

Metropolitan School District of Washington Township
Crooked Creek Elementary School



2020-2021 School Year Procedures

(Retain for your records)

Welcome back to school, Crooked Creek families!

This is definitely not the way we wanted the new year to begin, but we are excited to be back to work with the students.

One significant change to this school year is that **there will be no classroom visitors or volunteers until further notice**. We will be scheduling virtual meetings for all necessary meetings with parents, teachers and staff.

Below are other precautions we have taken to keep students, teachers and staff safe in light of COVID-19:

Social Distancing:

We will practice social distancing as much as possible. Due to the size of our student body and our facilities, it won't always be possible, so masks will be worn at all times. In classrooms, student seating will be spaced 3 ft apart and forward facing.

Masks:

All students and staff will wear face coverings while on school property and school buses. With the exception of lunch and specified areas at recess, students and staff will wear face coverings at all times. Each student, on the first day of in-person learning, will be provided with one school-issued cloth face mask. Students will be responsible for the care and keeping of their own masks.

Recess:

All playground equipment will be sanitized each day. Classes will go to recess individually; we will not have whole grade levels outside for recess. The recess areas will be zoned and students will have designated mask-free areas to catch a breath before putting masks back on.

Cafeteria and Water Fountains:

The cafeteria will remain closed for in-person eating. All meals will be delivered to the classroom, where students will eat breakfast and lunch. Water fountains will remain shut off, but water bottle filling stations are available. We encourage students to bring a water bottle from home filled and to refill each day.

Additional Cleaning:

Each classroom is equipped with cleaning supplies so teachers can frequently clean high touch areas. Additionally, extra cleaning protocols have been put into place for our day and evening custodial team. The building has added four hand sanitizing stations in high-traffic areas, and grade levels have created a schedule for more frequent hand washing opportunities throughout the day.

We're making progress

In addition to all of our COVID-19 safety precautions, the building will be going through lots of renovations this year. You can check out what's been done already on Crooked Creek's Facebook (www.facebook.com/CCESMSDWT/) and Instagram accounts.

We're in this together

We ask for your flexibility and patience throughout this process. We all want to do what is best for our students. Even though it looks different than past school years, one thing is certain – it is going to be an outstanding year!

Keana Parquet
Principal

Daily Routine

8:00 a.m. to 8:30 a.m. **Arrival**

- Buses arrive and park in the front lot.
- Cars use the entrance off Michigan Road to access the track to drop students off.
- If you arrive at 8:30 a.m. or after, you must park in the front lot and walk the student(s) in to school.

8:30 a.m. to 3:00 p.m. **School Hours/Learning**



3:00 p.m. to 3:45 p.m. **Dismissal**

- Buses will be loaded in the front of school.
- Cars use the entrance off Michigan Road to pick up students.

During the first week or so, be prepared for transportation not to run on time, for buses to run late and for the car line to be backed-up.

Transportation

Parents, please put your child on the bus if they are assigned to one. Priority is given to buses in the parking lot. **Students riding a bus to school are never tardy!** Our parking lot and car line are extremely congested.

Buses are operated by Washington Township. Information regarding buses (number, arrival time and bus stop) is found in Skyward.

You can also download HERE COMES THE BUS app on your phone to see where your child's bus is and set up alerts. Use code #88550

Buses

- Mr. Bolles and assigned staff will unload buses in the morning.
- **Do not walk between buses.**
- Mr. Bolles will oversee buses while teachers load them in the afternoon.



Car line

Students who are non-resident or limited choice do not have bus assignments and must use car pool.

- **Cars enter the car line off Michigan Road and drive around the track.**
- Drop off begins at 8:00 a.m. once a staff member is on the sidewalk.
 - Students must exit from the passenger side of the car onto the sidewalk near a staff member.
 - Cars may not pass other cars.
 - Students must be dropped off by 8:25 a.m. to get to class on time.
- For dismissal
 - The gate opens at 3:00 p.m.
 - Students are called from the gym and directed to cars by staff.
 - **The car line closes at 3:45 p.m. All students must be picked up by that time.**

In order to change transportation for the day, students must have a written/dated note from a parent or guardian to the teacher. Without a note, the student will be sent home their documented way.

Attendance

Students are expected at school every day. If unexcused and absent, they are considered truant.

Excused Absences and Excused Tardy:

- Illness or injury
- Funeral
- Major religious holiday
- Medical, dental, court or other required appointment

Provide documentation of your appointments.

Absences beyond 10 must have documentation from the doctor or healthcare provider. Notes can also be faxed to 317-259-5453.

Unexcused absence and unexcused tardy:

If a student is absent or tardy for any other reason than listed above (e.g. vacation, car broke down, overslept, etc.), it is unexcused.

If your child is absent or tardy for any reason, call the attendance line 317-259-5220.

Please do not rely only on email, Dojo or class communications—the office needs to be informed as well.

**CCES Attendance Line
317.259.5220**



**Please call by 9:00 a.m.
if your child is absent or tardy**

From the Nurse

When to stay home:

- If temperature is above 100 degrees, student needs to be kept home until fever free 24 hours before returning to school.
- When the patient has GI upset or diarrhea, the student needs to stay home until 24 hours symptom free.

Life-Threatening Allergies:

- Must be reported to the nurse prior to student enrollment.
- Medications must be received prior to student attending class.

Medications:

- Parents must bring medications to school. **The nurse cannot accept medications brought in by students.**
- Students may never carry medications, even if over-the-counter.

New this school year:

- Parents will not be allowed to come into the nursing clinic during regular school hours, due to restricting visitors in the buildings. You will need to call the nurse and have them retrieve the medication from you at the main entry of building.
- Students will not be allowed to receive nebulized breathing treatments at school in the 2020-2021 school year. We are only allowing students with asthma to use inhalers in the school building. If your child needs a nebulized treatment, they will have to be picked up from school and the treatment done at home.
- Daily morning medications should be given at home, if possible, to reduce the risk of healthy children being exposed.

Dress Code

We want to make sure that all students are dressed appropriately for learning. Absolutely no hats or hoods may be worn in the building.

Girls:

- Shoes with backs—no flip flops/slides
- Sleeves on shirts—wear jacket or sweater to cover arms
- Shorts and skirts as long as the length of their hands on their side

Boys:

- Shoes with backs—no flip flops/slides
- Sleeves on shirts—no jerseys without a shirt underneath
- Shorts and pants that fit at the waist-
- **NO sagging!**

Birthday Celebrations

Due to food allergies and differing religious beliefs/practices, **in-school birthday celebrations are not allowed**. We appreciate your understanding and willingness to help everyone feel safe and cared for.

Skyward

Skyward Family Access allows parents and guardians to access student's grades, attendance, pay fees and much more. It is available from your home computer, smart phone, or anywhere you access the Internet.

Additionally, through your parent/guardian account, you will be able to manage all of your MSD Washington Township students' information in one place.

Visit:

www.msdt.k12.in.us

Click on: **Students & Families**

Select: **Skyward Family Access**

If you forgot your login or password, follow the prompts. If you encounter difficulty, please email skyward@msdt.k12.in.us or call the office at 317-259-5478.