan. (Many of the staff members on duty might not necessarily know your child, but will get to know both you and your child as the pick up process continues). Also remember that will be allowed to pick up your child. This is a safety concern and will be strictly enforced. Early dismissals between 2:45-3:15PM will not be allowed in order to maximize safety of all students who will be in the process of our staggered dismissal.DISMISSAL TIMES AND DISMISSAL AREAS:BLUE POD: Dismissal time will be 2:50PM at the back of the building. Blue pod families will proceed to the back of the building down the main driveway. Once you arrive at the back loop you will bear to the left to end up at the sidewalk behind the school. You must pull all the way forward. Staff will be there to check IDs and students will be brought outside to your cars. You will then proceed to the back gate exit at the BACK OF THE BUILDING, (Porter Street). There will be signs for you to follow.PRESCHOOL: Dismissal wili be at the following doors at 11:25AM for the AM session and 3:00PM for the PM session.Mrs. Lanese: Main preschool doors; left entrance.Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom.Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo's classroom.Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors at the left.GREEN POD: Dismissal will be at 3:10PM at the front of the building. Pick up parents are asked to proceed to the crossing guard until they are signaled forward. The pick-up area will be the same as the morning drop off area. Please pull up all the way around the corner, to the stop sign. Children must enter from the passenger side of your vehicle, the side of the car closest to the school. Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced in order to prevent traffic build up so please share this information with ALL family members who will be picking up your child. Staff will be there to check IDs and students will be brought outside to your cars.YELLOW POD: Dismissal will be at 3:20PM at the front of the building. Pick up parents are asked to proceed to the crossing guard until they are signaled forward. The pick-up area will be the same as the morning drop off area. Please pull up all the way around the corner, to the stop sign. Children must enter from the passenger side of your vehicle, the side of the car closest to the school. Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced in order to prevent traffic build up so please share this information with ALL family members who will be picking up your child. Staff will be there to check IDs and students will be brought outside to your cars. |

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| StudentAttendance | The CRT will frequently review attendance data to identify students who are missing too much school in order to determine root causes for absenteeism and reverse the pattern of absenteeism. |
| Masks/Face Coverings | All K-2 students and staff at JTPS must wear a cloth, paper, or disposable mask/face covering that covers the nose and mouth when inside the school building. Students and staff are encouraged to bring in their own masks but will be provided one if necessary. While preschool is not required to wear masks we highly encourage wearing one, especially on the vans. Our preschoolers will be riding the vans with our (-2 students who will be wearing masks. |

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|  | **Mask Breaks:**Students will be provided a mask break every 30 minutes. Classroom teachers will ensure the following during a mask break:Students are facing the same directionStudents are not engaged in discourseStudents are apart from any other student Olso taking a mask break.Masks will not need to be worn outside (recess), when eating (lunch/snack), or when in PE (increased social distancing will occur).**Mask Exemptions:**We recognize that a very small number of students or staff may have a medical condition that makes mask-wearing unsafe and need to request an exemption. In order to be exempt from wearing a mask, a doctor's note must be submitted to the school principal and nurse specifying the health concern on or before 8/24/20.In order to maintain a safe learning environment for all students and staff, we encourage families to consider choosing the voluntary remote learning option for their child if their medical condition revents them from wearin a mask. |
| Bus Expectations | See District Plan |
| Cohorts | Our classes that share a bathroom serve as our cohorts. Staff will do their best to limit cohorts that students participate in.Staff will maintain a log for pull out instruction for purposes of contact tracing. Between cohorts for support services, used s aces will be sanitized. |
| Spacing of Seating | See District Plan (as much as possible but not fewer than 3 feet apart. |
| School Schedules | JTPS has developed a master schedule that maximizes social distancing, allows for frequent hand washing/ sanitizing protocols and the disinfecting of shared spaces, equipment and materials. |
| Foot Traffic Pattern | Floor markings are strategically placed in the main hallways, cafeteria and office. |
| Bathrooms | Each class will utilize the bathroom inside their own classroom. Signs will be posted on proper hand washing protocols. |
| CafeteriaProcedures | JTPS cafeteria procedures:Breakfast orders will be delivered to classrooms. Parents must inform teachers if their child will need breakfast.Lunches will be separated by grade level. |

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|  | KDG and First Grade students will eat in their classrooms. Lunches will be picked up in the cafeteria and delivered to classrooms.Second Grade students will eat in the café or the gym. Students will sit across from each other at a 6 foot distance while eating in the café. Students who will eat in the gym will also sit at a 6 foot distance. Second grade classes will enter through a staggered arrival time to allow for social distancing while entering the café and retrieving their lunches.Between lunch waves in the café and the gym tables and seats/chairs will be sanitized.Students will be required to clean their hands before and after lunch. |
| Recess | The master schedule designates specific times and areas for cohorts to go outside for recess.The recess procedure is as follows:* Each cohort will stay together.
* Each cohort will be in a different area outside to reduce contact with other cohorts and maintain appropriate social distancing.
* Playgrounds will be sanitized twice throughout the day. Students will be required to clean their hands before and after recess.
* Each cohort will have their own recess equipment.
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| Signage | Floor markings and signs are posted. |
| Cleaning &Sanitizing Protocols | Each classroom will be provided with hand sanitizer and sanitizing wipes.All bathrooms and identified high touch surfaces in hallways and common spaces at JTPS will be cleaned and sanitized twice per day. Classrooms will be sanitized nightly. Full school cleaning will take place over the weekend to prepare for the following week. |
| High TouchSurfaces, SharedMaterials, andShared Equipment | Teachers will have access to disinfecting materials in their classrooms to ensure proper disinfecting of high touch surfaces, shared materials, and shared equipment.Whenever possible, students will not share equipment or materials; ie: pencils, pens, crayons, erasers.High touch surfaces within the school building will be properly cleaned throughout the school day to ensure the safety of our students and staff. The cleaning times will be logged and kept for documentation. |

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| Supplies | JTPS is equipped with adequate supplies for cleaning and disinfecting.Hand Sanitizing stations will be installed strategically throughout the building |
| Training for SafeCleaning &Disinfecting | See District Plan |
| Hygiene & Hand Washing | See District Plan |
| Water System | See District Plan |
| Communication | Updates will be shared with JTPS families on an as needed basis from the school and/or district.In order to maintain the health and safety of our entire community, it is imperative that families immediately notify the principal when family members have been exposed to or contracted COVID-1 9. You can reach Laura Meka or Matthew Paylor at (860) 945-2776 by phone or mekala@watertownps.org and paylorma@watertownps.org by email. |
| Monitoring ofSymptoms | See District Plan |
| SchoolCancellations | See District Plan |
| Visitors in the School | JTPS will post a "No Visitors" sign to notify the community that visitors will not be permitted into the building unless scheduled to enter, required by law, or otherwise required by a student's individualized education plan.The main office will maintain a log for those visitors allowed into the building to facilitate contact tracing. The loc will include name, contact phone number, and arrival/departure time of each individual.Parents needing to drop off items for their child should ring the buzzer and state their purpose to the secretary. Parents will then be prompted to leave items on the drop-off table located outside of the building. A secretary will then retrieve the item and get it to the classroom for your child.Parents who are dropping off a child who is tardy must ring the buzzer at the green doors and follow the secretary's directions.Parents should only pick up early for emergencies. Parents must pick up 10 minutes (2:40PM) BEFORE our staggered dismissal be ins to avoid confusion and maintain safety. Parents should ring the buzzer at the green doors and must show photo identification in order to pick up. |

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| Utilizing School Buildings Before and After School | See District Plan |  |
| Assessment | Fall benchmark testing will be strategically administered to JTPS students with careful thought given to reducing test anxiety and fatigue. |  |
| Reacclimating Students | Building a classroom community will be a priority at JTPS.Teachers will concentrate on building a classroom community, developing class norms, and building routines. The focus will be on social and emotional well being. |  |
| Social Emotional Learning | As a part of the RULER framework that has been adopted by the district, teachers will begin the year with a focus on establishing classroom communities through the creation of a charter. |  |
| Instructional Materials | See District Plan |  |
| Music | Students will have full access to music instruction in their current classrooms. |  |
| Special Education | See District Plan |  |
| Voluntary Remote Learning/ Distance Learning | While the voluntary remote students are assigned to a classroom as a place holder for their eventual return to school, we cannot have students transition between coming to school in person and voluntary remote learning on a continual basis. You must commit to your decision.A menu of learning activities aligned to classroom activities will be provided to remote learning students on a weekly basis. This will be done independently with oversight from parents. This menu will be designed through a collaborative process with the grade level team.Parents are encouraged to check out the resources provided by the Connecticut State Department ofEducation (CSDE) on the CT Learning Parent Hub which can be accessed by clicking here.Teachers will be encouraged to provide opportunities for the voluntary remote students to make connections with their peers as least once per week. Teachers may invite these students to join the class virtually for a Circle/Morning Meeting, Game, Icebreaker, Social Emotional Learning lesson, etc. |  |

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|  | Students that would typically qualify for intervention if they were in school will receive intervention virtually.For Special Education students, their plan may look different than what is described above depending on theirIndividualized Education Plans (IEP). These will be defined on a case by case basis.Students/family members will not record or photograph any portion of a Distance Learning/voluntary remote lesson without rior written ermission of the teacher before the lesson be ins. |
| Field Trips | There will not be any field trips  | approved this school ear. |
| Fans in Classrooms | Classroom fans must be directed blowing out of the window, not oscillating within the classroom. Windows that overlook the playground may not have fans running during recess times. |
| Fire Drill Procedures | Classrooms will exit through their usual drill locations. Students and staff will wear masks for the duration of the fire drill. |

Student Responsibilities

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| Stay home if feeling ill.Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. |
| Morning self-screening required.In order to prevent transmission among the school population, parents are instructed to screen students before they leave for school. Check to ensure temperature is below 100.0 degrees Fahrenheit without the use of fever reducing medication and observe for symptoms associated with COVID-19 outlined b ublic health officials. |
| Face coverings or masks required.Students must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Families are encouraged to provide their students with face coverin s or masks. Schools will rovide if needed. |
| Social distancing required.Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will be minimized to the extent possible. |
| Frequent hand washing or hand sanitizing expected. Students must encage in frequent hand washing or sanitizing upon arrival, before and after meals, before and after recess, after bathroom use, and after coughing or sneezing. |
| Students may not change buses.Students will be expected to ride the same bus to school in the morning and the same bus in the afternoon every day. Face coverings or masks must be worn on the bus. |

Staff Responsibilities

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| Stay home if feeling illTeachers and staff must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. |
| Morning self-screening requiredIn order to prevent transmission among the school population, teachers and staff are instructed to screen themselves before they leave for school. Check to ensure temperature is below 100.0 degrees Fahrenheit without fever reducing medication and observe for symptoms associated with COVID-19 outlined public health officials. |
| Face coverings or masks requiredTeachers and staff must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. "Mask breaks" will be provided during the day. Teachers will be allowed to remove masks during instruction with increased social distancing. Schools will have backup disposable masks available for teachers and staff. |
| Social distancing requiredTeachers and staff must maintain social distancing to the greatest extent possible. |
| Frequent hand washing or hand sanitizing expectedTeachers and staff must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing. |