



West Newton Elementary
Home of the Tigers

7529 Mooresville Road
West Newton, IN 46183
Phone: (317) 856-5237
Fax: (317) 856-2148

Principal: Mrs. Emily LeMay

Dear West Newton Families and Staff,

We hope this letter finds you safe and healthy and ready for another great year at school! We look forward to having students and staff back at West Newton. Our top priority is the health and safety of all, as we return. As you are probably expecting, some of our procedures and routines are changing to prevent and stop the spread of COVID-19, and there is important information pertaining to the opening of school to communicate. Please reference the MSD Decatur Township Re-Entry plan found at <https://www.decaturlproud.org/updates>, as well as the specific details below for West Newton. Please take some time to read the information, and feel free to reach out with any questions or concerns. *This document has been updated on July 24th to reflect state mandates and changes to the district re-entry plan. Changes have been made in red.*

Registration:

- If you already completed online registration in the spring, you do not need to attend in-person registration.
- Online registration re-opened on July 13th and is available for you to complete at home through Skyward family access. Please call the office at 317-856-5237 if you need assistance with the login process.
- **If you are a new student to West Newton, transferring from a school in a different district and have already registered online, our office staff will reach out to you about any other necessary paperwork.**
- **The last day to sign up for the remote learning option, or to switch back to in-school learning is July 29th.**
- You will be able to find out your child's teacher through Skyward Family Access before the first day of school. This is not currently available, but we will send a message when you can view the information. Due to the possibility of some families opting for remote learning, class rosters are subject to change.
- ***If your transportation plans for your child have changed since registration last spring, please reach out to your child's teacher or the West Newton school office by email or written note to communicate. For example, if your child is going to be a car rider and you registered for bus transportation, please let us know before August 6th.***

School Days:

- The first day of school is **Thursday, August 6th, and this is a full day of school.**

- Please keep the school informed of any changes in contact information including phone, email, and emergency contacts. Call the school for assistance with updates.
- School hours are 7:45 a.m.-2:40 p.m. Students are counted as “late” after 7:55 a.m.
- Supply Lists: <https://www.decaturoproud.org/west-newton/school-supply-lists> We understand that it may be difficult to find some items such as sanitizing wipes. We kindly request that you send them throughout the year if you are able to find them in stores.

PTO

- The first PTO (Parent Teacher Organization) Meeting will be on August 4th at 6 p.m. via Webex video conference at this link:
<https://msdd.webex.com/msdd/j.php?MTID=m8d6aea205008a6f0db43f775299daca4>
- Or, go to <http://webex.com>, click join, and enter the following information: Meeting Number: 132 390 4950 Meeting Password: WN2020
- We are finalizing board positions for the 2020-21 school year and are still in need of a treasurer. Please reach out to Mrs. LeMay if you are interested.
- Please like our PTO Facebook page: “West Newton Elementary PTO” for updates!

School Communication:

- We are very excited to adopt a new form of communication at MSD Decatur Township. ParentSquare is designed to keep parents informed and facilitate participation at school. It provides a safe way for the school principal, teachers, staff and parents to communicate via email, text, or app. Please see attached information for downloading the app.

Back to School Event:

- Back to School Night will be held virtually. **More information will be coming soon.** There will be a pre-recorded “Meet the Principal” and Title I message, as well as a “Meet the Teacher” video or Webex for parents to receive important information. Your child’s teacher will send out details during the first week of school.

Face Coverings:

- Per order of Governor Holcomb as of July 23rd, all students, teachers and support staff and administration are required to wear a cloth facial covering/mask/face shield.
- All students in grades 3-12 will be required to wear a cloth facial covering/mask at school.
- Masks are only strongly recommended for students in grades K-2.
- All students are also required to wear a face covering while on a school bus.
- Masks are also required for co-curricular and extra-curricular activities, with exceptions for strenuous physical activity.
- Face shields are not an option for students.
- Exceptions will be made for medical purposes, strenuous physical activity, eating, and drinking. Students with a medical and/or education disability that prevents them from wearing a mask will be exempt.

- It would be a good idea to pack an extra mask in the backpack as well.
- Please label your child's mask with his/her name.
- See attached guidance on preparing students for wearing masks, as well as care/cleaning.

Water:

- Students and staff are strongly encouraged to bring their own water bottles to school on a daily basis, filled with water from home. Water fountains will not be available for drinking.

AM Arrival:

- Parents/visitors will not be allowed into the building, (no visitor policy) including parents dropping students off for AYS. Ring the bell at the main entrance and someone will meet you.
- Bus Riders
 - Masks are required on the bus and throughout the arrival process.
 - Students will be dismissed from buses at West Newton at 7:40 a.m. using a staggered schedule to reduce the number of students on the sidewalk and in the hallways at one time.
 - Students should report to their classrooms upon entering the building. We will have staff members available to assist students in finding their way on the first day of school.
- Car Riders
 - Please enter the car rider line through the lower parking lot off Mooresville Road. **We are not to block Hayworth Road so please wait at the bottom of the hill until you can proceed all the way to the top. Do not try to enter the car rider line by entering Hayworth from Mooresville and making a U-turn. If you enter Hayworth from Mooresville Road you will need to make the loop around by the cemetery so you can enter the car rider line from the correct direction.**
 - Masks should be worn as students exit from vehicles (required gr. 3-6; encouraged gr. 1-2).
 - Drop-off is from 7:35-7:55 a.m. Students will not be able to exit vehicles until **7:35 a.m.**
 - The first car must pull all the way up to the first red pole by the blue sign.
 - The next 2 cars need to pull up to the second and third red poles.
 - Please have your child ready to exit your car when you pull up to the sidewalk area. Once the school door (10 South) is open, the first three (3) cars are to unload. For safety, students need to be ready to exit the vehicle on the passenger side and parents should remain in the vehicle.
 - In order to expedite unloading, please watch for an adult to wave your child out of the car once you have stopped by the sidewalk.
 - Please do not hold up the car rider line by having last minute discussions, signing papers or waiting to be first in line.
 - Please wait until students are on the sidewalk before pulling away.
 - At that time, students will proceed to classrooms to prevent large groups of students in the hallway. Staff members will be on hand to direct them.
 - Once the bell rings at 7:55 students are considered tardy and must enter through the front doors and come through the office to sign in.

Hallways:

- Students will be reminded to keep social distance from one another as space allows, and will wear masks. (required gr. 3-6; encouraged gr. 1-2)
- Classes will walk on the right hand side of the hallway in one line.
- Hallways to enter/exit common areas such as the cafeteria will use a one way direction when possible. The doors for entering and exiting the cafeteria are designated.
- Individual students traveling to another location will follow these same procedures, only when necessary and with permission from a staff member.

Restroom:

- Students will be encouraged to use the restroom or sink on a number of occasions to wash hands properly during classroom restroom breaks. These will take place one class at a time.
- Throughout the day, there will be increased opportunities for hand washing and/or hand sanitizing.
- The number of students in the restroom at one time will be limited to avoid overcrowding.
- When traveling to and from the restroom, students will follow proper hallway procedures with social distancing, wearing masks when social distancing is not possible.

Classrooms:

- Hand sanitizing stations will be available **in or outside** of each classroom and utilized frequently.
- **Student iPads in grades 1-6 will be sent home daily. We appreciate your diligence in reminding students to bring them back to school each day, fully charged.**
- Classrooms will be reorganized to allow for spacing of desks/tables to promote social distancing. Excess fabric items, and other items of decor that are not essential will be removed.
- There will be assigned seats in all classrooms.
- Students will utilize their own supplies such as pencils, crayons, scissors, glue, etc. They will be stored in an assigned area.
- Individual classroom library books will be shelved for 3 days in between student use. Students will have limited book choices to prevent the spread of germs.
- Students and teachers will wear masks for small group or individual instruction when social distancing cannot be maintained. Small group instruction tables/locations will be cleaned between group use.
- 5th and 6th grade teachers using the team approach for instruction will travel to their “switch” classes. Ex. The math/social studies teacher will switch with the ELA teacher between Blocks 1 and 2. Students remain in the same room.

Special Area Classes:

- Special area classes this year will include Physical Education, Music, Media Center, and STEAM (Science, Technology, Engineering, Art, and Math).
- STEAM is a new curriculum for all MSD Decatur Township elementary schools this year that will utilize Project Lead the Way modules to deliver instruction in a unique, hands-on environment. Science will be taught through STEAM this year.

- Special area classes will take place on a **5-day rotation**, meaning that your child will have one special area class for one week, before rotating to the next class. Your child's teacher will communicate the weekly schedule to families.
- Cleaning time will be **built in between class periods** for materials utilized by students.
- In music class, singing will only take place outside of the building with proper spacing, or inside with proper spacing and masks.
- P.E. will take place outside as much as possible and with no equipment, or equipment that does not require to be touched with student hands. No contact sports will take place during P.E. The gym will be utilized when there isn't space or appropriate weather to be outside. **Masks will not be required during strenuous physical activity.**
- Books from the media center will not be available for check-out. Students will utilize eBooks through <https://www.myon.com/login/>, as well as computer science and digital citizenship and literacy curriculum.

Breakfast/Lunch:

- All food will be completely enclosed/packaged.
- Food sharing and share tables will be eliminated.
- Breakfast will be delivered and consumed in classrooms.
- All students will wash hands prior to entering the cafeteria and sanitize hands upon exiting.
- The cafeteria will have approved procedures in place for distributing lunch.
- Students are permitted to pack lunch from home. Please wash/clean lunch bags as often as possible, and work with your child to open his/her own items as much as possible to reduce contact.
- Restaurant deliveries will not be accepted at school. Parents/visitors are not permitted to eat lunch with students at school per the district's no visitor policy.
- The lunch schedule has been modified to allow for cleaning time between lunch sessions. All classes will have lunch between 10:00 a.m. and 2:00 p.m.
- Students will be assigned seats/tables in the cafeteria, with one extra seat between students.
- The entire cafeteria will be utilized for spaced seating.
- Students will be assigned seats/tables staying with their homerooms. Each class will have a grade level "buddy class" seated nearby for supervision purposes both in the cafeteria and at recess.
- Masks will be worn in the lunch line and as students transition around the cafeteria. They will be taken off for eating. **(required gr. 3-6; encouraged gr. 1-2)**

Recess:

- At a grade level recess time, 2 "buddy" classes will be assigned one grass/concrete area for play and 2 classes will be assigned to the playground. Locations will be rotated.
- The playground will be sanitized regularly.
- Students are encouraged to wear face **masks** when social distancing isn't possible.
- Students are encouraged to use proper social distancing during play. No contact sports.
- Staff and students are encouraged to use the hand sanitizer stations provided, before and after use of all equipment, including the playground.

Dismissal:

- Grade levels/classrooms will be dismissed/walked out on a staggered schedule to cars or buses to allow for greater social distancing. Teachers will line students up in order of bus number to allow for less crowding on the sidewalk.
- Car rider dismissal will begin at 2:35 p.m. at Door 10 South on Hayworth Rd. (same route as AM)
- If your child is not in line when we begin loading cars we may ask you to pull forward.
- Once buses pull out of the parking lot the back door is closed and students will need to be picked up in the office by coming to the door to get them.
- We request your patience, as we expect a larger number of car riders this year. We will move the line as quickly as possible while student and staff safety will be our first priority. Additional hallway space will be allocated for car riders to wait in lines.
- Masks will be utilized (required gr. 3-6; encouraged gr. 1-2).
- Parents/visitors will not be allowed into the building. (no visitor policy) Parents picking up for AYS will ring the bell at the front entrance for assistance.

Parents/Guardians/Office:

- West Newton Elementary, per district guidelines, is closed to visitors including parents/guardians. We recognize the importance of parent participation in each child's education and encourage communication by phone, email, Parent Square, or other virtual methods. We are all in this together!
- In the event that a parent/guardian needs to pick up a student early/drop off late, please walk your child to the main entrance (4 North) and ring the bell. A staff member will answer and ask for the purpose of your visit and Driver's License or state-issued ID. Please send advance notice in writing of any early dismissal plans.
- The staff member will meet you at the door to verify ID and sign your child in/out.
- Parent conferences and meetings will be held virtually or by phone, including annual case conferences, fall conferences, or other meeting purposes.

Clinic:

- [Symptoms of COVID-19 self screening](#) - This is the CDC link for self screening. The phone number for Marion County Board of Health is 317-221-2000 if you feel you or your child is at risk. (www.marionhealth.org) We encourage all families to utilize the self screening process to determine if your child should or should not come to school. Please reference the symptom checker document attached and communicate with the school to promote health and safety for all.
- If students display symptoms of COVID-19, please utilize the symptom checker and keep your child at home. Call the school to communicate any necessary information for contact tracing.
- The clinic will have designated areas for students who are "well" and students who are "sick." Staff or students displaying symptoms of COVID-19 will be isolated and sent home.
- A parent/guardian must make an appointment with Nurse Paige in order to drop off medication and fill out the proper forms. Call the school to make an appointment. The parent/guardian must wear a mask upon entrance to the office.

Thank you for taking the time to read and think about the information in this communication. We are dedicated to working together to provide a safe learning environment for all of our students and staff!

With Tiger Pride,

Emily E. LeMay
Principal

