

COVID-19 Changes

NO VISITORS are allowed in the building due to COVID-19 state and county guidelines. Please help us keep our students & staff safe.

School for students, families and staff may look and feel different this year.

Contact the teacher or school for concerns!

Due to COVID, we are cleaning more aggressively daily and keeping children socially distanced as much as possible. To keep the children, staff and community as safe as possible, we will not allow visitors, assemblies, parties or field trips. This handbook contains information relevant for COVID circumstances as well as normal school circumstances.

GEORGE WASHINGTON ELEMENTARY SCHOOL

2020-2021 Student and Parent Handbook

Abstract

This handbook is provided to you to guide and direct questions or concerns you have. Please refer to the handbook for policies, procedures, dates, and timelines. Feel free to contact the school if you have any questions.

**IMPORTANT
NOTICE**

Any student showing symptoms of COVID-19 will be sent to the isolation area to be taken care of by trained staff. Please have someone available to pick up your child if called within 1 hour. Children are not permitted on the bus with symptoms.

304-586-2184

<http://gwes.putnamschools.com/>

****Please wear a mask/face covering and practice 6 ft. social distancing to help keep everyone safe!****

George Washington Elementary Student and Parent Handbook

PUTNAM COUNTY SCHOOLS MISSION STATEMENT

The mission of Putnam County Schools, working with parents and community, is to establish a system characterized by cooperation, collaboration, and innovation, in which the adopted curriculum is taught by all teachers mastered by all students. Furthermore, the staff accepts the responsibility to foster students' accountability for personal good health, positive attitudes and responsible behavior.

GOAL I

Each student will demonstrate mastery of the adopted curriculum.

GOAL II

Each student will recognize his/her unique talents, interests, and abilities.

GOAL III

Each student will exhibit a positive attitude about learning and develop appropriate study skills and work habits.

GOAL IV

Each student will develop a positive self-concept and acceptance of others.

GOAL V

Each student will acquire independent and creative thinking skills.

GOAL VI

Each student will develop appropriate individual and group behaviors.

GOAL VII

Each student will acquire behaviors that promote emotional and physical wellness.

The staff of George Washington Elementary supports the mission statement and goals of Putnam County Schools. We will work to achieve each goal with **ALL** students.

PCS Vision: "Achieving Excellence"

<http://www.putnamschools.com/>

EQUAL OPPORTUNITY

The Putnam County Board of Education and George Washington Elementary School support equal educational opportunity for all students. The policies, rules, and regulations of the school shall be applied without regard to race, color, creed, national origin, or gender.

GWES Mission Statement



George Washington Elementary School
finds the
Greatness Within Every Student
to create *Leaders in Action*.

GWES Vision: "Leaders and Learners for Life"

<https://gwes.putnamschools.com/>

**GEORGE WASHINGTON ELEMENTARY SCHOOL (GWES)
MASTER SCHEDULE (Arrival will look different due to COVID)**

8:00 (COVID) Buses start arriving and doors are unlocked (NO visitors in building during drop off)
Students eating breakfast will get breakfast from the cafeteria to take to the classrooms
Students not eating breakfast will go directly to the classrooms

7:40 Teachers Arrive

8:20 (COVID) Instruction begins

11:20-12:25 Lunch/Recess (K-2) NO LUNCHESES CAN BE DROPPED OF FOR STUDENTS (COVID)

11:25-12:25 Recess/Lunch (3-5) NO LUNCHESES CAN BE DROPPED OF FOR STUDENTS (COVID)

3:00 First dismissal: parent pick-up, walkers and YMCA

3:03 Second dismissal: bus riders

Our instructional day is from 8:20 a.m. (COVID) – 3:00 p.m. daily. Students are expected to be in their classrooms ready to begin activities at 8:20 (COVID). **Parents who transport their children cannot arrive prior to 8:00 a.m. (COVID), there is no supervision and doors are locked until 8:00 (COVID). Students that arrive after 8:20 (COVID) must be signed in by an adult. The front doors automatically lock at 8:20 (COVID).**

The instructional day ends at 3:00 p.m. For the safety of all the students, *please do not pick your child up between 2:40 – 3:00 P.M. unless they have a doctor's appointment or it is an emergency. The end of the day is very hectic and this procedure must be in place for the safety of all students. If you are going to pick your child up between 2:40 – 3:00 you must send a note that morning.*

AFTER SCHOOL DISMISSAL PROCEDURE

If you are picking up your child, please park your car and wait by the gate between school building and Preschool building. Gate will be unlocked at 2:50. Please wait on sidewalk by gate. Students will be released from gym/cafeteria beginning with Kindergarten. Teacher on duty will call out student's name and you will need to let them know you are to pick up that child. Do not take a child out of a bus line without teacher's knowledge. REMEMBER TO PRACTICE SOCIAL DISTANCING WHILE YOU WAIT!

BICYCLES and WALKERS

An area is provided for parking student bicycles. The school is NOT responsible for damage to or theft of any bicycle/scooter. Parents should instruct their children in safety rules for bike riding and walking to school.

TRANSPORTATION

At the beginning of each year, all students receive a copy of the state bus rules and regulations. The classroom teachers spend time reviewing and discussing these rules and regulations with each child. Parents are encouraged to discuss these with their children, even if they are not bus riders. The importance of safe conduct on the bus and at school can never be overstressed. It is mandatory that all children conduct themselves in a way as to allow safe transportation to and from school and on trips. No open containers allowed on a bus, everything must have lids or be in bags to prevent spillage.

The office will keep on file a record of each child's regular and alternative routes home. This is an important and highly effective means of monitoring your child's safety at the end of the day. Be sure to update this important record when you move or change the child's regular pick-up schedule, including early out schedules.

CHANGE IN CHILD'S PICK – UP ROUTINE

Anytime a student needs change his/her routine in any way, he/she **must bring a signed permission note from home. All students will be sent home following their usual routine without a signed note. Please do not call the school with end of the day changes after 2:30 p.m.** Please understand, for the safety of your child, we cannot take a change of pickup routine after 2:30. This is a very busy time at school and we may not be able to guarantee the message will be delivered. A child cannot go home with anyone not on their emergency card! Please help us keep our children safe.

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ATTENDANCE POLICY (Changes may be made due to COVID-19)

In accordance with Putnam County's Attendance Policy, which is effective July 1, 2010, we would like to remind you of the following:

1. All absences must be verified by a written excuse from parent or doctor on the **day the student returns** to school.
2. Per county policy, parents will receive a letter from the school when a student has three (3) unexcused absences.
3. Per State policy, when a student has five (5) unexcused absences a certified CA-2 notice is mailed to the parent/guardian from Putnam County School Board office. The attendance office will send a copy of notice via school mail to appropriate designees at each school.
4. Excused absences include the following:
 - Medical Appointments (doctor's excuses)
 - Failure of the bus to run (Driver must verify this with the school)
 - School Approved Activities
 - Funeral (note from home-counts as a parent note)
 - Legal Appointments (with written verification)
 - Gifted Classes
 - 10 Parents notes a year
5. Absences NOT excused include the following:
 - Vacations (Parent notes may be used, but parent notes are limited to 10 a year)
 - Suspensions
 - Absences with parent notes exceeding the allowable ten (10)
6. Parent Notes – There are ten (10) parent notes permitted per YEAR. **Please note that excuses MUST be submitted the day the student returns to school. The eleventh (11th) and more parent notes become unexcused absences.**
7. **There is a sign-in/sign-out sheet in the office for early departures or late arrivals.**
8. **A student must be accompanied by a parent/guardian & report to the office when arriving late.**

TARDIES AND EARLY DISMISSALS

In order for your child to benefit from a full day of instruction, it is extremely important that he/she be in class ready to begin the day at 8:20 a.m. (COVID) and that he/she remains in class until the end of the day at 3:00 p.m. Please try to make appointments after school hours or on days students do not attend class. Tardies are considered late arrivals and early dismissals. If your child must be dismissed early for an appointment, you will need to come to the office to sign him/her out. Please arrive before 2:40 to sign your child out early. Due to the confusion at the end of the day and the safety of our students, we cannot sign students out after 2:40.

Children will be notified from the office for an early dismissal, where they will then be released to parent or approved adult after adult signs student out. This is done for the safety of your child.

PLEASE NOTE: If any person other than the parent or guardian is to pick up the child, the school must have this name on file, emergency card, and a note from the parent specifying the necessary information. If an adult is not on the emergency card, the student WILL NOT be released to that person.

ATTENDANCE INCENTIVE

It takes everyone working together for this program to be successful. Rewards for faithful & perfect attendance:

- 9 weeks: faithful is ½ day and perfect is 0 days absent
- Semester: faithful is 1 ½ days or less and perfect is 0 days absent
- Year: faithful is 3 days or less and perfect is 0 days absent

CODE OF CONDUCT: POLICY 4373

Bullying/Harassment/Intimidation. A student will not bully/intimidate/harass another student. According to WV Code 18-2C-2, “harassment, intimidation or bullying” means any intentional gesture or any intentional written, verbal or physical act or threat that a reasonable person under the circumstances should know will have the effect of:

1. harming a student;
2. damaging a student’s property;
3. placing a student in reasonable fear of harm to his or her person;
4. placing a student in reasonable fear of damage to his or her property or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

For the complete policy, go to: <http://wvde.state.wv.us/policies/p4373.html>

GWES promotes leadership with all students using the 8 Habits of Leader In Me.

DISCIPLINE

Students are expected to conform to the standards of behavior conducive to learning in the classroom and to the safe, orderly school process on the walkways, cafeteria, playground, and on the way to and from school.

Personal items such as computer games, cameras, tape recorders, handheld games, cell phones, etc., must be left at home. The school will not be responsible for the loss of such articles. Students are not to bring toys and playthings to school. Toys will be confiscated and returned to the parents or to the child on the last day of school. Each teacher will inform students and parents of classroom expectations and rules for student behavior. GWES students are expected to conform to the county code of conduct. The Leader In Me and 8 Habits will help guide students with making better choices and will be a focus with inappropriate behaviors and conflicts. The principal may intervene with students who do not meet school and classroom expectations. A phone call and/or letter will notify parents of any major infractions requiring discipline or a parent conference.

DRESS AND APPEARANCE

Students are expected to dress in a manner that does not distract others or disrupt the instructional process. Apparel may advertise products as long as they do not contain obscenities, profanity, or advertise tobacco, alcohol, or illegal drugs. If flip-flops/sandals/boots are worn, students need to bring tennis shoes and socks for Physical Education class. Students have Physical Education every day. Tops and bottoms must meet – no bare midriffs. Students may not wear spaghetti straps or open-sided muscle t-shirts. Hats may be worn outside the building only (unless it is a special hat day). Attire which is disruptive to the educational environment will require parents to be called and the student to change clothes.

COUNSELING PROGRAM

The counseling program at GWES is designed to help all children as they grow and develop. A student may request a private conference, parents may call the counselor at school to request a conference or counseling for their child, or staff members may also refer a child for counseling for various reasons.

Counseling conferences often focus on normal developmental concerns of children in an elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns and improving behavior at school. In addition to private counseling conferences, the counselor may conduct group sessions for children that focus on a particular concern. Also, the counselor conducts classroom guidance units for children. Typical topics for those units are: friendship, understanding our feelings, families, personal safety, bullying, and drug education. Parent permission is not required for counseling services.

VIOLENCE PREVENTION

As part of our Responsible Students Program, we have an Anti-Violence Policy. Violence in any form is unacceptable at GWES. Violence may take many forms: physical violence against self or others or nonphysical violence (bullying, poking fun, etc.). Students who perpetrate acts of violence will be referred to the school counselor or to the principal for disciplining. Repeated nonphysical violence results in the same.

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CURRICULUM INFORMATION

All Putnam County schools adhere to the West Virginia Next Generation College and Career Ready Content Standards and Objectives for their adopted curriculum. A list of the Standards and Objectives, may be found on the West Virginia State Department of Education website at <https://wvde.us/college-and-career-readiness/>.

PHYSICAL EDUCATION

All children will be enrolled in a daily physical education class. During class, the students should wear tennis shoes for their safety, the safety of others, and to comply with health regulations. Girls are requested to wear shorts under their dresses or skirts. If providing tennis shoes and/or shorts presents a problem, please call the school. Students are not permitted to participate in activities without tennis shoes but will walk during PE class for movement; lack of participation will affect grade. **Please advise the physical education specialist in writing of any health limitations your child may have so it may be determined the extent to which the child may participate, dependent upon the lesson planned for that day.** A sick child may be excused from class upon receipt of a doctor's order specifying the child's physical limitations and dates upon which physical education may be resumed. A note from home will excuse the child from only one day's participation. A student too ill to participate in physical education is usually too ill to be in school.

ASSESSMENT

We are committed to helping your child become successful. We will assess reading and math with an assessment program determined by PCS at least two-three times a year, along with general classroom activities. Grades K-2 will be utilizing iReady and grades 3-5 will be using STAR. This will help us examine the best delivery of instruction and intervention for each student in grades K-5.

GRADES

As part of the instructional process, teachers shall monitor and evaluate student progress toward mastery of the WV College and Career Readiness Standards. This evaluation process should include (1) timely use of a variety of assessment methods and instruments to assess student progress and (2) the maintenance of a system to record student evaluation results. Students should receive regular feedback as to their progress and parents/guardians can check Schoology daily. A numeric grading scale shall be used to evaluate student progress in **grades 1 through 12**. Kindergarten report cards go home 3 times a year with the following scale of achievement levels: emerging, mastery, above mastery, distinguished.

Policy 1.12.1. Grading Scale. In grades one through twelve, the following numeric scale will be used in compliance with SB Policy 126-37-3:

A = 90 - 100%

D = 60 - 69%

B = 80 - 89%

F = 0 - 59%

C = 70 - 79%

PUPIL PROGRESS

Report cards are distributed every nine weeks for grades 1-5. Mid-term progress reports are also issued midway between the grading periods. Teachers are willing to discuss your child's progress. Simply call the school to schedule an appointment. In addition to report cards, parent-teacher conferences are scheduled twice yearly.

*Please do not go to a classroom and interrupt valuable instructional time to discuss your child's progress. This is unfair to the other children. Schedule a time to meet with the teacher. No visitors in building due to COVID.

HOMEWORK, MAKEUP WORK, AND UNFINISHED CLASSWORK

HOMEWORK – The objective of any homework assignment is the reinforcement or extension of material covered in class. Homework is important. If it is assigned, it is not optional, but an integral part of the instructional program. Homework assignments are to be appropriate for completion at home independently or with little adult assistance. Parents are encouraged to check the finished homework with their children.

MAKEUP WORK – The students may obtain makeup work at the end of the third day of the absence or when they return to school after an absence. Makeup work must be completed in two days for each day of class missed. Teachers do not give work ahead of time for vacation absences.

UNFINISHED CLASSWORK – This is work not completed during the instructional day and needs completed at home. This is not defined as homework.

IMMUNIZATION

State law requires that all children entering school in West Virginia for the first time, unless properly exempted, must be immunized against diphtheria, pertussis, tetanus, measles, mumps, rubella, polio, varicella, and hepatitis B. Private Physicians may not authorize exemptions conflicting with those listed on this sheet.

HEALTH AND DENTAL CHECKS

All newly entering students, PreK, K and 2nd grade students must submit to school a health check (well visit) and a dental check.

KINDERGARTEN

| | |
|-----------------------------------|---|
| DTaP | Before admission, four doses are required, one dose must be after the 4th birthday |
| POLIO | Before admission, three doses are required, one dose must be after the 4th birthday |
| MMR (measles, mumps, and rubella) | Before admission, two doses are required; first dose must be after the 1st birthday |
| Varicella | Before admission, two doses required. First dose must be after the 1st birthday |
| Hepatitis B | Before admission, 3 doses required. Last dose must be after the age of 6 months |

EXEMPTIONS

West Virginia law does not provide exemptions for reasons of religion or preference.

OUT OF STATE TRANSFER STUDENTS

| | |
|--------------|---|
| DPT | Same requirements as for kindergarten |
| POLIO | Same requirements as for kindergarten |
| MMR | Same requirements as for kindergarten |
| Varicella | Same requirements as for kindergarten |
| Hepatitis B | Same requirements as for kindergarten |
| TB SKIN TEST | Required only for a student coming from another country |

SCREENINGS: ELEMENTARY SCHOOL CHILDREN

Countywide screenings are held in each elementary school. These screenings are announced in the local newspapers. The school nurses are responsible for the following screenings: First grade-hearing and vision screening and Sixth grade-vision screening

SCREENINGS: INFANT/TODDLER

Putnam County Schools offer a monthly developmental screening for children from birth to five years. The purpose of this screening is to promote early identification of children with special needs. If a child needs special services, it is advantageous to identify this need early. The screening provides an overall view of a child's development, including speech, language, vision, hearing, fine motor, gross motor and cognitive skills. If you have a preschool-aged child and would be interested in this screening, please contact the Putnam County Board Office at 586-0500 to ascertain the dates, times, and locations.

SCREENINGS: SPEECH

Our Speech/Language Pathologist is responsible for the following screenings: Second graders and all students referred for learning disabilities.

Parents may request these screenings at any time by contacting the school office and giving written permission.

REFERRAL for SPECIAL SERVICES

In addition to the regular classrooms K-5, special services are available to children whose educational needs cannot be effectively met in the regular setting. Enrollment in any of these supportive classes is dependent on the following referral process: *(Any meetings will be completed virtually or by phone during COVID-19)*

- (1) A teacher or parent refers a student who is having academic, behavior, or speech problems to the school Referral Officer and/or classroom teacher.
 - (2) A Student Assistance Team (SAT) composed of the principal, school psychologist, and classroom teacher meets to review information about the student and develop classroom strategies (interventions) to meet the student's needs.
 - (3) A six-week intervention period takes place.
 - (4) At the end of this time, another SAT meeting is held and parents/guardians are invited to attend. At this time, the success of the interventions that took place is discussed.
 - (5) If the team recommends testing, permission is obtained from the parents/guardians at this time.
 - (6) County school diagnosticians and/or psychologists evaluate (test) achievement and ability.
 - (7) When the evaluations have been completed, an Eligibility Meeting, involving parents/guardians, teachers, administrators, and evaluators, is held. The evaluations and observations are discussed to determine whether the student qualifies for any services.
 - (8) Parent permission must be given to allow placement in any special program.
 - (9) If placement in a special class or program is decided, the special educator writes an Individualized Education Plan (IEP). Plan must be agreed upon/signed by a parent/guardian in order for services to begin.
- +++As in any school situation, the cooperation of parents, teachers, and school personnel is most important in the referral process. Working together, we can provide the best education possible for our children.

PTO (Meetings may be conducted virtually due to COVID)

GWES PTO, Parent-Teacher Organization, is an organization dedicated to enhancing collaboration & involvement with school, home, & community. PTO sponsors a variety of activities to help our students & school. This group is a vital part of our on-going school improvement progress. Please plan to attend monthly meetings or get involved with one of the many committees. PTO events will be announced on the school newsletter and/or by special notices sent home. We look forward to a great year with our PTO and families.

PARENTAL INVOLVEMENT-NO VISITORS DUE TO COVID at this time

According to the United States Department of Education, parental involvement improves learning. We believe a strong partnership between teachers, parents, & community can help us achieve our mutual goal of providing the best possible education for each of our students. We believe that by working together we can accomplish more. Parent volunteers help to promote a school-home-community partnership for quality education. If you wish to be a parent volunteer please call the school at 586 – 2184 and speak with Mrs. Melton, a PTO officer, or complete and return the Volunteer Sheet sent home. Volunteering may look different this year!

While volunteering at school, you may inadvertently see and/or hear information about a student. It is extremely important to keep all such information confidential. It is not appropriate to view and/or discuss student records, grades or any other student information with other parents or staff. Any questions, concerns, etc. a volunteer may experience should only be discussed with the teacher involved or with Mrs. Melton.

VOLUNTEER PROGRAM-NO VISITORS DUE TO COVID at this time

We believe a strong partnership between teachers, parents, and community can help us achieve our mutual goal of providing the best possible education for each of our students. We believe working Together Everyone Accomplishes More as a TEAM. COVID will likely change how volunteering may look this year.

The major goal of the Volunteer Program is to assist GWES in providing the best possible education for each student. Our volunteers serve in our school to accomplish the following objectives:

1. to relieve teachers and support personnel of some non-instructional tasks;
2. to provide teachers with more time to work with students;
3. to enrich the curriculum and children's learning opportunities;
4. to provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide;
5. to promote a school-home-community partnership for quality education.

We hope you will find your volunteer time interesting, challenging, and personally rewarding. Not only will you contribute a valuable service to our children, but you also will learn why our school is successful and provide input into how we can be more so. We will have several groups to help throughout the year.

If you are interested in becoming a volunteer on our team, please contact the school to obtain a parent-volunteer form. This program is coordinated by parent volunteers. **THANK YOU VOLUNTEERS!**

VISITORS-NO VISITORS DUE TO COVID at this time

All visitors, volunteers, helpers, and others are to sign in at the office before going to classroom(s) or working anywhere on school grounds if the no visitor restriction is lifted. This is the school's method of recording parent/volunteer participation and promoting school safety. Once visitors are permitted in building, please obtain a VISITORS sticker badge after signing the log sheet. The staff has been instructed to send visitors without badges back to the office for proper sign in procedures.

CLASSROOM INTERRUPTIONS

We know classroom instructional time needs to be protected as much as possible. Having students engaged in learning is the mission of our school. **We ask all parents to respect student learning time by checking in at the office when you need to contact or sign out children.** The office will contact the teacher to release the student with the least possible amount of interruption. Teachers do not have time to hold conferences with parents when they are teaching and other students should not be distracted by unannounced visits.

If you need to drop off items such as tennis shoes, eyeglasses, etc., please bring them to the office and they will be delivered. Please contact teacher(s) to schedule meeting times.

GUESTS AT SCHOOL- NO VISITORS or LUNCH GUESTS DUE TO COVID at this time

Students will not be able to bring outside guests to school for presentations, read aloud, art, science projects lunch or any reason due to COVID restrictions.

TELEPHONE

Students are discouraged from using the school telephone for any reason. If a child becomes ill or a call to the home becomes necessary, you will be contacted by a school employee. If it is necessary you contact your child during school hours, please explain the nature of the call to the secretary who will see the child gets the message. Please do not allow your child to bring a cell phone to school. If you need to speak to a teacher, you will be asked to leave a message; they will return your call when they are not instructing students.

Please understand for the safety of your child we cannot take a change of pickup routine after 2:30. This is a very busy time at school and there is no guarantee the message will be delivered.

CUSTODY ISSUES

If circumstances occur in which only one parent has custody of a child and the other parent has no legal right to the child, the custodial parent is required to provide court ordered papers to be kept on file in the office. Court ordered paperwork is also required for any legal guardianship other than parent(s).

GUARDIANSHIP

In cases in which a student is temporarily (for a short period of time) not residing with parent or legal guardian, the parent or legal guardian shall designate in writing the following information: child's name, name of temporary guardian, and date of temporary guardianship (start and stop dates). This must be presented to the school office in order for the student to be admitted or continue in school.

INSURANCE

Student insurance is available through the school for students in PCS. Forms are sent home at the beginning of the school year. Cost and coverage is outlined in the brochure.

FREE AND REDUCED LUNCH

Title I funding is based on the percent of students in a school who receive free and reduced lunch. The higher the percentage, the more federal money a school receives. No staff member at the school knows which students receive free and reduced rates for meals other than the office staff. **Please fill out a free and reduced lunch form/online at the beginning of the school year. Applications need to be completed by the first two weeks of school. A new form is required yearly even if received in past. Your assistance is greatly appreciated.**

LUNCH DELIVERIES

Lunches may not be delivered from any outside vendors/restaurants due to COVID-19. Thank you for helping keep our students safe!

LUNCH AND BREAKFAST PROGRAMS

GWES serves a nutritious breakfast and lunch each day school is in session. Meals are planned for all Putnam County Schools by the coordinator of food services and meet federal and state nutritional standards.

Our school participates in the National School Lunch and Breakfast Program and serves meals free or at a reduced price to children who are unable to pay the full price of the meal. Applications for eligibility are sent home with every student at the beginning of each school year and are available from the office throughout the remainder of the year. Application can be completed on-line also. Form must be completed yearly. Each student is issued his or her own identification number. This number is input in data base for each meal during the day. Parents will receive a monthly statement from the Board Office that indicates the amount owed.

Breakfast

Student regular \$ 1.45

Adult regular \$ 2.60

Additional juice, or milk \$.35

Lunch

Student regular \$1.90

Adult regular \$3.60

*All visitors are charged adult prices, however, NO VISITORS DUE TO COVID at this time.

Change is not kept in the office. Thank you!

CLASSROOM PARTIES-NO PARTIES DUE TO COVID at this time (dates/times provided if this changes)

There will be No classroom parties due to COVID. Teachers will celebrate with students for each holiday keeping with the CDC guidelines.

Please do not send personal party invitations for outside parties to be handed out at school unless there is one for every child in the class.

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CAFETERIA EXPECTATIONS-All meals will be eaten in classrooms due to COVID at this time

Students are expected to conform to cafeteria (eating area) expectations while at breakfast and lunch. These expectations include talking quietly in line and at the tables, standing in line in an orderly fashion to receive food and dump trays, and being polite to cooks, custodians, and staff who assist them. Grab-n-go breakfast rules apply in the classroom too. Students must clean up after themselves. Good behavior in the cafeteria and classroom is essential to the orderly running of the school. GWES expects proper table manners and etiquette during meals the same as expected at home and in public.

LIFE THREATENING ALLERGIES-students with cold lunch will be separated in classrooms also

GWES is a **Peanut/Nut Aware** school. Some of our students have life threatening allergic reactions when exposed to any peanut products, as well as other foods and allergies. To reduce the risk of exposure, GWES is a PEANUT/NUT AWARE environment. Since lunch is eaten in the cafeteria (or in classrooms), children may bring peanut products or peanut butter for lunch. All students with cold lunch will eat together and the students with allergies will eat with the hot lunch students. The cooks are trained in keeping peanut products and other foods students are allergic to out of the hot lunch foods. This plan will help to maintain safety in the classroom while allowing non-allergic classmates to enjoy their meals in a controlled environment in the cafeteria (eating area). The tables will be cleaned with soapy water and designated towels after meals. For snack, we ask students bring healthy choice items. Families, please be aware of other students in the classroom with a variety of allergies when packing snacks. Your support of these procedures is greatly appreciated. GWES staff will continue working to provide a safe learning environment for all our students. When you visit our school, please do not bring peanut products. Thank you for helping us keep **all** of our students safe.

RECESS – INDOORS (SAFE DISTANCE DUE TO COVID)

1. Students need to return to the classroom after lunch and be seated until given permission to leave seats.
2. Students should be allowed to visit with each other.
3. Students will be allowed to play board games, draw, or other quiet activities.
4. Students are to remain seated in chairs or on the floor for recess activities.
5. Students are to keep masks on if not 6 feet apart.
6. All activities/materials will be sanitized after use.

RECESS/PLAYGROUND SAFETY-no equipment will be used due to COVID at this time

The Playground guidelines and rules are for the safety of our students while on the playground. The following rules will be enforced once COVID-19 restrictions are lifted:

1. Only school equipment may be used on the playground.
2. Slide: 1 person on the ladder at a time, 1 person on the slide at a time and seated only.
3. Swings: Swing straight or not at all. Must be seated – not on tummy, knees, or feet. Stop completely before getting out of swing. **Jumping from the swings and pushing others on the swings are not allowed.** Students must not walk in front of or behind swings, walk outside of graveled/mulched areas.
4. **Games with physical contact are prohibited.** This includes wrestling, tripping, shoving, and pulling.
5. Throwing dirt, sand, mulch, or rocks from around the equipment is not allowed.
6. Engaging in aggressive physical contact with other students (hitting, slapping, and kicking) will result in discipline referrals.
7. Any student may be prohibited from playground activities at any time for his/her safety/safety of others.
8. No gymnastics on the playground, this requires one-on-one spotting and we do not have staff for this.
9. Only PreKindergarten, Kindergarten, and 1st grade students are allowed on smaller equipment.
10. **If the outside temperature is 45 degrees or above the students will go outside for playtime. Please dress children accordingly.**

SHELTER-IN-PLACE

In the event of emergency circumstances, we may enact a Shelter-in-Place alert. During a Shelter-in-Place, all main entrances will be locked and signs will be posted. If there is a chemical shelter-in-place, entrances will be sealed as well as locked. No one is to use our telephones, as we must keep lines open. Students will be sequestered in hallways and emergency procedures will be followed by teachers and staff. Shelter-in-Place drills will be held from time to time as well as fire drills, lockdown drills, and evacuation drills.

STUDENT EMERGENCY INFORMATION

We keep an Emergency Information Card on file for all students. This card contains such information as parents/guardian names, address, phone numbers, work numbers, and the name and telephone numbers of neighbors or relatives the school may contact in case of illness or emergency. **For the safety of your child, any change in this information should be reported to the office as soon as possible. No student will be released to anyone not listed on the card.**

SCHOOL CLOSING -- UNEXPECTED

In the event school may be unexpectedly dismissed due to inclement weather or other unforeseen circumstances, GW Elementary will send each child home on his or her normal route-bus, parent pick-up, or walking. If you want your child to alter the regular route home, you must complete a form, which is sent home the first week of school. Parents can assist school authorities in emergency situations through social media. Do not call the school unless necessary. The school needs phone lines for communication with the central office. An all-call from the county or school with pertinent information is another form of announcement. School closings are announced on local television, radio stations, and county media.

Delays

A two-hour delay means all schedules and runs will be delayed for two hours. **PLEASE OBSERVE DELAY HOURS WHEN DROPPING STUDENTS OFF AT SCHOOL.** Please keep in mind, if the bus does not run in the morning and you drop students off at school you cannot depend on buses to make afternoon runs-please plan on picking student up too.

George Washington Elementary Staff List

Office Staff

Twyla Melton- Principal
Beverly Barbour- Secretary

PreK

Jennifer Reynolds
Amy McDade-aide

Kindergarten

Allison Childers
Shannon Priddy-aide
Lori Bukovinsky
Amy Workman-aide

First

Samantha Coleman
Mary Jo Jividen

Second

Shanda Boggess
Helen Durgin

Third

Amy Landers
Donna Lester

Fourth

Rebecca Marcantel
Courtney Scott

Fifth

Jill Burgess
Rachel Gallagher

Specialist

Megan Posey-resource
Amber Shock-resource
Kendal Sayre-physical ed
John Steadman-Music
Jayne Duncan-nurse
Melanie Rumer-counselor
Kaitlyn Vannoy-speech
Barbara Karastury-Cadre
Jackie Hayes-Cadre

Cooks

Ann Gritt
Becky Cooper
Judy Eskew

Custodians

Darrin Black
Dave Darby

