



Center Elementary School  
6625 Wilson Mills Rd, Mayfield Village, Ohio 44143

August 5, 2020

TEAM Center Families,

I know there are likely many emotions swirling around our minds following Dr. Kelly's announcement last week that we will begin the year remotely. Please know that our staff is committed to providing a positive, personalized experience for all as we transition into the beginning of this very unique school year, and we are excited to connect with all of you very soon. Our plans for the start of the year include a structured **instructional schedule**, a **device roll-out**, a **personalized Phase-In**, and culture-building activities designed to help students and families become acclimated to this year's remote environment. Below are some updates for all of you about our plans.

**Instructional Schedule:**

Our remote instruction in the Spring was an emergency situation, for which we were given little time to prepare. For this year's remote learning, we have developed a comprehensive plan and schedule to assess, deliver instruction, provide interventions, and develop a positive culture within our remote environment. Please see below our daily instructional schedule. During our personalized parent/student orientations, you will have the opportunity to learn more about each grade level's remote learning plan and how you can partner with us to support your child's learning.

# Mayfield Elementary Remote Learning Schedule

8:30-9:00am	<p style="text-align: center;"><b>Morning Meeting</b></p> <ul style="list-style-type: none"> <li>Whole class</li> <li>Attendance</li> <li>Greeting, sharing, group activity, and morning message</li> <li>Set and discuss goals</li> </ul>
9:00-11:00am	<p style="text-align: center;"><b>Morning Instructional Block</b></p> <ul style="list-style-type: none"> <li>Whole Group Lessons</li> <li>Small Group Lessons</li> <li>Individual and shared learning assignments</li> <li>Intervention and enrichment</li> <li>Personalized learning and practice - Lexia, Dreambox, Happy Numbers</li> </ul>
11:00-12:00pm	<p style="text-align: center;"><b>Lunch and Movement Break</b></p> <ul style="list-style-type: none"> <li>Teachers will schedule lunch bunches with small groups of students each day to check-in</li> </ul>
12:00-1:50pm	<p style="text-align: center;"><b>Afternoon Instructional Block</b></p> <ul style="list-style-type: none"> <li>Whole Group Lessons</li> <li>Small Group Lessons</li> <li>Individual and shared learning assignments</li> <li>Intervention and enrichment</li> <li>Personalized learning and practice - Lexia, Dreambox, Happy Numbers</li> </ul>
1:50-2:10pm	<p style="text-align: center;"><b>Closing Circle</b></p> <ul style="list-style-type: none"> <li>Whole class</li> <li>Wrap up and reflect on the day</li> <li>Check-in on goals</li> <li>Discuss future learning</li> </ul>

*\*Reading, ESL, Special Education, and Gifted services will be scheduled with students during the morning and afternoon instructional blocks.*

## Device Information:

### K-1st Devices

Devices for students in Kindergarten and 1st Grade will be distributed on an as-needed basis. If your child **DOES NOT** currently have an Android tablet or an Apple iPad at home, please use the following google



form to sign up. Please only complete the survey if you need one.

[https://docs.google.com/forms/d/e/1FAIpQLSfB99fmhe5cYGX9SANj9N8KJ6gsFQTbBJoCrWD1Wc-w1uUzNA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfB99fmhe5cYGX9SANj9N8KJ6gsFQTbBJoCrWD1Wc-w1uUzNA/viewform?usp=sf_link)

K-1 devices will be handed out on Monday, August 17th at Mayfield High School using contact-less pickup in the front bus loop. The hours for device pickup will be 9:30am to 1:00pm.

### Grades 2nd-5th

Devices for students in Grades 2nd-5th: will be distributed August 10-14, 2020 from 9:30 a.m. - 1:30 p.m. during curbside pickup at the front loop of Mayfield High School.

### SCHEDULE FOR 2ND-5TH GRADE CHROMEBOOK PICKUP (9:30 AM - 1:30 PM)

Monday, August 10th - all *2nd grade* students

Tuesday, August 11th - all *3rd grade* students

Wednesday, August 12th - all *4th grade* students

Thursday, August 13th - all *5th grade* students

### Before receiving your device, two things must be completed.

1) Our Technology Department will be sending one parent an electronic device release from DocuSign to your personal email. Please make sure to digitally sign the document prior to August 7th.

2) It is required to complete the Annual Update OLR (Online Registration) through the parent portal in Infinite Campus to ensure we have accurate information on you and your child. This was issued in the beginning of July.

### Technology Resources:

For detailed information on our 1:1 device plan please visit:

<http://www.mayfieldschools.org/ChromebookSite.aspx>

Here you will find answers to many of your questions, including topics like web filtering, our repair process, district policies and much more.

If you have questions about devices or the device agreement, please email [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org).

## Phase-in Information:



Our Phase-In process for this school-year will include Zoom Morning Meetings, a Parent/Child Orientation, and a Welcome Back Gift to help your child kick-off their remote start to this school-year.

For 1st through 5th graders, morning meetings will take place via Zoom August 18th-21st from 8:30 -9:00 a.m. Kindergarten morning meetings will begin the week of August 24th according to the scheduled days by each child's last name.

During these meetings, teachers will work with students and their caregivers to learn Zoom routines and begin to build a positive class climate. Directions for how to access these meetings will be sent to you at a later time by your child's teacher.

Parents will also have the opportunity to schedule a 30-minute Parent/Child Orientation to meet with your child's teacher and learn about remote instruction. We request that your child and at least one parent/guardian attend, and we will reach out to schedule these meetings in a separate communication. Parents may choose an in-person or Zoom meeting format, and meetings will take place between the hours of 9:00 a.m. and 2:00 p.m. August 18th

through August 21st. Please note that during these meetings face coverings and social distancing protocols will be strictly adhered to if you select the in-person option.

A Welcome Back Gift Bag will be provided for each child. These will be provided during our Phase-In week. You may pick up your child’s bag in our gym via contactless pick-up any time between 7:00 a.m. and 5:00 p.m. August 18th through August 21st. When picking up your bag, please enter using door #2 which is one door East of our main entrance, wear a face covering, and practice social distancing.

Please see the following schedules for our 1st-5th Grade and Kindergarten Phase-In Schedules.

<b>1ST-5TH GRADE</b> <b>PHASE-IN AND PARENT/CHILD ORIENTATION SCHEDULE</b>				
	Tuesday, August 18th	Wednesday, August 19th	Thursday, August 20th	Friday, August 21st
8:30-9:00am	Kick Off Morning Meeting with all students on Zoom	Morning Meeting with all students on Zoom	Morning Meeting with all students on Zoom	Morning Meeting with all students on Zoom
9:00am-2:00pm	Individual meetings scheduled with students and parents. You will have the option to meet in person or online via Zoom.			

**\*\* Monday, August 24th, is the first full day of instruction for students in 1st-5th grade.**

<b>KINDERGARTEN PHASE-IN WEEK #1</b> <b>PHASE-IN AND PARENT/CHILD ORIENTATION SCHEDULE</b>				
	Tuesday, August 18th	Wednesday, August 19th	Thursday, August 20th	Friday, August 21st
9:00-2:00pm	Individual meetings scheduled with students and parents.			

	You will have the option to meet in person or online via Zoom.
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For our kindergarten students, we will be staggering the start for their first full day of remote learning so our teachers are able to provide more personalized support. Please see the schedule below for our staggered start plans for our littlest learners.

<b>KINDERGARTEN PHASE-IN WEEK #2</b>				
	Monday, August 24th	Tuesday, August 25th	Wednesday, August 26th	Thursday, August 27th
8:30-2:10pm	Full day of remote instruction for students with <u>last names</u> A-F only	Full day of remote instruction for students with <u>last names</u> G-N only	Full day of remote instruction for students with <u>last names</u> O-Z only	First full day of remote instruction for <u>all</u> Kindergarten students

### **Food Service Information:**

Please click on this link below for an update from our Food Service Department:  
<https://docs.google.com/document/d/1B6iWivMAa8hAWjmRAkUKtX7xfbSpaKh1UYV51RFOzHA/edit?usp=sharing>

Due to the uncertainty of COVID-19, all plans are fluid, and we thank you for your patience and flexibility. We will continue to provide updates as plans are finalized. While we know that nothing can replace our students coming together and learning with our Center staff, we are going to do everything we can to make sure that our Center Cyclones have a smooth transition into the 2020-2021 school-year.

**#LuckytobeaCyclone**

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