

# MILLRIDGE Elementary School



## Fall In-Person Re-Entry Plan for Families 9/15/2020

**Mustang families:** All info in this return to learn, building-specific plan is subject to change given the ever-changing situation surrounding COVID-19. We truly appreciate your time in reading through this information and cannot thank you enough for **taking the time to speak with you child** prior to their return on *either Monday, September 21st (grades K-2) or Tuesday, September 29th (grades 3-5).*

### Student Instructional Day

*The student instructional day will be the same for both students learning remotely and those learning in-person. All students will have access to the same high-quality, personalized instructional opportunities through a blended learning approach to education. Students will further develop their skills of independent learning with as much support as needed from their classroom teacher and other Mustang staff. A top priority for our staff is to make sure students learning remotely feel as though they are an integral part of the school experience.*

8:30-8:50 - Arrival/Independent Work

8:50-9:10 - Virtual Morning Announcements/Morning Meeting

9:10-1:30 - Instruction/Lunch/Recess

1:30-2:00 - Dismissal/Independent Work

### Safety Measures

*A top goal is to provide a safe environment for your child at Millridge Elementary School.*

- Masks are required at all times while inside our school building and on the bus. Face shields (alone, without a mask) and gators are no longer acceptable face coverings. Students are welcome to wear both a face shield and a mask if you wish. Mask breaks will be provided periodically throughout the day as needed for the class or individual students. Mask wearing outside is encouraged but not mandatory for students.
- Ultraboards (Barriers) have been purchased and are in classrooms ready for individual student use. These will be used by students while seated at desks/tables in learning spaces as well as if a student transitions to another learning space. They will **NOT** be shared by students.
- We encourage families to send in an additional mask in a ziploc bag with their child's name on it in case a mask is lost or becomes dirty. If a student does not have a functioning mask, we will have a supply of masks students can use. These masks need to be disposed of by your child when they arrive at home (these masks are intended for only one use).

- If a student is unable to wear a mask for medical reasons, a doctor's note will be required and kept on file in the main office. We ask that all families do anything they can to assist in the safety of all of our Mustangs by wearing masks while in school.
- Students will be directed to wash their hands or use sanitizer when entering/exiting a learning space, before/after eating, when hands are visibly dirty, and before/after recess.
- A hand washing station will be provided on the playground for student use.
- Movement will be limited throughout the building.
  - Teachers will move in and out of classrooms instead of student transitions as much as possible.
  - Some students may need to travel to small group rooms to receive the best possible support for their individual/specific needs. They will bring their personal Ultraboard with them and will sanitize upon entering and exiting the small group space. Cleaning will occur between small group/individual sessions.
  - Students in the grade level assigned to specials for the day will be switching classrooms throughout each day. Again, cleaning of materials will occur prior to a transition.
- Students will be seated as far apart as possible in learning spaces and have an assigned seat. Students are permitted to move about the classroom if needed. Staff will have expectations/procedures in place for transitions and social distancing. Each staff member is working hard to ensure the safest possible environment for our students.
- If students gather at a table for small group instruction, barriers will be used and the seat and tabletop will be wiped down after each student use.
- Restrooms will be cleaned regularly and multiple times throughout the instructional day by our custodial staff. This will include high touch points. Class restroom breaks will not occur for a variety of reasons. Students will have access to restrooms throughout the day. Cleaning will also occur by our evening custodial staff EACH evening.
- Upon entry to the clinic, if a child appears to be ill/sick, our clinic staff will perform a temperature check using a head thermometer.



### **Student Arrival**

- The district protocol is to have families check their child's temperature at home. If your child's temperature is above 100.4 degrees void of over the counter medication, please keep your child home. Recommendations from the CDC or Board of Health will continue to be utilized including best practices.
- Students are welcome to arrive and enter Millridge at 8:30 a.m. Our staff members will help supervise during arrival. We have staff stationed around the building to ensure a safe entry for

students. Students will transition straight to their classrooms, with our youngest learners receiving assistance from staff.

- Parent drop off will occur at doors 1 and 13 by last name of the alphabet.
  - Door 1 (last names A-M) \*near former preschool classrooms on Millridge Road
    - Families will be greeted by a staff member in front of the oval/circular drive. Students will exit on to the sidewalk and transition into the building.
  - Door 13 (last names N-Z) \*exit doors from our cafeteria/MPR
    - All families using door #13 will be asked to pull through the fence opening towards the playground for drop-off. *This location is different from last school year.*
- Dismissal from busses will be by grade level along the interior driveway near the grades 4 & 5 (Door #8) hallway. Staff members will transition our youngest learners to their classroom by grade level. Our older Mustangs will be supervised upon entry to ensure safety protocols are being followed.
- Each grade level will have a designated door for entry/exit into/from the building.
- After 8:50 a.m. students are tardy and parents need to bring their child to the main office door.

### **Student Dismissal**

- The dismissal process will begin at 1:30 p.m. with parent pick-up. This process will look similar to that of year's past, but with a few changes:
  - Students will remain in their classrooms until dismissed to avoid mass gatherings.
  - We ask parents who arrive early to pull into rows on the blacktop to alleviate traffic on Brainard Road. We anticipate that more families will choose to pick up their child. **Staff members will be present to guide you in this process.** *You will need to sign up for a car tag if picking up your child.*
  - Once an entire row of cars has their child/children we will dismiss the row, followed by each subsequent row. We appreciate your patience in waiting for children to transition to their car.
- Bus riders will be dismissed at 1:50 p.m. each day.
- Specialized transportation, Champions, and After-care pick-up will conclude our dismissal process.

### **Champions Before and After Care Programming**

- Mayfield Schools has partnered with Champions again this year to provide child care services for elementary students. In addition to after school care, before-school care is not being offered at Millridge. Please use the following PDF to access information. Any questions can be directed to Champions: [Champions Care 2020 info](#)

### **Visitors/Parents Picking Up Mid-Day**

- Visitors will not be permitted in the building at this time. *We are looking forward to the day when we can safely welcome community members back into our buildings!*

- Students who appear to be ill will remain in either the clinic or Room 23 (space devoted to students showing possible symptoms of COVID-19) until a parent arrives to pick up the child. Students will not wait in the main office. If a student is being picked up for an appointment mid-day, they will remain in their classroom until an adult arrives to receive them.
- If a parent/family member/emergency contact needs to pick up their child mid-day, we ask that you ring the intercom at the main entrance and wait outside or in the lobby for your child. An office staff member will communicate with you upon entry. Please use the following link to access the updated dismissal changes form: [Millridge Dismissal Change Form](#)
- The student will meet their parent/caregiver in the lobby from the main hallway, not passing through the office area. This is being done in an effort to minimize touch points in our office.

*Parent Drop-Off Student Supplies and Items throughout the day :*

- A table will be set up in the lobby for supply drop off (i.e. forgotten lunch, student device, etc.)
- Parents will buzz into the building and use a post it note to mark their student's item(s) with the first and last name and teacher's name and leave it on the table.
- An office staff member will contact the classroom teacher to share that an item is in the lobby for pick-up.



**Lunch/Recess:**

- Students will have 50 minutes daily to eat their lunch and have recess with their homeroom peers. Lunch will occur in the student's classroom.
- We will have designated zones on our playground area/school property for students to safely play, providing them with an important socialization opportunity and brain/movement break.
- At this time we are determining procedures to keep our students with nut allergies safe in the classroom. Your child's teacher will contact you if their classroom needs to be a nut-free environment. Thank you so much for your understanding of this matter.
- Students learning remotely will continue to have the opportunity to attend Lunch Bunch.
- Directions from our Food Service Department are below for pre-ordering boxed lunches through Infinite Campus.

- To pre-order meals, please go to the School Store within Infinite Campus to make meal requests.
- The pre-ordered meal(s) will *not* be charged to your student's food account. Federal/state funding has been provided for all families to support the purchase of breakfast and/or lunch for school-aged children until this funding is no longer available. Families who are able to financially support the purchase of food for their child are encouraged to do so.
- Only one order per meal per student is allowed.
- Easy weekly ordering- *All meal orders must be placed by Thursday for the following week.*
- Choose either in-person breakfast and/or lunch, or pick-up breakfast and/or lunch at either the High School or Middle School locations (all student meals can be picked up at the same location).

- Choose Menu Meal with milk or Menu meal without milk or if the student wants the alternate EZ Jammer, choose EZ Jammer with milk or Ez Jammer without milk. (EZ Jammer is a soy butter/jelly uncrustable).
- See links below for more information on the process.

[School Store Information Video](#)

[School Store Information Document](#)

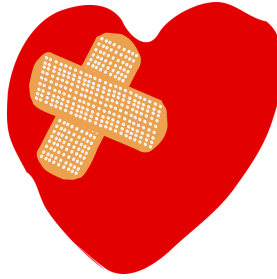
## **Student Supplies**



- Individual school supplies will again be provided by the district as students transition into the building.
- Supplies that will transition back and forth between school and home will include:
  - Bookbags, devices and lunches/water bottle
- Students may use one of our new touchless water bottle stations throughout the building should they wish to refill their water bottle. Drinking fountains have been turned off for the safety of all.
- Student headphones from last year in grades K and 1 have been *cleaned, disinfected and passed onto the next grade level*. Kindergarten students will receive new headphones. First and Second grade students will receive their headphones from last year.
- Grades 3-5: we are asking parents to send in a set of headphones for individual student use.
- Grades K-5: in an effort to maintain a clean mask throughout the school day, we are asking families who are able and willing to purchase a lanyard to hook to their child's mask (link to page with examples below) to do so:  
[https://www.amazon.com/s?k=lanyard+for+mask+for+kids&crd=TVZ697DDOO2U&srefix=lanyard%2Caps%2C231&ref=nb\\_sb\\_ss\\_i\\_2\\_7](https://www.amazon.com/s?k=lanyard+for+mask+for+kids&crd=TVZ697DDOO2U&srefix=lanyard%2Caps%2C231&ref=nb_sb_ss_i_2_7)

## **Office Process for notes from home (for clinic and for the office)**

- We will continue to utilize the Dismissal Change Form. See below for a **REVISED** copy of the new form. This form can be utilized for:
  - Doctor's appointments
  - Change in end of day dismissal routine (children will no longer be permitted to transition to after-school play dates from school).



## **Concerns Regarding COVID-19**

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 can 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.
  - Upon reporting, parents should be prepared to share the following information:
    - Student's Name
    - Date of Birth
    - Address
    - Email and Phone # for parents
    - 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 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.