



Gates Mills Elementary School
7639 Colvin Road, Gates Mills, Ohio 44040

August 5th, 2020

Hello Gates Mills Families,

We continue to work hard to finalize our plans for remote learning. Our remote instruction in the Spring was an emergency situation, which left us little time to prepare. We have developed a comprehensive plan and schedule to assess, deliver instruction, interventions, and enrichment to our students in a remote environment. Please see below our daily instructional schedule, during our parent orientations you will have the opportunity to learn more about how you can support your child while learning from home:

Mayfield Elementary Remote Learning Schedule	
8:30-9:00am	Morning Meeting Whole class Attendance Greeting, sharing, group activity, and morning message Set and discuss goals
9:00-11:00am	Morning Instructional Block Whole Group Lessons Small Group Lessons Individual and shared learning assignments Intervention and enrichment Personalized learning and practice - Lexia, Dreambox, Happy Numbers
11:00-12:00pm	Lunch and Movement Break Teachers will schedule lunch bunches with small groups of students

	each day to check-in
12:00-1:50pm	<p style="text-align: center;">Afternoon Instructional Block</p> <ul style="list-style-type: none"> Whole Group Lessons Small Group Lessons Individual and shared learning assignments Intervention and enrichment Personalized learning and practice - Lexia, Dreambox, Happy Numbers
1:50-2:10pm	<p style="text-align: center;">Closing Circle</p> <ul style="list-style-type: none"> Whole class Wrap up and reflect on the day Check-in on goals Discuss future learning

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

Device Information:

- 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
- Devices for students in Grades 2nd-5th will be distributed August 10th-14th from 9:30 a.m. - 1:30 p.m. during curbside pickup at the front loop of Mayfield High School.
 - 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
 - Monday, August 17th - all Kdg & 1st grade students who need devices

Before receiving your device, two things must be completed:

- 1) IT 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 through the parent portal 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.

Food Service Request Process:

For the 20-21 school year Mayfield Schools will be utilizing the School Store within Infinite Campus to make your lunch requests. The meal(s) will be requested and you will not be charged to your Food Services account until the meal is delivered.

[School Store Information Video](#)

[School Store Information Document](#)

- The Infinite Campus School Store will allow parents/students to request meals via the parent and student apps.
- When learning remotely meals will be delivered to the home or a community drop-off location. *If home delivery is not desired due to students being at a sitter's home, meals can be picked up on delivery days (Monday's, Tuesday's and Thursday's) at Mayfield High School or Mayfield Middle School.*
- When learning is in person (in the school buildings), meals will be delivered to students in the building or a central location within the building.

- Families participating in the Free and Reduced Meal Program will also need to request a meal through the School Store in both the remote and in person learning models. The Food Services account will be charged appropriately upon delivery.
- At a glance menu will be provided on the district website during in person learning.
<https://mayfieldfoodservice.com/index.php?sid=1561050133104&page=menus>
- Meals must be requested 48 hours prior to delivery. PLEASE ORDER for 1st delivery by noon Thursday, August 13th.
- Meals can be requested up to a week in advance.
- When learning remotely, meals will be able to be requested for Monday, Tuesday/Wednesday, and Thursday/ Friday. One meal will be provided on Monday. Two meals will be provided on Tuesday's (Tuesday and Wednesday) and Thursday's (Thursday and Friday)

Delivery/Pick-up Day	Monday	Tuesday	Thursday
Lunch Requested	Monday	Tuesday/Wednesday	Thursday/Friday

- When learning in-person meals will be able to be requested for each day of the week.
- The menu and delivery process might be altered as the conditions change during this unprecedented time.

Phase-in, Orientation and Start of School Schedule:

Parents will have the opportunity to schedule a time with your child's teacher to meet and learn about remote instruction. Your child's teacher will reach out to schedule these meetings, we request that students attend as well.

1st-5th Grade Phase-In and Parent Orientation Schedule				
	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-2:10pm	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 grades 1st-5th***

Week #1: Kindergarten Parent Orientation Schedule				
	Tuesday, August 18th	Wednesday, August 19th	Thursday, August 20th	Friday, August 21st
8:30-2:10pm	Individual meetings scheduled with students and parents. You will have the option to meet in person or online via Zoom.			

Week #2: Kindergarten Phase-In Schedule				
	Monday, August 24th	Tuesday, August 25th	Wednesday, August 26th	Thursday, August 27th
8:30-2:10pm	Full day of remote instruction for students with last names A-F only	Full day of remote instruction for students with last names G-N only	Full day of remote instruction for students with last names O-Z only	First full day of remote instruction for all Kindergarten students

While we know that nothing can replace our students coming together and learning with our Gates Mills staff, we are going to do everything we can to make sure that our students are successful. Kindergarten families will receive another communication with more detailed information about plans to meet our little Foxes.

#GatesSmallButMighty!

Laurel Ravida, Principal

lravida@mayfieldschools.org