

Dear Third Grade Parents:

This letter is to inform you of some important information and requests in preparation for your child's tentative return on Monday, January 25th.

- **SUPPLIES/MATERIALS:**

On Friday, January 22 between noon and 3, we are asking all 3rd grade families to bring in all student materials (folders, books, resources), book box, engagement kits, whiteboards and supplies from the 3rd grade supply list attached below. Many of these supplies are ones that we have been using during our remote learning.

THIRD GRADE SCHOOL SUPPLY LIST:

| 3rd/4th Grade Supply List | |
|---------------------------|--|
| Quantity | Item |
| 1 | Crayola Colored Pencils (24 count) |
| 2 | Fiskar Sharp-tip Kids Scissors |
| 1 | Crayola Wide Tip Markers |
| 1 | Crayola Fine Tip Markers |
| 5 | Composition Notebooks |
| 1 | Crayons (24 count) |
| 1 | 1 Inch /3 Ring binder |
| 2 | 24 pk #2 Pencils |
| 3 | Eraser |
| 3 | Dry Eraser Marker |
| 1 | Crayola Watercolor Paint Set Washable (16 count) |
| 4 | Heavy, 3 Hole Punch, Bottom Pocket Folders |
| 1 | Ruler (customary/metric) |
| 1 | Oil Pastels |
| 1 | Package of Baby Wipes |
| 6 | Glue Sticks (large size) |
| 2 | Highlighters |
| 2 | Boxes of Kleenex |
| 1 | Package of Disinfecting Wipes |
| 1 | Rolls of Paper Towels |
| 1 | Pencil Pouch |
| 1 | Container to hold art supplies |

It is very important that your kids come to school with the supplies that are on the supply list. (Remember that many of the items have been put into action already) We are unable to share supplies and do not have extra supplies to hand out. If Clorox (disinfecting wipes) are not available due to lack of supply levels at stores, please substitute with baby wipes. We will have disinfectant wipes to ensure desks are properly cleaned. All extra supplies (extra markers, crayons, glue sticks, colored pencils, etc...) should be placed in a Ziploc bag with your child's name on it and we will store them for their use later. If your child needs more supplies they will pull from their own back-up supply.

- **UNIFORMS:**

We will be following our uniform policy beginning Tuesday. Please review the uniform policy that was shared in your beginning of the year school information/forms packet or

refer to our uniform policy online at <https://www.stlukeshoreline.net/parentresources>. Please make sure your child has a sweatshirt and a warm coat as we will have windows open for increased ventilation and unless we are having a downpour plan on them spending recess outside.

- **DAILY SNACKS/DRINKS:**

In addition to their lunch, please send in a healthy snack with your child every day. Please avoid sending in juice or other sticky/sweet drinks.

- **HEADPHONES:**

Don't forget to send in headphones with your child. These will be **very** important when the need arises for the class to work online.

- **WATER BOTTLE (IMPORTANT!!!):**

Please make sure that you send a water bottle to school labeled with your child's name. We will have water available for filling up water bottles, but drinking fountains will not be available.

- **MASKS:**

Please have 5 clean masks in your child's backpack each day. They should be in a Ziploc bag marked "Clean". Please also send a Ziploc bag marked "Dirty". These bags will stay in the backpack. Face shields can be worn with a mask. A face shield is not allowed as a substitute for a cloth face-covering in K-8.

- **ELECTRONIC DEVICES:**

We are asking students to bring in electronic devices if they have one that can be brought to school daily. This will help us to avoid the constant cleaning of electronics and provide the students with opportunities to use some of the great learning sites that we procured for digital learning. We do require that the devices come to school charged and be taken home daily to be re-charged. Please do not send in charging cords as we do not have the capability to plug-in devices for charging. If a home device is not available, we will have a few to share in the classroom and proper cleaning will take place between each use.

- **JOTFORM:**

Parents: Please practice using Jotform. This is our daily health screening tool that needs to be completed prior to the arrival of your student (teachers and staff too) on campus.

<https://form.jotform.com/202646229358965>

Here are directions to save Jotform to your home screen if you have an iPhone:

- Open Safari. Other browsers, such as Chrome, won't work for this.
- Navigate to the website you want to save to your home screen. Make sure you visit the exact page you want to open through the shortcut.
- Tap the **Share** button at the bottom of the page. It looks like a square with an arrow pointing out of the top.
- In the list of options that appears, scroll down until you see **Add to Home Screen**. Tap this.
- On the next screen, choose a name for the website shortcut on your home screen. You'll see the link so you can confirm it, as well as the site's favicon that becomes its "app" icon. Click **Add** when you're done.
- Now just tap the new app on your home screen, and it will open the website in its own navigation window, independent of what you have open in Safari.
- Completed forms/confirmation page in your web site tabs. Jotform is saved differently on phones.
- Complete the Jotform for each student before you arrive.
- When dropping off your student you will need to show the confirmation page.
- When dropping Students off at school you will show the Completed forms/confirmation page and the student's temperature will be taken by a staff member at drop-off.
- ***iPhone screenshot:*** *Press the Side button and the Home button at the same time. Quickly release both buttons. After taking a screenshot, a thumbnail temporarily appears in the lower-left corner of your screen **for newer models, this is different since there isn't a home screen button*

Directions for saving JotForm to your home screen if you have an Android phone:

- Open St. Luke Jotform in Chrome. <https://form.jotform.com/202646229358965>
- Tap the 3 dots on the top right corner to view a menu
- Select 'Add to Home Screen'. Now the Jotform link will become an "app" on your home screen
- Every morning complete the Jotform for each student and take a screenshot of the approval page (press the power button and the volume down button at the same time to take a screenshot, the screenshot will appear in your picture gallery)
- Have the screenshot ready to show school staff in the carpool Drop-off line

- **CARPOOL AM DROP-OFF:**

Starting January 19th: Carpool morning drop off: K-2 and 3rd Drop Off times: (without preschool siblings)

- 8:00 - 8:10 a.m.: last name beginning with A - E
- 8:10 - 8:20 a.m.: last name beginning with F - L
- 8:20 - 8:30 a.m.: last name beginning with M - R
- 8:30 - 8:40 a.m.: last name beginning with S – Z

K-2 with preschool siblings will arrive at their preschool designated times.

- **CARPOOL PM PICK-UP: (all this information is on web page)**

Dismissal begins at 2:45 for the children in K-2 and their older siblings. The older siblings will join their younger sibling at carpool. The rest of the 3rd grade will be dismissed at 3:00. Please pull into the lane designated for your child's class. Mrs. Sheehan's class is in lane 1 and Mrs. Smith's class is in lane 2. Families/Drivers will not get out of their cars. Students will assemble (in their designated area) with their cohort (homeroom) class. Once a family car is seen, student(s) will be directed to their car by staff or safety patrol.

- **REOPENING PROCEDURES:**

For school-wide policies and procedures relating to reopening, please refer to the *Reopening Procedures* on the [St. Luke website](http://www.stlukeshoreline.net). If you want specific information about morning drop off and afternoon pick up, you can look here:

<https://www.stlukeshoreline.net/reopening>

- **IN-PERSON DAILY SCHEDULE:**

Below you will find our in-person schedules for the second trimester:

| 3rd | | Sheehan Daily Schedule 2020-2021 | | | | |
|-------------|------------------------|----------------------------------|------------------------|------------------------|----------------------------|--|
| GRADE | An Inquiry into... | | | | | |
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | |
| 8:00-8:45 | opening | opening | opening | opening | opening | |
| 8:45-9:00 | prayer | prayer | prayer | prayer | prayer-check-in | |
| 9:00-9:30 | ELA | ELA | ELA | ELA | Asynchronous Friday | |
| 9:30-10:15 | | | | | | |
| 10:15-10:30 | recess | recess | recess | recess | | |
| 10:30-11:30 | Math | Math | Math | Math | | |
| 11:30-12:00 | Music or PE or Spanish | Music or PE or Spanish | Music or PE or Spanish | Music or PE or Spanish | | |
| 12:00-12:30 | Lunch | Lunch | Lunch | Lunch | | |
| 12:30-1:00 | Recess | Recess | Recess | Recess | | |
| 1:00-1:30 | Class Meeting/SEL | Science/Social Studies | Class Meeting/SEL | Class Meeting/SEL | | |
| 1:30-2:00 | Religion | | Religion | Religion | | |
| 2:00-2:45 | Science/Social Studies | | Science/Social Studies | Science/Social Studies | | |
| 2:45-3:00 | clean-up/Dismissal | | clean-up/dismissal | clean-up/dismissal | clean-up/dismissal | |

| 3rd | | Smith Daily In-Person Academic Schedule | | | | |
|-------------|------------------------|---|------------------------|------------------------|---------------------|--|
| GRADE | An Inquiry into... | | | | | |
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | |
| 8:30-8:45 | opening | opening | opening | opening | | |
| 8:45-9:00 | prayer | prayer | prayer | prayer | Check in and Prayer | |
| 9:00-9:30 | ELA | ELA | ELA | ELA | ASYNCHRONOUS | |
| 9:30-10:15 | | | | | | |
| 10:15-10:30 | recess | recess | recess | recess | | |
| 10:30-11:00 | Math | Math | Math | Math | | |
| 11:00-11:30 | Music, PE or Spanish | Music, PE or Spanish | Music, PE or Spanish | Music, PE or Spanish | | |
| 11:30-12:00 | Math | Math | Math | Math | | |
| 12:00-12:30 | Lunch | Lunch | Lunch | Lunch | | |
| 12:30-1:00 | Recess | Recess | Recess | Recess | | |
| 1:00-1:30 | Class Meeting/SEL | Science/Social Studies | Class Meeting/SEL | Class Meeting/SEL | | |
| 1:30-2:00 | Religion | | Religion | Religion | | |
| 2:00-2:45 | Science/Social Studies | | Science/Social Studies | Science/Social Studies | | |
| 2:45-3:00 | clean-up/Dismissal | | clean-up/dismissal | clean-up/dismissal | | |

- **MATH AND ELA:**

We are unable to mix cohorts when teaching in-person. Therefore, Mrs. Sheehan will be teaching math to her homeroom class and Mrs. Smith will be teaching math to her homeroom class, so we will be teaching both 3rd and 4th grade Math. ELA will remain the same. Mrs. Sheehan will continue to teach reading and spelling and Mrs. Smith will continue to teach writing and grammar. The teachers will move from room to room while the students stay with their cohorts. Spelling will need to be taught via zoom on Mondays because of the groupings.

- **ON-GOING COMMUNICATION:**

We will continue to send out our classroom updates but instead of the weekly schedule will be creating a “Classroom News” with learning objectives, upcoming events, and other general information. We will continue to update our Google Classrooms and our daily schedules. For students remaining remote, zoom meetings will go along with the daily class schedule.

Thank you for reading through this long but very important document that will hopefully lead you on a smooth pathway to our return to school. We are super excited to be back with the kids face to face (socially distanced). I know they are excited to see each other and we look forward to getting back to a normal school routine.

Valerie Sheehan and Susan Smith