

# **Carrigan Intermediate School**



*“Don't let what you cannot do,  
interfere with what you can do.”*

**John R. Wooden**

Dear Parents,

Carrigan Intermediate School is committed to staff and student safety. We have worked tirelessly throughout the summer to set up a learning environment that allows our students and staff to get back to school safely, with a focus on education, instruction, and academics.

Supporting our students in this ever-changing environment is of the utmost importance. If you ever have concerns about how your child is coping with school or if he or she is struggling at home with social/emotional /behavioral concerns, please reach out to his or her Social Worker, School Counselor, or our school Psychologist at the below Email addresses or through our main number and tele-directory (203)937.4390.

### **Social Workers**

Last Name A-H

M Izzo—Maura.Izzo@whschools.org

Last Name I-P

C Hotchkiss— Cameron.Hotchkiss@whschools.org

Last Name Q-Z

L Flemmig—Lisa.Flemmig@whschools.org

### **School Counselors**

5th Grade

D Barnes— Dora.Barnes@whschools.org

6th Grade

K Kaczynski—Kara.Kaczynski@whscools.org

### **School Psychologist**

Pat Reed—Patrick.Reed@whschools.org

## **MASKS and PPE:**

- Masks **MUST** be worn on the bus
- Must be worn at **ALL TIMES** in school unless otherwise advised
- In addition, students will be provided with a Carrigan mask in their welcome back kits on the first day of school
- Parents are strongly encouraged to provide 'extra' masks for their child/children
- Masks can be removed when eating and when adequate social distancing can be maintained like outdoor recess, outdoor gym, or outdoor instruction
- Mask breaks will be scheduled throughout the day
- Each student will be provided a lanyard to safely keep his or her mask around neck



## **CAFÉ / FOOD / DRINK:**

- Take home lunches will be delivered to classrooms at the end of the day for students to 'grab and go'
- The next morning's breakfast will also be delivered to classrooms at that time to greatly minimize eating in classrooms
- Due to the closing of communal water fountains, students will be allowed to bring water bottles from home for use throughout the day
- Parents please send youngsters to school with a healthy snack as students will have a scheduled snack time / mask break during the day



## **STAFF:**

- Our two school security guards will assist with potential increased traffic flow and assist with student late sign ins and early dismissals/visitors
- Additional Nurse/Medical Staff assigned to building
- We have also set up an additional nursing station if needed for students



## **MEDICAL:**

- Students exempt from mask wearing will be given daily temperature checks upon arrival in classroom
- Parents need to closely monitor student symptoms at home and report any illness to the school nurse

Marilyn.Nairn@whschools.org

(203)937-4390 – select #3



**School  
Nurse**

## **SOCIAL DISTANCING and CLASSROOM DESIGN:**

- Most tables and group seating have been removed from classrooms to provide more space for the separation of desks and increased social distancing
- Students will receive a welcome back kit that includes crayons, pencils, sanitizer, a mask, lanyard and tissues
- Parents are encouraged to provide additional supplies for individual use
- Desks, laptops, and supplies will be assigned to each student to greatly diminish sharing and community supplies



## **CLASSROOM DESIGN:**

- Students stay with their same class as a cohort.
  - Academic teachers will switch to the homeroom
  - Elimination of the use of lockers means materials are limited and in the classroom at the student's disposal
- Special area teachers will push into the classroom in order to support the same student groups
  - Library / Art / Science / 6th grade computers
- Physical Education and Music
  - PE will be outdoors whenever possible
  - No combined groups
  - Music provides a larger space for seating and is in a more isolated area of the school regarding traffic to/from for larger groups
  - No choral singing etc.
- Instrumental Music / Chorus
  - Utilize band room / auditorium stage / outside areas
  - Limited student engagement
  - Lessons / 'distance recitals' / no large performance



## **CLEANING:**

- Eliminating the serving of meals throughout the course of the day will free up custodians to spend more time cleaning occupied school spaces
- Part time cleaners have been secured by CARES Act
- Additional cleaners to assist with high touch points such as bathrooms and doorknobs
- Shortened schedule allows night custodians to come in earlier and overlap with the day custodians providing more thorough daily cleaning procedures
- Bus cleaning in between school runs



**While some professional academic support will push into the classroom, we will still be able to support small group cohort pull out instruction and the utilization of different educational spaces within the building**

- Special Education, Reading, and Math support will “push in” to classrooms to ensure minimal daily student movement
- Support staff may also utilize larger areas of the school such as the library media center, EL room, cafeteria AP room, gymnasium, or even outdoors to provide student support
- Plexiglass, face shields, and/or clear barriers may be used to provide additional protection during instruction



## **FIELD TRIPS / ASSEMBLIES / SCHOOL EVENTS:**

**In the interest of best safety practices, ALL LARGE MEETING events are cancelled until further notice**

- PTA meetings will be held virtually/remotely
- Parent meetings will also be held virtually via video conferencing platforms like ZOOM, Google Meet, or phone conferences where possible
- In certain instances, exceptions can be made with the approval of the administration and/or the superintendent



## **TECHNOLOGY:**

- Each student will be assigned a laptop device for personal daily and home use as needed
- This will not only ensure 'no sharing' of devices, but also promote online interaction and academics should the district need to shift to an alternate learning model
- In the interest of safety, less materials will go back and forth from home to school to home

**STUDENTS AND THEIR FAMILIES WILL BE RESPONSIBLE FOR THE TECHNOLOGY LOANED BY THE WEST HAVEN BOARD OF EDUCATION AND CARRIGAN SCHOOL.**



## **VISITORS:**

- Only essential staff/employees will be allowed at this time
- Classroom observations/visits are postponed until further notice
- All visitors entering lobby for student pick up or drop off must wear a mask/face covering



## **ARRIVAL:**

### **Buses**

- Bus doors will open beginning at 8:10 AM
- Students will enter at designated entrance doors in the front of the building and proceed directly to their classrooms
- Medical buses will unload near the café upon arrival

**~STUDENTS WILL STAY RIGHT TO THE RAIL  
throughout the building~**

**~6 Foot Markers throughout the building and  
outside~**

### **Parent Drop Off**

- Drop off will begin at 7:45 AM in the rear of the building
- Staff will assist and students will remain in the cafeteria—socially distanced—until heading to their classrooms at 8:10 AM

## **DISMISSAL:**

- Pick Ups may begin at 12:20 in anticipation of larger numbers of parent/car pick up
- Bus students will begin dismissal at 12:30PM in the order that the buses arrive
- Teachers and staff at many points directing children and maintaining social distancing
- Classroom teachers active at classroom doors staggering students leaving the room whenever possible to encourage spacing to minimize clustering in hallways and sidewalks



## **Opt Out Distance Learning:**

- Students will be loaned a Chromebook from WH BOE
- Teachers will post assignments in Google Classroom
- Academic focus will be Humanities, Math, and Science
- Special area teachers will post assignments for Physical Education, Music, Art, 6<sup>th</sup> grade computer technology, Science, and Library
- Students will use a number of academic APPS and web based platforms to support instruction
- Teachers will be available to support students each day from 1:30-2:45
- Students opting for distance learning must log on during that time for attendance purposes
- Students attending in person learning may also log on each day to review instruction from daily topics
- Distance Learning students will be expected to visit each of their invited Google classrooms daily and submit the work that the teacher has assigned in order to earn credit for each of their academic classes and special area classes