

October 2, 2020

Dear Newcastle Families,

We are excited to begin our reopening of Newcastle Elementary & Newcastle Charter! We have prepared a phase-in model to ensure a safe and successful instructional environment. A letter with your child/children's cohort placement will be sent to you. Please call if you have any questions as we are here to help!

October 12 - TK, K, 1st grades
October 19 - Grades 2, 3, 4, and 5
October 26 - Grades 6, 7, and 8

We will begin our hybrid model for TK, K & 1st grades the week of Monday, October 12th. Regardless of the chosen learning model for your child (A/B or C), we will continue to provide all students with high quality and engaging learning. Students who are in the C model (distance learning) will continue to participate in a virtual platform with a mixture of synchronous and asynchronous (independent work) instruction and assignments.

In order to learn which days your student will report to school, please see the table below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	8:00-11:40 Report to School	8:00-11:40 Report to School	8:00 am Report Online for Morning Meeting 8:30 - 2:00 Asynchronous instruction	8:00 - 11:40 Asynchronous Learning	8:00 - 11:40 Asynchronous Learning
Lunch	11:40 - 12:30 Grab & Go	11:40 - 12:30 Grab & Go		11:40 - 12:30 At Home	11:40 - 12:30 At Home
Cohort A continued	12:30 - 2:00 Asynchronous Learning	12:30 - 2:00 Asynchronous Learning		12:30 - 2:00 Report Online for Synchronous Learning	12:30 - 2:00 Report Online for Synchronous Learning
Cohort B	8:00 - 11:40 Asynchronous Learning	8:00 - 11:40 Asynchronous Learning		8:00-11:40 Report to School	8:00-11:40 Report to School
Lunch	11:40 - 12:30 At Home	11:40 - 12:30 At Home		11:40 - 12:30 Grab & Go	11:40 - 12:30 Grab & Go
Cohort B continued	12:30 - 2:00 Report Online for Synchronous Learning	12:30 - 2:00 Report Online for Synchronous Learning		12:30 - 2:00 Asynchronous Learning	12:30 - 2:00 Asynchronous Learning
Cohort C	8:00 - 11:40 Asynchronous Learning	8:00 - 11:40 Asynchronous Learning		8:00 - 11:40 Asynchronous Learning	8:00 - 11:40 Asynchronous Learning
Lunch	11:40 - 12:30 At Home	11:40 - 12:30 At Home		11:40 - 12:30 At Home	11:40 - 12:30 At Home
Cohort C	12:30 - 2:00 Report Online for Synchronous Learning	12:30 - 2:00 Report Online for Synchronous Learning		12:30 - 2:00 Report Online for Synchronous Learning	12:30 - 2:00 Report Online for Synchronous Learning

For details of the first week of hybrid instruction, please watch for an email from your child's teacher. Teachers will continue to stay in contact with their families as hybrid routines and schedules are established.

In order to support a safe and efficient flow of our A/B students that are returning to campus, we will have several staff members supporting the arrival and dismissal process. We appreciate your support in adhering to our arrival and departure procedures outlined below.

Reopening School Guidance:

Although we are now authorized to reopen schools there are still many procedures and requirements that remain in place including; face coverings, social distancing, maintaining students in cohorts, no large gatherings, no athletics, etc. Additional information regarding our Safe Reopening will be coming soon! Below are some of the important details regarding our return to school plans.

Important information regarding arrival and dismissal:

Arrival

1. Campus will open for student arrival at 7:45 am. Please have students remain in the vehicle until 7:45 am.
2. All students in grades TK-K will be dropped off at the flagpole at the upper campus near the kindergarten classrooms. They will be directed to a socially distanced location on the kindergarten blacktop. TK/K students *may* be escorted by ONE PARENT onto campus during the first week.
3. All students in grades 1-5 should be dropped off at the upper campus car pick-up (by the field). Children should not be escorted onto campus (except 1st grade students *may* be escorted by ONE PARENT during the first week). Students in grades 6-8 will be dropped off at the loading/unloading area on the lower campus.
4. Family members and other visitors will not be permitted inside student classrooms.
5. **Anyone with symptoms should not come to campus.** TK/K/1st grade parents who walk their student to class during the first week must follow face covering and social distancing guidelines while on campus. If you cannot follow these guidelines, you will not be allowed to be on our campus.
6. Students should have their backpacks, lunches, water bottles, and face covering ready for a quick exit out of the car. **All students, TK-8 are required to wear face coverings.**

Dismissal

1. During COVID, all students in grades TK-K will be picked up at the flagpole at the upper campus. All students in grades 1-5 will be picked up at the upper campus car pick-up (by the field). All students in grades 6-8 will be picked up in the loading/unloading area in the lower campus. **At this time we are asking all students to arrive and depart from their designated locations.**
2. Those families picking up by car should remain in their cars at all times for child pick-up.
3. Those families who walk to campus to pick-up their children should remain in the identified pick-up areas and practice social distancing. Family members must follow face covering and distancing requirements while on campus.
4. Families should depart from campus as soon as they have picked up their child(ren)

Thank you for helping us to ensure a successful hybrid program. We are looking forward to the continued phase-in of our students to a full day program.

Thank you for your partnership, trust and support.

Sincerely,

Cindy Giove
Principal