



# Shutesbury Elementary School

23 West Pelham Road, Shutesbury, MA 01072 Phone: (413) 259-1212 Fax: (413) 259-1531  
Jacqueline Mendonsa, Principal E-mail: [mendonsaj@shutesburyschool.org](mailto:mendonsaj@shutesburyschool.org)

September 3, 2020

Dear SES Families,

WOW! The staff has been working so very hard to prepare for our first day of school (virtually) on September 16th. I must say that we have a truly remarkable group of educators. Their talent, compassion and drive to make the start of the school meaningful, engaging and connected is truly amazing. This letter has a LOT of information. I have grouped it into chunks to help organize the information. Please read it all! Email me or Jessica for clarification.

## INDIVIDUAL FAMILY LISTENING CONFERENCES

All classroom teachers will be reaching out to families to schedule a virtual meeting with your student and any family members who would like to join. The point of this meeting is to connect with your child and your family in a personal way. Staff will be asking questions about specific worries, needs, or supports that your child may need to be successful in this new school year. It is important for us to have personal contact with each of you to be able to fully support you in the way that we want to. Please respond to your child's teacher with a time that would work for you.

## STUDENT MATERIAL PICK UP & SOCIALLY DISTANT MEET AND GREET

Beginning next week, we are offering chunks of time for students to come to SES with ONE adult to come and pick up materials (including their tech device) outside of the school and meet their classroom staff *from a distance*. We are asking that just ONE caretaker come with the student. **EVERYONE must be in a mask at all times.** If more than 2 students arrive for pick up at the same time, people will be asked to wait away from the tent set up until students in front of them have left. There will be a staff member that will direct this.

The schedule of material pick up is below. Some grades will be listed for the same time. In this case, there will be two very distant pick up areas designated. **If you do not feel comfortable coming to retrieve your materials in this fashion, OR if you cannot come during the times assigned,** please contact Jessica ([carlson-belangerj@shutesburyschool.org](mailto:carlson-belangerj@shutesburyschool.org)) and she will arrange another time for you to come and pick up materials outside of the school.

Kindergarten	Friday September 11 from 9:00 am-12:00 pm
First Grade	Friday September 11 from 12:00 pm-3:00 pm
Second Grade	Friday September 11 from 12:00 pm-3:00 pm
Third Grade	Tuesday September 15 from 12:45 pm-3:00 pm
Fourth Grade	Tuesday September 15 from 12:45 pm-3:00 pm
Fifth Grade	Thursday September 10 from 9:00 am-12:00 pm
Sixth Grade	Tuesday September 15 from 10:30 am-12:45 pm



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## SCHOOL LUNCH & BREAKFAST

If you would like to take part in our free (until December) lunch/breakfast program, please read the information and fill out the survey sent home earlier this week. You can find this information/survey [HERE](#).

## TECHNOLOGY TRAINING AND INFORMATION

We are aware that some families want some support in learning how to utilize the devices we will be sending home with each child as well as how to navigate Google Classroom. We will be creating a separate "Tech Help" letter that will include information regarding an evening informational session (that we will record and post as a resource) as well as videos to support you in this journey.

PLEASE SEND BACK THE TECH FORMS THAT WERE MAILED LAST WEEK! It is imperative that we have these permissions to continue our planning. You can send them back in the stamped envelope we provided, or you can scan them at home and email them to Jessica. We need these forms before you are able to retrieve your device.

## WEBSITE AND INFORMATION

We are working to make sure that our school website ([www.shutesburyschool.org](http://www.shutesburyschool.org)) remains up to date with all of our communication and information. We will also be posting the link to each grade's Google Classroom underneath the "Academics" tab on the website. You can also find teacher email addresses, the school calendar, Moose TV episodes (that will continue this year!), our handbooks and other school related information on there.

## DATES TO REMEMBER

To help students build up stamina, understand Google Classroom and learn tools for virtual learning in a developmentally appropriate way, the school day for grades K-6 will be **8:30-12:00 from September 16 - October 2, 2020**. From **October 5th-November 11th the school day will be 8:30-3:00**. Wednesdays will remain the same (8:30-1:00). The Shutesbury School Committee will be meeting on or before November 11th to determine if we will transition to a hybrid model or remain virtual.

Please remember to respond to your child's teacher to set up the initial virtual conference. We hope to see many of you during our supply pick up times. We will try to be mindful about our communication and chunk and send things in a thoughtful way. We understand that the amount of information is overwhelming. Thanks for being a supportive and caring community.

Sincerely,

Jackie