

Welcome to Washington Primary School!

800 N. Sunset. Piqua, OH 45356

937-773-8472

August 2020

Dear Parents/Guardians and Students:

On behalf of the Washington Primary School faculty and staff, we would like to welcome all incoming and returning Pre-K through 3rd grade students and their families! We hope you have enjoyed your summer break and are getting excited to come back to school! The 2019-20 school year was unlike any we have ever seen, and we hope to have a much calmer school year this year. This mailer is to provide you with important information you will need to know as you prepare for school! Enjoy a safe rest of your summer.

Mrs. Tracy Trogdllon & Mrs. Shannon Pence

Mrs. Tracy Trogdllon, Principal
trogdllont@piqua.org

Mrs. Shannon Pence, Asst. Principal
pences@piqua.org

Washington Primary Hours of Operation:

Doors Open	8:45 a.m.
Breakfast Time	will not be served at school - instructions will come
Tardy Bell	9:00 a.m. (Students in seats)
School Dismissed	3:45 p.m.
Office Hours	8-4 p.m.
Office Phone	937-773-8472
Office Fax	937-778-2992
WA Website	www.piqua.org/washingtonprimary_home.aspx

Washington Primary “Indian Days”- Washington Primary Indian Days is an opportunity for students to tour the building, meet the teacher, and drop off supplies. In previous years, we have taken school photos and spent time in the building on a scavenger hunt. This year, we will not be doing that. We want to reduce the number of people in the building at one time, so please plan on spending only about 10 minutes in the building during your designated time. **Each child may bring two adults with them.** Masks must be worn by adults and children. When arriving at your classroom, we are asking that only 10 people be in a classroom at one time. If there are 10 people in a room, we ask that you remain in the hallway until some of the people exit. We also ask that students do not go to visit teachers they had in previous years. We understand their desire to do so; however, this may prevent us from getting all the parents/students in the room to visit during the allotted time. Remember that all paperwork will be done electronically through the OneView system, so those who are returning will only need to update last year’s information.

Items done online include: Parent Authorization Forms, Student Health Information Forms, Internet Usage Forms, Field Trip permission slips, and other school documents. All documents can be found on our website, www.piqua.org. Click the red folder “OneView.” This may be done any time prior to Indian Days.

Parents and other visitors/volunteers: Due to Covid19, we will not be asking for parent volunteers at this time. We will also not be allowing parents to come to the building to eat with students. Thank you for your understanding during this pandemic.

Washington Primary Indian Days Dates and Times:

Kindergarten - Wednesday, September 2

Last name A-M -- 5:00-6:00pm

Last name N-Z -- 6:00-7:00pm

First Grade - Tuesday, September 1

Last name A-M -- 5:00-6:00pm

Last name N-Z -- 6:00-7:00pm

Second Grade - Wednesday, September 2

Last name A-M -- 5:00-6:00pm

Last name N-Z -- 6:00-7:00pm

Third Grade - Tuesday, September 1

Last name A-M -- 5:00-6:00pm

Last name N-Z -- 6:00-7:00pm

Car Rider Arrival: At 8:45, everyone from the crosswalk (staying along the edge of the sidewalk) all the way to the first grade doors can be let out of their cars. Students can walk along the inside of the sidewalk (near the grass) and enter through the front doors. Please only drop kids off on the curb.

Students being dropped off by parents are to use the front doors. To make pick-up and drop off quicker and more efficient, we are asking parents to pull alongside the front sidewalk in a single lane and allow students to be dropped off anywhere along the front of the school. Parents do not need to wait to drop off students on the sidewalk approaching the main entrance. As long as students are on the sidewalk, we should be able to get 10 or more cars dropping off students at the same time in a platoon fashion. We want to avoid students crossing in front of exiting traffic, due to it being a safety issue. At no point should parents need to park and drop off students, unless they are coming into the front office. **If you do need to come into the office, please park in the parking lot, not along the sidewalk area.** We encourage all drop offs and pick-ups to occur on school premises to ensure safety of our students. Please plan your time so that students are in the building by 8:58 a.m. Thanks for your cooperation with this procedure.

Student Pick-Up (end of day) - We request that parents of Kindergarten and 1st grade students pick up at the main entrance off Sunset Drive. Please begin the pick-up line right behind the crosswalk for the main entrance. **We ask parents to remain in their vehicles.** If traffic is backing up onto Sunset, please circle around behind the school on E. Parkway and enter Sunset from E. Parkway. In order to fit all cars into the pickup line, we ask that cars park along the curb and along the median. Please leave the center lane open. Have your student's name tag hanging on your rearview mirror, and we will call the students and make sure they get safely to your vehicle.

Parents of 2nd and 3rd grade students will pick-up at the south entrance on Park Avenue. You may line up in the parking spaces marked along the sidewalk. **If a child needs to cross the street, your child will need to use the designated crosswalks.** If you have students in both age groups, you only need to make one stop. Pick them up at the main entrance (K-1 group).

The lot in the back of the building is for bus transportation before and after school, please do not use this lot to drop off and pick up students.

PBIS (Positive Behavior Intervention and Support) -This is our fifth year utilizing PBIS in the building, which is a positive, proactive approach in managing student and staff relationships. Our focus will continue to be around the three components of: 1) Be *Respectful*, 2) Be *Responsible*, 3) Be *Kind*. We encourage students to abide by these three pillars. We encourage families to help teach and reinforce these core values at home throughout the school year!

School Fees - School fees this year are \$20.00 for Washington students. During Indian Days, full or partial payments will be accepted. Checks can be made out to Washington Primary School.

Class Lists - Class lists will be posted at 4:00pm on Friday, August 28. Only those who have completed/updated OneView forms for the 2020-2021 school year will be listed on the posted class lists.

School Supplies - Students will only be required to bring a book bag, headphones or earbuds, and two packs of pencils. Ticonderoga pencils are preferred, as they sharpen nicely and will last longer. All other supplies will be provided by the school.

School Pictures - In an effort to keep students safe, we are not doing pictures during Indian Days this year. School pictures will be taken on Monday, October 5 during the school day.

Cafeteria - Breakfast and lunch prices are provided here:

School Breakfast (regular) pay-\$.95/day

School Lunch (regular) pay-\$2.05/day

School Breakfast (reduced) pay-FREE

School Lunch (reduced) pay-\$.40/day

Temperature Checks: We are asking that families complete a temperature check before sending their student to school. Our staff will also be asked to take their temperature before arriving at school.

Face Coverings and Masks: On 8/4, the governor of Ohio mandated masks in grades K-12. There are certain stipulations in regards to those who are not required to wear masks. See the district plan PCS Reopening. Masks must

- fully cover the mouth, nose, and chin
- fit snugly against the side of the face
- be held secure through either a tie, elastic, etc. to prevent slipping

Masks will not be required at recess at this time. There will be periodic mask breaks throughout the day either outside or when a minimum of 6ft social distancing can be achieved.

Parent Entry: For the health and safety of our students and staff, there will be no parent entry to the academic area. We will also have guidelines for maximum occupancy in our office. Parents may be asked to wait outside for a short period of time so that we can maintain social distancing in our office. Family members will not be allowed to eat with their students this year.

Water bottles: For safety, please allow your child to bring a water bottle each day. We do not want students to use our drinking fountains.

Specials: All students will have a 35 minute special period every day. They will be traveling to these classes. After class, desks, chairs and common materials will be cleaned.

Breakfast/Lunch: Due to the need to structure our arrival to meet social distancing and cleaning guidelines, we will not be serving breakfast at school. The district is currently working on a plan to distribute breakfast as needed for students to eat at home. Also, due to these guidelines, we recommend that students who pack their lunch do so in a paper/plastic sack to be thrown away.

Recess: We feel that physical activity is an integral component for the growth of students. Students will have recess before or after lunch. Hand sanitizing stations will be available on the playground. We will go outside as long as the real feel temp is 20 degrees or above. Masks are not required at recess at this time. If there is inclement weather, we will have inside recess in the classrooms.

Classroom: k-2 students will remain in the same classroom to receive their ELA, Math, Social Studies, and Science instruction. Third grade will receive ELA instruction from one teacher, and then switch classrooms to receive math, science, and social studies. Desks will be cleaned between the class exchange. Also, desks will be separated to allow social distancing.

Common areas: Handrails as other high touch points will be sanitized regularly.

1 to 1 Technology Plan: k-3 grade students will receive a computer to take home and leave at home. All teachers will be using Google Classroom this year. Your child will be instructed on how to use Google Classroom in case we are required to learn from home again due to the Covid19 pandemic. We will have computers for daily use for students while at school. Computers to be kept at home will be distributed at Indian Days. In order for your student to receive a computer, the “Technology Agreement” in OneView must be completed.

If we do need to go back to online learning due to Covid 19:

In the event we must go to remote learning for the 2020-21 school year, all teachers will be using Google Classroom. Students will have the opportunity to use a school Chromebook or you can use your own device. Students in k-3 will have instructions in the Chromebook bag. Remote learning will be different than last year. This year, students will be expected to log on daily and complete assignments for every subject every day. Grades will be given for all assignments.

Below is a list of expectations for **IF** we must go back to online learning.

1	Be on Time	It's very hard to enter an online learning session late. If you do logon late, please do not interrupt the teacher and ask her to tell you what you missed. Please wait until the end when others have the option to log off.
2	Post Questions (or send an email) if you need help	Please don't interrupt a lesson to ask questions about your computer/internet connection or questions that pertain only to you. ~You may ask questions about the lesson/content.
3	Be Responsible	Please do not take the computer with you to the restroom. Please let everyone else in the home know when you are logged in. Please ask those at your home to not talk, curse, etc. while you are working online. Please be dressed appropriately (and the members of your household).
4	Be Kind	Please only use encouraging words when speaking to staff or peers.
5	Be Active	Actively participate in discussions and complete online assignments
6	Late/Missing Assignments	If you need extended time for an assignment, you must get teacher approval prior to the due date. Late assignments will not receive full credit. If the assignment is over 5 days late, it will not be accepted and you will receive a zero.

Let's Be Social - Piqua City Schools encourage you to follow us on the following social media platforms:

Facebook: <https://www.facebook.com/PiquaCitySchools/>

Instagram: <https://www.instagram.com/piquacityschool/>

Youtube: https://www.youtube.com/results?search_query=piqua+city+schools

Twitter: <https://twitter.com/piquacityschool>

**We look forward to your arrival in September! The first day
of school is September 8, 2020!**