



# Mayfield City Schools

**EVERY STUDENT. EVERY DAY.**

July 15, 2020

Dear MMS Students and Families,

We hope this letter finds all of you safe, 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. We are confident that our Mayfield school community will unite again in the fall to provide the best possible learning experiences for our students.

As always, our goal is to provide a safe and nurturing learning environment for all of our students. As Dr. Kelly shared previously, we are planning to resume in-person school five days a week this fall. There will also be a remote/online school option provided by the district for families who are interested. Parents may choose to have their child enroll in remote learning. This option is a semester-long commitment which ends December 18, 2020. The link to Mayfield Schools Remote Learning Opt-In form is at the end of this letter.

In addition, parents may choose to have their child opt out of transportation. This option is a semester-long commitment which ends December 18, 2020. The link to the Mayfield Schools Transportation Opt-Out form is at the end of this letter.

The purpose of this communication is to inform you of the changes that will be taking place at Mayfield Middle School for the 2020-2021 school year to ensure the safety of our students and staff, while continuing to maintain a high-level, personalized, All-Access instructional experience for those who choose to attend school in-person. Below are some updates regarding safety and instruction, along with our August phase-in plans for those attending school full time in-person in the fall. Additional updates will follow as plans are finalized.

We realize that students (and parents) are anxiously awaiting their team assignments for the upcoming school year. Please know that we are doing our best to get this information to you as soon as possible. However, until we have further information, such as the number of students opting for the remote/online option, we are unable to provide these assignments. We will mail these letters as soon as possible. Please note that supply lists and summer reading assignments are posted on the [summer central page](#) of the Mayfield Schools' website, and those supply lists and summer reading assignments are the same across grade levels, regardless of team assignment.

Please read the below pertinent information regarding the start and end times of our day, safety protocol, and instruction.

### **Start and End Times:**

The start time and end time of the school day at MMS will remain the same. The instructional day will start at 8:00 a.m. and end at 3:05 p.m. However, the time students may arrive in the building and the time they need to depart has been adjusted in order to best keep our students and staff safe. If you are dropping your student off at MMS, please know that the doors will not be opened until 7:45 a.m. Students will not be allowed in the building prior to 7:45 a.m. When students enter the building, they are to report directly to homeroom (lockers will not be used until further notice). We will ask for your patience as you drop students off, as we will also have to control the amount of students entering the building at once.

Dismissal will be staggered to avoid having students congregate in large areas. Students will be dismissed between 3:05 p.m. and 3:15 p.m. If you are picking your student up at the end of the day, information (including a map) will follow as the school year gets closer. All students will need to exit the building by 3:15 p.m., unless they are under the direct supervision of a teacher/staff for an after school activity.

### **Safety Updates:**

The following safety measures will be in place in the fall that correspond to the Ohio K-12 Schools Health and Safety Guidelines, the County Board of Health and the CDC.

### **Vigilantly Assess for Symptoms:**

- 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 or into school. Daily health checks should include taking the student's temperature and assessing for symptoms. *Anyone with symptoms or a temperature above 100.4 degrees must stay home.*
- Any student or staff member displaying symptoms of COVID-19 while at school will be immediately separated 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 local health departments will be contacted and assist with proper notification and decisions 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 directed to wash their hands frequently.

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

- There will be a concentrated effort to disinfect 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.
- Two Clorox Total 360 System Electrostatic Sprayers have been purchased for our school to sanitize large spaces efficiently.

- 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, 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 may 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.
- Movement of students and staff throughout the building during the school day will be minimized as much as possible.

### **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 face coverings when they are in small group instruction, less than 6 feet from each other and transitioning in and out of the classroom.
- Face coverings will be required to be worn by all students while riding on the school bus.
- Visitors will be required to wear face coverings when entering MMS. 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.

### **Instruction:**

- Mayfield teachers will continue to provide personalized, All-Access teaching and learning opportunities for students.
- When students are with their teams for core content, they will be split into two groups. One group will be in a large learning space working on self-directed content while being supported by two or three teachers/staff. The other group will be participating in small group instruction in classrooms (with two or three teachers).
- Explo/Elective classes will continue to be offered, but will be modified in order to reduce the number of students per classroom.
- Our teaming model and schedule at MMS will allow our teachers to continue to collaborate regarding academic and social emotional interventions that can be put into place to meet specific student needs.

- Since the possibility of remote learning is still present due to COVID-19 outbreaks, our staff will continue 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, etc. to communicate and interact throughout the learning process.

**August Phase-In Plan Plans:**

As stated in Dr. Kelly's previous email, the week of August 17-21 will be a Transition Back to School Week. The purpose of this week is to get students and staff back as safely as possible while getting them acclimated to new routines and mandated safety protocols. The phase-in days for MMS students are below:

August 17 - 6th grade **Dream Team ONLY**

August 18 - 6th grade **All Star Team ONLY**

August 19 - 6th grade **Trailblazer Team ONLY**

August 20 - 7th grade teams ONLY

August 21 - 8th grade teams ONLY

**PLEASE NOTE:** Students will attend school for the full day on their assigned day above and will not attend school the other four days of the week. All students will then report to school starting Monday, August 24.

Since our 6th grade students and families are new to the building, on the day listed above there will be a parent component of the orientation. Further details and times will follow. Please note that the previously scheduled 6th grade orientation on August 14th is cancelled as that information will be covered on the days above.

There will be no in-person parent orientation for 7th or 8th grade at this time. Once school starts, please look for information about a virtual parent orientation from your child's team.

The information in this letter is as up to date as possible for today. In this environment of COVID-19, information may change as information regarding COVID-19 changes. We will continue to send updates as plans are finalized. Again, we appreciate your patience and understanding in these unprecedented times. We look forward to having our students safely return to Mayfield Middle School (Our House)!

Sincerely,

Paul Destino, Principal

Jackie McLaughlin, Assistant Principal

Daniel Sheppard, Assistant Principal

***\*\*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>