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Principal

WESTWOOD PUBLIC SCHOOLS
Honoring Tradition, Inspiring Excellence, Shaping the Future
HANLON ELEMENTARY SCHOOL

September 8, 2020

Dear Parents and Guardians,

On behalf of the Hanlon School community, I would like to welcome you and your family to what I hope will be another great year at Hanlon School. As summer comes to a close, I hope you are able to enjoy the last weeks of summertime fun. I'll be honest: this summer has been challenging, but I feel really good about the work that went into planning to bring your children back to school next week. I hope that each of you were able to spend some time relaxing with loved ones and enjoying our beautiful New England weather.

This letter will provide you with important information regarding the start of school, and important changes to the way things are done at Hanlon. The faculty and I are ready for a productive, fun, and safe new school year! It is very important that you read the letter from Superintendent Parks that was sent on September 1st, as it contains many important details related to mask requirements, technology, Aspen, transportation, lunch, etc. I have tried not to repeat too much of her letter to you, but have included a few key items. There is a lot to read and digest between her letter and mine, so I hope you'll make time and review them during the first few weeks of school.

Hybrid Model

Students in grades K and 1 attend school in person Mon, Tues, Thurs, and Fri. Students in grades 2-5 will follow the Hybrid Model. All students learn remotely at home on Wednesdays, as the building will be closed for cleaning.

	Monday	Tuesday	Wednesday	Thursday	Friday
K and 1st Grade	In Person	In Person	Remote	In Person	In Person
Monday Cohort	In Person	In Person	Remote	Remote	Remote
Thursday Cohort	Remote	Remote	Remote	In Person	In Person

A brief phase-in plan for the first few weeks has been developed jointly between the Westwood Teachers Association and the School Committee. It is designed to ensure that we are able to open safely, with sufficient support and time to orient students to health and safety protocols; learn new school routines and procedures for activities such as arrival and dismissal; and get familiar with new

technology tools and platforms. The success of the hybrid model will depend on these things, and we're all invested in doing everything we can do to make sure that the plan is successful and sustainable.

September 14-18	<ul style="list-style-type: none"> ● K-3 and students eligible for the 4-day cohort (families have been contacted if eligible) begin the Hybrid Model ● Grades 4 and 5 learn remotely from home; Teachers will send information on how to access remote classrooms
September 21-25	<ul style="list-style-type: none"> ● Grade 4 transitions to Hybrid Model ● Grade 5 continues classes in the Remote Model
September 29-October 2 *There is no school on 9/28 (Yom Kippur)	<ul style="list-style-type: none"> ● Grade 5 transitions to Hybrid Model

School Calendar

A [one-page printout of the 2020-2021 school calendar](#), including school hours, is available on the district website.

A Sample Student's Day: Times and Academic Blocks will vary by class

8:30-8:45	<ul style="list-style-type: none"> ● There will be no morning recess ● Students arrive at school and go straight into classrooms through the exterior classroom doors (or through the modular entrance for 5E, 5P, and 4FB). Doorways will be marked and staff will be outside to facilitate arrival.
8:45-9:00	<ul style="list-style-type: none"> ● Handwashing and Morning Routines
9:00-9:30	<ul style="list-style-type: none"> ● Morning Meeting: a time for the classroom community to come together (in-person and remote) for relationship building, social-emotional learning, and a preview of the day. ● Remote students in grades 2-5 will 'Zoom' into the class beginning with Morning Meeting and continuing throughout the day. *There will be a balance of on-screen and off-screen learning, but most will stay logged into Zoom in order to stay connected with their in-person peers.
9:30-10:30	<p>Academic Block (ex. Reading):</p> <ul style="list-style-type: none"> ● Each academic block will likely begin with a live, synchronous mini-lesson (5-15 mins) provided by the homeroom teacher. ● Following the lesson, students might work independently, in small groups, and with partners. ● Teachers will provide additional instruction and feedback via check-ins, small group instruction, and with technology. ● Additional support services may be provided at this time, as applicable. ' ● The block typically ends with a full group meeting to review key concepts and to help students transition to the next academic block or activity. ● A teacher may decide to bring students outside for a movement or mask break during academic blocks.
10:30-11:00	<p>Special</p> <ul style="list-style-type: none"> ● Specials will follow a 4 week residency model.

	<ul style="list-style-type: none"> • This means that a class may have Art five days a week for four weeks, then Music five days a week for four weeks, then PE five days a week for four weeks, and so on. • Library will not be Special this year.
11:00-11:30	Academic Block (ex. Science or Social Studies)
11:30-12:00	Lunch in Classrooms (or outside, weather permitting) *Please see the WPS Comprehensive Reopening Plan if you have questions about eating, handwashing, and/or cleaning desks before and after eating.
12:00-1:00	Academic Block (ex. Math)
1:00-2:00	Academic Block (ex. Writing/Word Study)
2:00-2:15	Closing Meeting and Dismissal

*The schedule for remote Wednesdays will follow a similar structure with synchronous instruction with the teacher from 9:00-12:30 and lunch, recess, and asynchronous independent work from 12:30-2:15PM.

School Supplies

- As in past years, Westwood provides the bulk of school supplies including pencils, crayons, markers, folders, notebooks, etc. Teachers will send requests specific to their classrooms, but the school-wide supply list includes:
 - A clean mask every day that adheres to the [Mask/Face Covering Policy](#) (no gaiters, no vented masks)
 - A full water bottle labeled with your child's name (please tighten the cap so it doesn't spill)
 - Headphones or earbuds with a microphone
 - A clean beach or bath towel every day- this will be used to sit on when students go outside for outdoor learning

There are many big changes to make you aware of this year:

- Each morning, parents must screen their children for symptoms of COVID-19 and provide a quick attestation via a mobile app called School Dismissal Manager that their children are symptom-free prior to sending them to school. Students who are sick should remain home, rather than attend school in person. Further information about the app and how to set up your account will be coming soon.
- Visitors (including parent volunteers) are not allowed in the building at this time and for the foreseeable future. All parents and visitors to the school will be asked to wait in the lobby and a staff member will greet you.
- All meetings including PTO, Curriculum Night, and Committee meetings will be held virtually. The date for Virtual Curriculum Night has not yet been determined.

- There will be no in-person evening events, no field trips, and no class parties for the foreseeable future.
- There will be no morning recess between 8:30 and 8:45. We ask that parents have a community-minded approach and not gather to socialize at drop-off and pick-up. We want to keep everyone healthy and safe so that school can stay open. We recognize that this traditional social time is one of the reasons our Hanlon community is so connected, but this year we need parents to help us by doing their part to limit the spread of viruses.
- In order to ensure that, as a community, we are successfully implementing our COVID-19 health and safety protocols, we ask that you please view this [Health and Safety video](#) narrated by Karen Poreda, the nurse who facilitates the district's COVID-19 Monitoring and Response Team. The video contains some important information, including some things parents can do to prepare children for returning to school, and answers many questions that we get from parents.

Classroom Teaching Staff

Kindergarten: Ms. Sanderson, Ms. Mondor and Ms. Kelly

Grade 1: Ms. Sharpe and Ms. O'Neil

Grade 2: Ms. Stygles

Grade 3: Ms. Cavanagh and Mr. Wolfe

Grade 4: Ms. Feuer-Beck and Ms. Rizzi

Grade 5: Ms. Ennis and Ms. Pestana

School and Staff Updates

- Kindergarten teacher **Ms. Sanderson** had a beautiful baby girl this summer. **Ms. Mondor** will be her substitute teacher until she returns in early November.
- **Ms. Kelly** will teach Kindergarten this year. There will not be a K-1 multi-age classroom this year.
- **Second Grade teacher Ms. Burke** also had a beautiful baby girl this summer. Ms. Burke will stay home with her baby this year.
- **Ms. O'Neil** will teach First Grade along with Ms Sharpe, and Ms. O'Neil will move to Room 1.
- **Mr. Wolfe** got engaged this summer!
- **Ms. Thynne** will be the Librarian at Downey this year. **Ms. Clark** will spend the first semester as Sheehan Librarian and join us at Hanlon for the second semester.
- **Mr. Fagone** has joined our Special Education team as an Instructional Assistant.
- **Ms. Dunn** will stay home to help her kids with their remote learning this year and hopes to return to us in the future. **Ms. Destito** will be our Lunch Monitor and will supervise some of the classrooms during lunch.
- Due to obvious circumstances, the District had to make difficult decisions and the Kindergarten Assistant positions and Extended Day program were eliminated.

Arrival and Departure

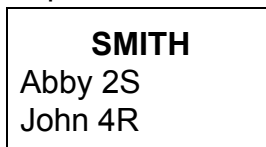
We are revising our Arrival and Dismissal procedures. Here is a brief overview:

- There will be no morning recess.
- We ask that parents have a community-minded approach and not gather to socialize at drop-off and pick-up. We want to keep everyone healthy and safe so that school can stay open. We recognize that this traditional social time is one of the reasons our Hanlon community is so connected, but this year we need parents to help us by doing their part to limit the spread of viruses.
- Children may arrive on school grounds between 8:30-8:45 AM, not earlier. Classroom doors will open at 8:30 and children will go right inside, rain or shine.
- In order to assist with arrival, we have color coded signs on classroom doors by grade level:
 - Kindergarten- red
 - Grade 1- orange
 - Grade 2- yellow
 - Grade 3- green
 - Grade 4- blue
 - Grade 5- purple
- Classroom doors will close at 8:50 and late arrivals will enter through the front lobby door. Students are marked tardy if they arrive in classrooms after 8:50 AM.
- We are aware that more families will opt to drive children to school this year, and we share concerns about cars backing up onto Gay St. after dropping off or picking up children. For this reason, we will allow cars to use the circular driveway for a “live drop off/pick up” in the morning and afternoon. The procedure will be strictly followed in order to ensure student safety and efficiency:
 - You will enter the live drop-off/pick-up zone by entering the front circle near Laura Lane and stay in the line the entire time.
 - Do not try to pass the bus, van or other cars if you enter the front circle. The bus and van must take priority over private vehicles.
 - Please pull your vehicle all the way up to the sign, so that we may unload several cars at the same time.
 - Parents may not exit the vehicle during this ‘live drop-off.’ Children should be ready to exit the vehicle on the passenger side, so they have safe access to the sidewalk to begin their walk to the classroom.
 - Please rearrange car seats for younger siblings to ensure that school-aged children can exit the car safely by the passenger door without crawling over a sibling. If this is not possible, or if you need to exit the vehicle to assist with doors, bags, etc., you may not use the front circle. You may not exit your vehicle during live drop-off and pick-up.
- Families who choose not to use live drop off in the front circle can park in the Gay Street lot and on Croft Regis Rd. Please do not park behind vehicles that are parked in the Gay Street lot. This procedure is not meant to be an inconvenience, rather a means to keep everyone

safe. Please share this with other adults who may pick up your child(ren). The parking lot behind the school is for faculty and staff only.

- Dismissal begins between 2:00 and 2:15 PM. Walkers and students whose parents arrange to pick them up by the Gay Street lot will exit out their classroom doors. Students taking the bus/van, and those whose parents arrange to pick up in the front circle will line up in the gym and be called to the front circle as parent cars move through the live pick-up. We will ask that parents post a sign with their child's name and grade level in the passenger window and on the dashboard of their car to assist with that.

For example:



- We will fine-tune this procedure in the coming weeks as we learn what works and what doesn't.
- We are asking families to submit this non-binding [survey](#) indicating your plans for arrival and dismissal. This will help us to staff the outside of the building appropriately.

Snack

Please send a small, healthy snack and full water bottle each day. We have two filtered water bottle fillers that children may use to refill their water. Sending candy to school for snack or lunch is discouraged. Teachers will schedule time for snack each morning. Due to physical distancing requirements and the fact that children will take their masks off to eat, it is very important that children are able to open all snack containers and food items without assistance. Parents, please test this out with your child to confirm that they can open every container, yogurt tube, juice pouch, etc. independently.

Lunch

Students will eat lunch in classrooms. School lunch is served every day throughout the school year, although this year the options will be limited. The Lunch Menu is posted each month on the school and district websites. Students are invited to bring lunch from home, or parents may pre-order a boxed lunch from school which will be delivered to the classroom. More information on the lunch program will come from the District.

Aspen Database

Families are asked to log in to their account on our family portal (Aspen) and verify student contact information for each child, as well as confirm parent contact information. It is important to update Aspen every time you have a change in phone, email or address, so we have the most accurate emergency contact information. We ask that you complete this task even if no information has changed from last year, as the process also includes the 20-21 handbook acknowledgment, media permissions, permission to be included in the school directory, and other annual questions. To complete this process, please [click here](#). If you cannot remember your Aspen login information or

password, please [click here](#) for instructions. If you are a new family, you should have received an email with your login information and instructions for setting up your account. If you did not receive this email, please email the Aspen Support Desk at aspen@westwood.k12.ma.us. If you are interested in learning more about other features of the Aspen parent portal or help regarding browser settings, please [click here](#). If you have questions about your Aspen parent portal account, please email the Aspen Support Desk at aspen@westwood.k12.ma.us.

Elementary Handbook

The Elementary Handbook, which provides additional information about our school, is available on the school webpage, under Forms and Documents. Please review it carefully. You will note that the Handbook is generic, as the information applies to all five elementary schools. Information specific to Hanlon will appear in the Principal Post, which will be published periodically on the school website, with a link emailed to families. If you would prefer a paper copy of the Handbook or the Principal Posts, please call the school office at x8424.

PTO

As Hanlon families, you are automatically members of the Parent Teacher Organization. We have a wonderful Hanlon PTO that have been working all summer to plan ways to bring our community together virtually. Please consider becoming involved in the PTO, whether you have just a little or a lot of time to volunteer.

Please join me in thanking our custodians, Mr. White and Mr. Adams; after six month of cleaning, repairs, rearrangement of furniture, and polishing, our building looks beautiful! Many thanks to Ms. Staulo, our Administrative Assistant, who has been invaluable in preparing our school for reopening, welcoming new families, and having supplies and materials inventoried and ordered. The teachers have been preparing their classrooms, learning new technology, reviewing curricula, and getting ready for their students. We look forward to a productive year ahead. I welcome your input, suggestions, feedback and ideas. Your partnership is critical to our success. Enjoy the final days of summertime fun, and feel free to contact me if you have any questions or concerns. The Hanlon staff looks forward to greeting your child(ren), and to working with you to ensure a successful learning experience!

Warmly,
Sarah E. Cronin
Principal



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