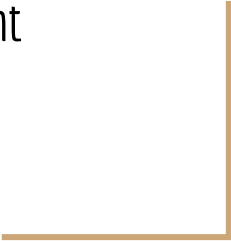




Westwood Elementary

Back to School Night
2020-2021





Welcome Back, Wildcats!



Let's Stay Connected

- Westwood Elementary Facebook Page
- Twitter @MrsKelleyCox
- Sign Up for [School Messenger](#) Text Notifications
 - Text 'YES' to our school's short code number, 67587
- Westwood Elementary Website
 - <https://www.nccsc.k12.in.us/westwood/>
- Westwood PTO
 - Virtual Meetings one Wednesday a month
 - Schedule on our school website for meetings
- School Office
 - 521-7215
- Mrs. Cox
 - kcox@ncweb.me

New Castle Community School Corporation

2020-2021 Re-Entry Plan
Face Coverings
Elementary Handbook

General Information

- **Doors open at 7:30 am.**
- We ask that you complete a [COVID-19 Daily Student Screening](#) before school with your child!
- We will not be giving our Perfect Attendance Awards this year as we encourage families to keep students home who do not feel well!
- School begins at 8:05 am and dismisses at 2:00 pm.
- Breakfast and lunch are FREE to ALL students this school year.
- Be sure to fill out an [application](#) for textbook assistance if needed.
- All visitors to the building are suspended until further notice except for essential/emergency visits.

General Information Continued

- 2 water bottles will be provided per student per day for the first two weeks.
- Students can also bring in their own water bottle and refill at the water bottle filling stations.
- Classrooms have scheduled restroom, hand washing, and outdoor track times throughout the day.
- Desks are distanced in each classroom.
- Social distancing signs and decals are posted throughout the building to serve as reminders for students and staff.

First Day of School

- Teachers will be outside and in the gymnasium to greet students.
- Supplies should be brought with students on the first day of school. All supplies will be individual this year--no sharing of materials/supplies with other students.
- If students need to bring supplies over the first few days of school, we understand!
 - **Please be sure the school box of materials is brought on the first day!**
- Parents of Kindergarten Students
 - You have the option of bringing your child to school at/or by 8:30 am through the first week of school to help stagger and facilitate Kindergarten student arrival.
 - However, you do not have to wait until this time! **The option is YOURS!**

Arrival Expectations

- Students will enter the building through Door 1 each morning.
- Students will walk to the cafeteria and find a seat in the cafeteria until 7:50 am.
- Students are encouraged to bring a book to read in the morning.
- No toys or electronics (including phones) will be permitted in the cafeteria during arrival.
- Students will be dismissed to their classrooms at 7:50 am by class.
 - Teachers will escort them to their rooms in the beginning to teach expectations and procedures.
- Breakfast will be served in the classrooms until 8:15 am.

Dismissal Expectations

- Students will be dismissed beginning at 2:00 pm.
- Bus riders will use doors 1 and 5 for the dismissal procedure.
- After bus riders have been dismissed, we will begin the car rider/walker procedures.
- Car riders/walkers will be taken to and dismissed from the cafeteria.
- No toys or electronics (including phones) will be permitted in the cafeteria during dismissal.
- Only 10-12 students will be dismissed at a time from the cafeteria.
- Students attending latchkey will be in the library from 2:00-2:30 pm for silent reading, individual work time with employees from Westwood.
- Latchkey workers will take over at 2:30 pm and remain with students up until 5:30 pm.

Lunch Expectations / Schedule

- All classrooms will be eating in the cafeteria on a staggered lunch rotation.
- Classes will enter and exit through their own set of doors.
- Classes have assigned hallways to walk to and from the cafeteria.
- There will be no more than 6 students at a lunch table. Students will be seated with a seat between and an empty seat across from each student.
- The students will be assigned a lunch room seat.
- There will be social distancing signs while waiting in line for food.
- All food will be pre-packed as well as disposable silverware.
- Limit cash transactions
- Tables will be cleaned and sanitized in between each lunch time.
- No toys or electronics (including phones) should be brought to the cafeteria during lunch.
- **All** students will wear a mask in line to and from lunch; however masks can be removed during lunch.

6th Grade	10:45 - 11:15 am
5th Grade	10:55 - 11:25 am
4th Grade	11:20 - 11:50 am
3rd Grade	11:30 am - 12:00 pm
2nd Grade	12:05 - 12:35 pm
1st Grade	12:15 - 12:45 pm
Kindergarten	12:40 - 1:10 pm

Recess Expectations / Schedule

- Grade levels have assigned recess times for each day.
- Classrooms will remain in different sections of the playground with their classroom cohort
- Recess equipment will be clean and sanitized twice a day.
- Classrooms will enter and exit through an assigned door.
- No toys, play equipment, or electronics (including phones) will be permitted at recess.
- **All** students will wear a mask in line to and from recess; however masks can be removed during recess with appropriate social distancing.

6th Grade	11:20 - 11:40 am
5th Grade	10:20 - 10:40 am
4th Grade	10:50 - 11:10 am
3rd Grade	12:05 - 12:25 pm
2nd Grade	12:40 - 1:00 pm
1st Grade	9:50 - 10:10 am
Kindergarten	9:20 - 9:40 am

Health Clinic

- Westwood has a space within the nurse's clinic where students and/or employees who are feeling ill will be evaluated and remain until picked up.
- All waiting staff and students must wear a face covering in the clinic.
- Only essential staff assigned to the room may enter.
- A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.
- Strict social distancing is required and staff must wear appropriate PPE.
- Students who are ill will be walked out of the building to their parents.

Special Area Classes

- Art and Music will be on a cart in each classroom.
- Music will focus on movement, rhythm, and music around the world.
 - Singing will be permitted with appropriate PPE and distancing
- Time is allotted for cleaning equipment in between classes.
- PE will take place outside weather permitting and in the classroom when weather does not allow.
- Library and Computer Lab will be in the classroom.
- There will be no circulation of library books until the re-evaluation date following Labor Day.



Virtual Academy

- [Framework](#) for the Virtual Academy
- [Frequently Asked Questions](#)
- Re-Entry into “Brick and Mortar”
 - After the first 2 weeks of the school year
 - Nine Week Grading Period
- Students facing extended illness or quarantine situations will be enrolled
- Teacher contract hours end at 3:30 pm and may not be available for response after this time
- Computer Insurance is available to ALL students
 - \$10 for insurance and covers device and charger
- Virtual Academy Coordinator
 - Ramona Hacker hackerr@ncweb.me
 - Available Monday-Friday from 5:00-7:00 pm by email
- Attendance
 - Students will submit a Google Form on Tuesday and Thursday to account for their attendance
 - All “Brick and Mortar” attendance policies apply to the Virtual Academy students
- Special Education
 - Students with an IEP will have a scheduled case conference in the first few days of the year

Work Hard. Be Kind.
We are ALL Wonders of Westwood

