



# Mayfield City Schools

**EVERY STUDENT. EVERY DAY.**

September 16, 2020

Dear Center Families,

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 continue to work together to provide the best possible learning experiences for our students.

As Dr. Kelly shared last week, we are planning to resume school in person 5 days a week for our K, 1st and 2nd grade students beginning on September 21st and for our 3rd, 4th, and 5th grade students beginning on September 29th. We will also have a full-time Remote Learning Option. This option is a semester-long commitment which ends December 18, 2020. The purpose of this communication is to share updates regarding our in person and remote learning plans. Due to the fluidity surrounding COVID-19, plans are subject to change.

## **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 before and aftercare will be available. The link is at the end of this letter.

## **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/Cases:**

- 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.
- Pursuant to the Ohio Department of Health Director's Order that went into effect on 9/8/2020, the district has established a reporting mechanism for parents to notify the district if their student(s) test positive for COVID 19. Parents / Guardians only need to select one of the reporting mechanisms below to report a confirmed COVID 19 test.

**COVID 19 Reporting number: 440-995-6886**  
**email: [covidreporting@mayfieldschools.org](mailto:covidreporting@mayfieldschools.org)**

Parents / Guardians should use one of the reporting tools above to notify us of the following:

- Of a positive COVID 19 test /case
- If their student has been ordered to quarantine by a health department or their primary healthcare provider
- Parents / Guardians should only report on the above for those students residing in their household.

Note: Upon reporting, please be prepared to share the following information:

- 1. Student's Name
- 2. Date of Birth
- 3. Address
- 4. Email and Phone # for parents
- 5. Date of confirmed test or dates of Quarantine (last day of quarantine, so we can track when students can return to school)

In addition, the district has made available a daily log of COVID 19 confirmed cases (students and staff), as well as students and staff that have been requested to quarantine. This chart can be found on the district web page under the COVID tab.

### **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 or outdoor instruction.

### **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 frequently.
- Drinking fountains have been retrofitted to water bottle filling stations where possible. Traditional water fountains will not be available. 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 throughout the school day as much as possible.
- 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. **Please note: No nut products are allowed to be brought into the classrooms for snacks or lunches this year. Food may not be shared.**
- 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. 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.
- Movement of students and staff throughout the building during the school day will be minimized.

### **Face Coverings:**

- Per the mandate by the state, teachers and staff will wear masks during the school day while in the school building, on a school bus, or if outside but less than 6 feet apart. Short mask breaks will be allowed throughout the day.
- A doctor's note must be provided for any mask exemptions. If a mask cannot be worn, students will participate in remote learning until a doctor's note is submitted.
- Masks may be removed while exercising or if at least 6 feet apart outdoors.
- Visitors are required to wear a mask while visiting any campus in the Mayfield City School District. Signs will be posted by visitor entrances with this requirement.

### **Visitors/Volunteers:**

- The building will remain closed to visitors and volunteers at this time.
  - Parents/caregivers dropping off should say goodbye to students outside the entrance. Staff members will be available at each entrance to help students get to their learning spaces.
  - Parents/caregivers picking students up before 1:30 pm should buzz in at the main entrance, and share the students name as well as the person's name who will be picking him/her up. Please have your ID ready as an office staff member will verify any emergency contacts for pick-up. Your child will meet you at the entrance door.
- Please contact our main office staff by phone or email, and we will be happy to assist you with anything that is needed.
  - Main Office: (440)995-7400
  - Transportation Office: (440)995-7291
  - Mrs. Demian (Secretary) - [ddemian@mayfieldschools.org](mailto:ddemian@mayfieldschools.org)
  - Mrs. Argie (Attendance Secretary) - [gargie@mayfieldschools.org](mailto:gargie@mayfieldschools.org)

- Mrs. Fornaro (Healthcare Paraprofessional) - [kfornaro@mayfieldschools.org](mailto:kfornaro@mayfieldschools.org)
- Mr. DiMarino (School Counselor) - [cdimarino@mayfieldschools.org](mailto:cdimarino@mayfieldschools.org)
- Mr. Schiller (Assistant Principal) - [jschiller@mayfieldschools.org](mailto:jschiller@mayfieldschools.org)
- Mrs. Rateno (Principal) - [krateno@mayfieldschools.org](mailto:krateno@mayfieldschools.org)

### Instructional Updates:

- Because relationships and routines have already been established, our intention is to keep all students with their current teachers. You will be contacted by Friday at 3:00 pm if an exception needs to be made.
- Homerooms may be all remote, all in person, or a combination of both types of learners.
- A Morning Meetings will be held for all classes, both remote and in person, at 8:50 a.m. We will use these meetings to establish a culture that is responsive to student needs, to provide structure, and to incorporate social/emotional needs with academics.
- Mayfield teachers will continue to provide personalized, All-Access teaching and learning opportunities for all students that promote and celebrate growth. We will use both a workshop and flipped classroom model for instruction.
- Brain breaks will be built into the school day for all learners. Brain breaks may include physical activity, calming activities, social time, or creative activities to help students reset and recharge, as needed.
- 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 and social/emotional 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.
- Virtual classrooms will continue to be utilized to house resources, assignments, feedback and to communicate and interact throughout the learning process.
- Instructional Schedule/Framework for All Students (Remote and In Person):
  - 8:30-8:50 Arrival/Independent Work Time
  - 8:50-9:15 Morning Meeting - remote students will attend via Zoom
  - 9:15-1:20 Morning Instructional Block/Lunch & Recess Break/Afternoon Instructional Block (Teachers will lead scheduled small groups and conferences during instruction blocks. Remote students will attend at scheduled times via Zoom.)
  - 1:20-1:30 Closing Circle - remote students will attend via Zoom
  - 1:30-2:00 Dismissal for In Person Students/Independent Work Time
- Specials classes will take place for a full day every six days for both in person and remote students, and this same instructional schedule/framework will be used.
- School supplies will be provided for each student with the exception of headphones. Teachers will be in contact with you if these are needed.
- Students may bring backpacks to school. **Tablets/Chromebooks should be brought to school each day and will be sent home with students each night for charging and student use at home.** Chargers may stay at home.

### **Social/Emotional Support:**

- During Morning Meetings, prior to each grade level's in person start date, teachers will share and discuss a safety video that will explain expectations with students regarding masks, hand washing, social distancing and working together to keep our school community safe.
- Prior to the start of in person learning, teachers will share and discuss pictures of their learning space with students during their remote school day. Teachers will send an electronic communication to parents with pictures of their space as well.
- Staff members will be available at each entrance on the 1st day of in person learning to provide support for all students to find their learning spaces.
- Our counselor, Mr.DiMarino, will be available to work with any students or families in need of support.
- During this transition, all staff members will focus on helping students feel comfortable, safe, and loved as they learn and adjust to the routines for this very unique school year.

If you have questions about Center's current Return to Learn Plan, please contact your child's teacher or our main office (440)995-7400.

### **Additional Resources:**

- [Mayfield's comprehensive Return to School Guide for students and parents](#)
- [Procedures for a district-wide online lunch ordering process through InfiniteCampus](#)
- [Champions Information](#)

Again, thank you for your patience and understanding as we work together to prepare our school and community for this transition to in person learning.

Sincerely,

*Mrs. Kate Rateno*  
Principal, Center Elementary School

*Mr. Jeff Schiller*  
Assistant Principal, Center Elementary School

***\*\*Please scroll down to the next page for important information regarding arrival and dismissal procedures.***

# Arrival/Dismissal Procedures for In Person Learners

## Center Elementary School

### 2020-2021

#### **Arrival:**

Student arrival is from 8:30-8:50 a.m.

Students may not be dropped off until 8:30 a.m. as supervision is not available.

**Bus Drop Off** will take place in the front loop which is one way and bus traffic only during arrival (see map).

**Parent/Guardian Drop Off by Car** is at door #4 (see map).

- Cars should enter from SOM Center Road on the South side of the Schoolhouse and exit onto SOM Center Road on the North side of the Schoolhouse. This entrance is one way during arrival times.
- Please have bookbags/materials ready, **masks on**, and give goodbyes quickly to keep the line moving as quickly as possible.
- Students should exit from the driver's side of the car whenever possible so they do not need to walk between cars.
- Students should practice social distancing while walking into the building and to their classrooms.

**Parents/Guardians may also park their car and walk the child(ren) to the following doors** (see map).

- K, 3rd and 4th Graders - Main Entrance (Door #1)
- 1st, 2nd, and 5th Graders - West Wing Entrance - (Door #13)

Parents/Guardians may not enter the building at this time as visitors are not currently allowed into our buildings. A team of staff members will be available to help walk students to their classrooms, especially on the first days of in person learning while they navigate our building and our routines.

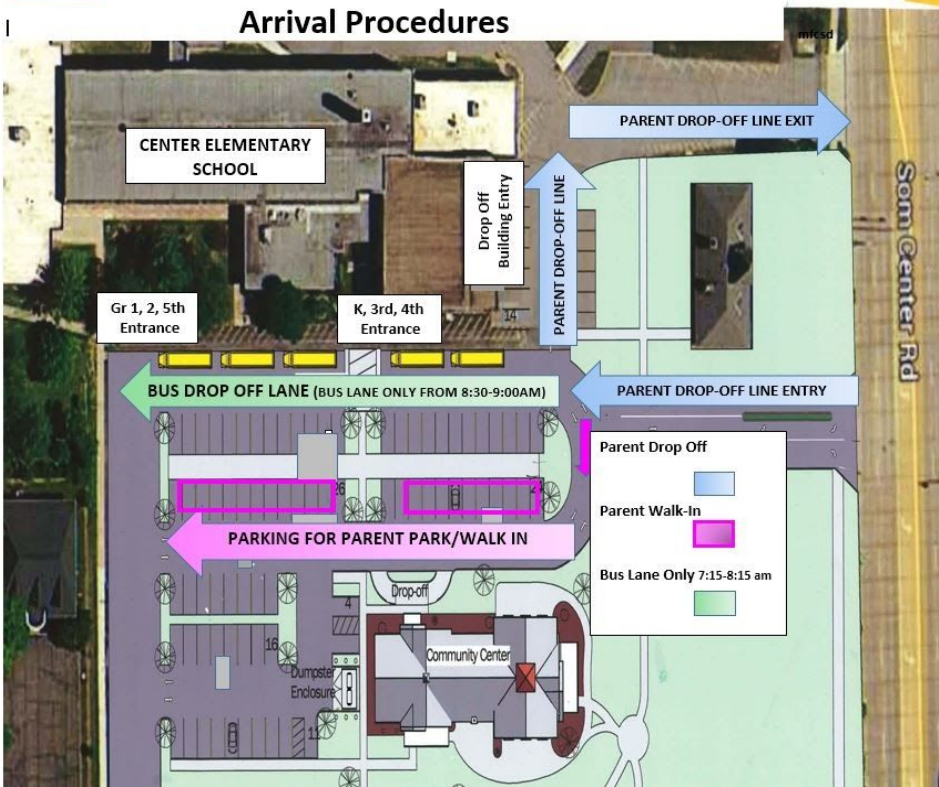
#### **Dismissal:**

Dismissal will be staggered from 1:30-2:00 p.m.

- Traffic flows one way and is a bus only lane from 1:30-2:00.
- **KINDERGARTEN STUDENTS MUST BE MET AT THE BUS STOP BY AN AUTHORIZED ADULT.**
- **Parent/Guardian Pick-Up 1:35-2:00**
  - Students will be dismissed from the classrooms as the parent/guardian arrives and checks in.
  - Those picking up should park, line up outside Door #4, and check-in with the Parent Pick-Up Door Supervisor. **(We are unable to do a car pick-up line due to space and traffic constraints.)**
  - Please have an ID ready and make sure all adults allowed to pick up are noted in Infinite Campus.
  - Social distancing should be practiced while waiting, and masks must be worn.
- **Bus/Van Riders** will be dismissed from 1:50-2:10.
- **Champions** students will be dismissed from their classrooms at 2:00 p.m.
- Students may not walk or ride a bike home for dismissal at Center.
- **ANY DISMISSAL CHANGES** should be communicated in writing for our MAIN OFFICE staff, or call the main office if it is a last minute change. **PLEASE DO NOT CALL OR EMAIL THE TEACHER AS THEY MAY HAVE A SUB OR NOT BE AVAILABLE TO CHECK MESSAGES THROUGHOUT THE DAY.**



## Arrival Procedures



## Dismissal Procedures

