



Mayfield City Schools

EVERY STUDENT. EVERY DAY.

July 15, 2020

Dear Mayfield Elementary Families,

We hope this letter finds all of you healthy and enjoying the beautiful summer weather!

We would like to take this opportunity to thank all of you for your patience and understanding as we navigate this ever-changing situation involving COVID-19 as a school community. The **TEAMWORK, EMPATHY, and FLEXIBILITY** shown by our Mayfield community throughout this endeavor has been exceptional, and we are confident that we will unite again in the fall to provide the best possible learning experiences for our students.

As Dr. Kelly shared, we are planning to resume school in-person 5 days a week in August. We will also have a full-time Remote Learning Option. Parents may choose to have their child enroll in remote learning. This option is a semester-long commitment which ends December 18, 2020. **The Mayfield Schools Remote Learning Opt-In form and the Mayfield Schools Transportation Opt-Out form are included in a link at the end of this letter.**

Information regarding our Remote Learning Option will come in a separate communication. **Please note that all plans are subject to change due to the rapidly evolving situation surrounding COVID-19.**

The purpose of this communication is to share updates regarding safety, social/emotional support, instruction, and our August Phase-In plans for those attending school full time, in-person in the fall. Additional updates will follow as plans are finalized.

New Elementary Bell Times:

To support our enhanced safety measures involving social distancing, cleaning, and supervision, the school day has been adjusted.

Student arrival will be from 8:30 - 8:50 a.m.

The instructional day will begin at 8:50 a.m.

Students may **not** be dropped off at school prior to 8:30 a.m.

The dismissal process will be staggered between 1:30 - 2:00 p.m.

All students must be picked up by 2:00 p.m.

Champions aftercare will be available. Further information about arrival, dismissal, and Champions aftercare will follow in a separate communication.

Safety Updates:

The following safety measures will be in place which correspond to the Ohio K-12 Schools Health and Safety Guidelines.

Assessment and Protocol for Symptoms:

- Parents will be required to conduct **daily** health checks of their child/ren before school. Health checks should include having their child wash his/her hands prior to entry on a school bus or into school, as well as taking their child's temperature and assessing for symptoms. Anyone with symptoms or a temperature above 100.4 degrees are required to stay home.
- Any student or staff member displaying symptoms of COVID-19 while at school will immediately be isolated from other students and staff and monitored by a staff member wearing appropriate personal protective equipment (PPE) while maintaining physical distance as much as possible. The individual will be sent home as soon as possible, areas of the building the person occupied will be thoroughly sanitized, and County Board of Health guidelines will be followed regarding their return.

Wash and Sanitize Hands to Prevent Spread:

- Hand sanitizer will be supplied throughout the building, including at each entrance, in each learning space, and in high traffic areas.
- Students will be taught the proper technique for handwashing and they will be directed to do this frequently, especially when their hands are dirty, before/after eating, and after using the restroom.
- A handwashing station will be available on our playground for use during recess.

Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces:

- There will be a concentrated effort on disinfecting high contact common areas throughout the school day.
- Disinfecting supplies will be available in each learning space and routines will be established for their use to clean desktops, workspaces, counters, etc. throughout the school day.
- A Clorox Total 360 System Electrostatic Sprayer has been purchased for our school to sanitize large spaces efficiently.
- Each elementary student will have an Ultraboard COVID-19 Barrier Shield to put up on their work space.
- Students will have their own supplies within the classroom that will be provided by the school this year. If manipulatives such as counting blocks, two-colored counters, etc. are used for instruction, each child will have his/her own set, and they will be sanitized after each use.
- Drinking fountains are being retrofitted to water bottle filling stations where possible. All students will be permitted to have water bottles in school. We ask that water bottles are filled at home before the school day begins to minimize traffic at these fountains throughout the day.

Practice Social Distancing:

- Students will be taught procedures for social distancing during arrival, dismissal, instructional time, lunch, recess, etc.
- Signage will be posted throughout the building to direct traffic flow and provide visual support for social distancing.
- Students will eat lunch in learning spaces rather than as a grade level in the cafeteria.
- Large gatherings for assemblies, grade level meetings, field trips, etc. will not take place in person. Virtual or remote options will be utilized whenever possible.

- Students and staff will be physically spread out throughout our building (3 feet - 6 feet) as much as possible for learning. All available spaces are currently being assessed and will be transformed to a learning space, as necessary. Placement of furniture is also being assessed, and all student seating within each space will be spread out as much as possible. Final plans will be made once enrollment for Mayfield's Remote Learning Option is determined and homeroom placement is finalized.
- Movement of students and staff throughout the building during the school day will be minimized.

Face Coverings Policy:

- All staff members will be wearing face masks and/or face shields unless there is an exception as noted in the Ohio Department of Education K-12 Safety Guidelines.
- Pre-K – Gr. 12 students will wear a face mask when they are in small group instruction, less than 6 feet from each other and transitioning in and out of the classroom.
- Pre-K – Gr. 12 students will wear a mask while riding the school bus.
- Per the mandate by the state, teachers and staff will wear masks / shields during the school day while in the school building.
- Visitors are required to wear face coverings while visiting any campus in the Mayfield City School District. Signs will be posted by visitor entrances with this requirement. A visitor's face covering does not need to be a mask, but can be anything that covers the nose and mouth, such as a bandana, scarf, t-shirt, etc.

Social and Emotional Support for Students:

With the many changes taking place in our school and our society right now, we understand that students will need support socially and emotionally as they transition into this new environment. The following supports will be in place to help students adjust to our school year.

- A Morning Meeting will be held in each learning space at the start of the day. These engaging, collaborative, interactive meetings will aim to establish a culture that is responsive to student needs, provide structure, and incorporate social/emotional needs with academics.
- We will continue to use a team approach as necessary to collaborate about social/emotional interventions that can be put into place to meet specific student needs that arise. The student's parent/guardians, classroom teachers, our School Counselor, and administrators will work together as needed to develop personalized plans for social/emotional support.

Instructional Updates:

- Mayfield teachers will continue to provide personalized, All-Access teaching and learning opportunities for all students that promote and celebrate growth.
- Brain breaks will be built into the school day. Brain breaks may include physical activity, calming activities, social time, or creative activities to help students reset and recharge, as needed.
- We understand that there may be gaps in learning due to our unexpected 4th quarter of remote instruction during the 2019-2020 school year. Our staff will be utilizing the following tools to assess students during the first month of school, and instruction will be individualized to meet student needs.
 - STAR Assessment (Reading and Math)
 - Lexia (Reading)
 - Dreambox (Math)
 - Classroom Pre-Assessments (all instructional areas)
- A team approach will be used to collaborate about academic interventions that can be put into place to meet specific student needs. The student's parent/guardians, classroom teachers, building

interventionists, and administrators will work together as needed to develop personalized plans for academic support.

- Because the possibility of remote learning is still present due to COVID-19 outbreaks, our teaching staff will be teaching students and parents early on how to utilize online platforms and technology that support the learning process. Virtual classrooms will be set up and utilized to house resources, assignments, and feedback. Routines will be established for using online tools such as Schoology, Zoom, Seesaw, etc. to communicate and interact throughout the learning process.
- All students in grades K-5 will have their own device to use within the classroom. If technology is needed due to an extended absence, or due to a move to remote learning, a device will be taken home for student use.

August Parent Orientation and Phase-In Plans:

A Parent Orientation and Student Phase-In Days are being designed to help transition our students, staff, and families into this very unique school year.

- **Parent Orientation for all grade levels will take place during the week of August 17th, prior to your child's Phase-In day.** Teachers will use this time to share classroom routines, communication plans, general information about instructional practices and the daily schedule. Further details will follow in a separate communication.
- **1st-5th Grade Phase-In: Each student in grades 1 through 5 will attend school for one Phase-In Day during the week of August 17th.** On this day, staff members will focus on building a positive culture, promoting teamwork, and teaching routines/expectations for the school day.
 - August 19th – Students in grades 4 and 5 only will come to school for a full day.
 - August 20th – Students in grades 2 and 3 only will come to school for a full day.
 - August 21st – Students in grade 1 only will come to school for a full day.
- **Kindergarten Phase-In: Each Kindergarten student will attend school for one full day on the following day for Phase-In activities. (There will be no Kindergarten Screening Days prior to Phase-In.)**
 - August 24th – Kindergarten students with last names A through F ONLY attend school for a full day.
 - August 25th - Kindergarten students with last names G through N ONLY attend school for a full day.
 - August 26th - Kindergarten students with last names O through Z ONLY will attend school for a full day.
- **The first full day of school for ALL students in grades 1-5 will be August 24th.**
- **The first full day of school for ALL Kindergarten students will be August 27th.**

Additional communications regarding:

- District Full-Time Remote Learning Option - [The link for this option is below.](#)
- School Bus Transportation Opt-Out. [The link for this option is below.](#)
- A comprehensive Return to School Guide for students and parents will be shared electronically with families in the coming weeks.

- Procedures for a district-wide online lunch ordering process through InfiniteCampus
- Building Arrival/Dismissal and Visitor Plans
- Building Parent Orientation Plans
- Teacher Placement will be accessible to parents via Infinite Campus beginning August 12th.

We will continue to send updates as plans are finalized. Again, thank you for your patience and understanding as we work together to prepare our school and community for this upcoming school year.

Sincerely,
The Mayfield Elementary Administrative Team

Craig Caroff
Steffani Cicerchi
Millridge Elementary

Felecia Evans
Jalen Brown
Lander Elementary

Kate Rateno
Jeff Schiller
Center Elementary

Laurel Ravida
Gates Mills Elementary

*****Please scroll down to the next page for important information regarding district transportation and remote learning.***

Mayfield Schools Parent Information for 2020-2021 School Year

Transportation- Please fill out the information below if you wish to opt your student out of district transportation to school and/or from school for the 2020-2021 school year.

- There will be 2 students assigned per seat on district transportation.
- All students will be required to wear a face mask while on district transportation.
- The transportation choice will be in effect for the entire semester.
- Parents will be required to conduct daily health checks and have the student wash his or her hands prior to a student's entry on a school bus. Daily health checks should include taking the student's temperature and assessing for symptoms. Anyone with symptoms or a temperature above 100.4 degrees should stay home.

<https://forms.gle/QX1JMICYwo59W8bjq8>

Remote Learning Opt In- In order to accommodate all students, in addition to our in-person classes, Mayfield is pleased to offer an online option for the 2020-2021 school year.

If you plan to have your child/children attend remote classes, please complete a separate application form for each child that you wish to enroll. The deadline for submission is July 24, 2020 at 4 p.m.

The remote school option will be provided by the Mayfield City School District teaching staff who will continue to follow state academic standards utilizing district curriculum resources. All students participating in online courses are required, by the Ohio Department of Education, to participate in all local and state testing and the department's requirements for attendance will also be followed by the Mayfield City Schools. For students with an IEP or 504 plan (moving to an online option), specific services and accommodations will be reviewed as a team prior to the start of classes. All students will receive instruction in core courses and be provided access to the courses that will enable them to earn the appropriate credits toward promotion and graduation.

Participation in a remote school option will require access to the internet, use of a technology device (such as a desktop, laptop or Chromebook) with a web camera and a microphone.

Enrollment in the district's K-12 remote school option is strictly voluntary; however, once enrolled it will be necessary for your child to remain in that option until the end of the semester. At the end of that time it will be possible for you to reevaluate and modify your decision. Once applications are received and processed, specific details will be provided to families who choose this option.

Please complete this form if you wish to have your student participate in remote learning for the 1st semester of the 2020 - 2021 school year. If you select this option, instruction will be delivered 100% online for the entire semester. This form should be completed for each student who selects remote learning for the 1st semester of the 2020 - 2021 school year, ending December 18th.

<https://forms.gle/f3Fz6supcvHfYFPr8>

Champions After Care- Please complete the application link below in order to have your student(s) receive after care during the 2020-2021 school year.

<https://app.smartsheet.com/b/form/f0acf131a6b1414aa018c098a08a81f6>