

Mayfield City
EVERY STUDENT. EVERY DAY.

School Handbook

Lander Elementary School

Welcome

Attend

Arriv/Dism

Instruct

Breakfast/
Lunch

COVID-19

Technology

Welcome to Lander

A comprehensive list of all return to school safety measures can be found in our [MAYFIELD SCHOOLS RETURN TO LEARN GUIDE](#)



Welcome

Lander Elementary School
1714 Lander Road
Mayfield Heights, Ohio 44124
Main Office/Attend: (440)995-7350



Principal - Felecia Evans
fevans@mayfieldschools.org
(440) 995-7360

Assistant Principal - Jalen Brown
jbrown@mayfieldschools.org
(440) 995-7369

School Counselor - Rebecca Schmidt
rschmidt@mayfieldschools.org
(440) 995-7370

School Secretary - Andrea Dobbins
adobbins@mayfieldschools.org
(440) 995-7350

School Secretary - Bonnie Varanese
bvaranese@mayfieldschools.org
(440) 995-7351

School Health Care Paraprofessional - Kathy Schmidt
kschmidt@mayfieldschools.org
(440) 995-7353

District Nurse - Carol Inniss
cinniss@mayfieldschools.org



Our District Calendar has gone digital! Our District Calendar will be automatically updated as dates and events are changed. You can access the District Calendar via this link:
[Mayfield City Schools District Calendar](#)

LANDER ELEMENTARY

CONNECT WITH US



[facebook.com/landerschool](https://www.facebook.com/landerschool)



[@LanderElem](https://twitter.com/LanderElem)



[@landerelementaryschool](https://www.instagram.com/landerelementaryschool)

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School Hours

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 care will be from 7:00-8:30am and after care will be from 1:30-6:00pm.

[Click here for the information about Champions Before/ After Care Program](#)

Lander School After School Care

School Based Care-independent company that is available on site at Lander

- **Champions** - (216) 459-5703, www.discoverchampions.com

Community Care-independent companies that provide care outside of Lander

Name	Address	City	Phone	Comments
Lyndhurst KinderCare	5684 Mayfield Road	Lyndhurst	440.442.8067	Provides transportation from Lander.
Play Academy	201 Alpha Park	Highland Hts.	440.460.0600	Provides transportation from Lander.
KinderCare Learning Cntr.	679-H Alpha Drive	Highland Hts.	440.442.3360	Provides transportation from Lander.
KinderCare Learning Cntr.	200 Allen Bradley Dr.	Mayfield Hts.	440.684.0683	Provides transportation from Lander.
Carnival Child Development Cntr.	1690 Lander Rd.	Mayfield Hts.	440.683.4226	Next door to Lander School

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 early should buzz in at the main entrance, and share the student's 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.

Please contact our main office staff by phone or email, and we will be happy to assist you with anything that is needed.

Parent Group

We are a group of Parents and Teachers/Staff working together to support and enhance all student's experience at Lander Elementary. This is done through fundraising and fun activities throughout the school year.

President: Danielle Mehling dmehling613@gmail.com

1st VP Fall Fundraiser: Christine Killilea & Jen Hoyle
christine.killilea@gmail.com
jenhoyle8@gmail.com

2nd VP Book Fair: Danielle Mehling & Christine Jones
cegdoodles@yahoo.com

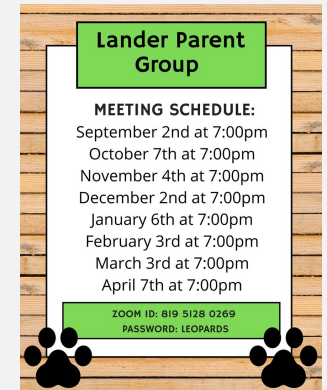
3rd VP Room Parent: Lydia Ford & Jen Hoyle
fordl6@ccf.org

Secretary: Kara Reigle kreigle37@gmail.com

Treasurer: Christine Killilea christine.killilea@gmail.com

Membership & Directory: Lyndsey Sarris lyndseys06@att.net

Website: <http://www.mayfieldschools.org/ParentTeacherGroup.aspx>
 Membership Form: [2020-2021 PTG Membership Form](#)



Attendance

Attendance is taken daily during morning meeting and throughout the school day for students who are learning in-person and students that are learning remotely.

If your child will not be participating in instruction, there are two ways to report your child's absence:

- 1) Call our Main Office - leave a message 24 hours a day (440)995-7350.
- 2) Input the absence using the Infinite Campus app, [instructions here](#).

If you have an extended absence planned, please [use this form](#) and submit it to Mrs. Dobbins.

Arrival Procedures 8:30-8:50 am

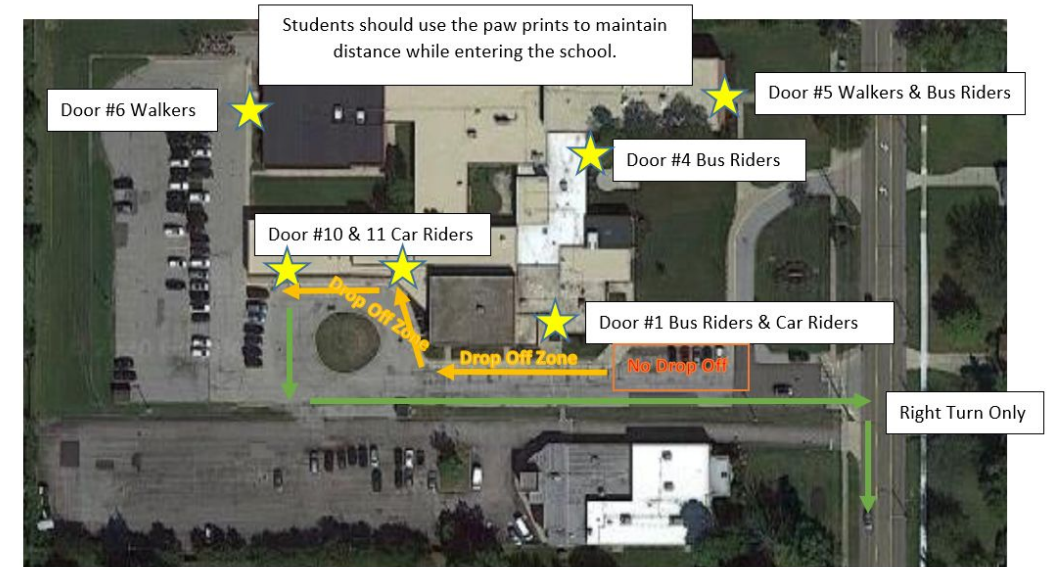
We will be practicing physical distancing during our morning arrival. We are asking that all students use the paw prints painted on the sidewalk to distance themselves and create an orderly entrance into the school building.

Walkers - enter through doors #5 and #6

Bus Riders - enter through doors #1 and #4

Car Riders - please follow the directions provided and enter through doors #1, #10, and #11

Students arriving after 9:00am must enter through the main entrance door #1 and proceed into the main office.



Directions for Morning Car Rider Drop off

**To ensure the safety of everyone, please follow these instructions to drop your child off in the morning.*

1. Enter the main drive way and pull as far up as possible in the yellow "Drop Off Zone" before allowing children to exit your vehicle. Children may enter through door #1, #10, or #11. 6 feet should be maintained between children as they enter the building.
2. All children must exit from the passenger side of the car. Children SHOULD NOT be exiting the driver's side of the vehicle for the safety of the children.
3. Drivers should remain in the car at all times. If your child needs assistance and you must exit your vehicle, you are asked to please pull into the parking lot and park before exiting. The drop off zone is a NO PARKING ZONE.
4. Anyone who needs to walk into the building should park their car and use the crosswalk. Cars are expected to yield to pedestrian traffic in cross walks.
5. When exiting the parking lot cars must turn RIGHT onto Lander Road.
6. Most importantly, please remain patient! Do not pass vehicles in the "Drop Off Zone" while students are exiting vehicles. *The safety of our students and families are the highest concern to us.*

[Arrival Directions Clickable Link](#)

Dismissal Process 1:30-2:00 pm

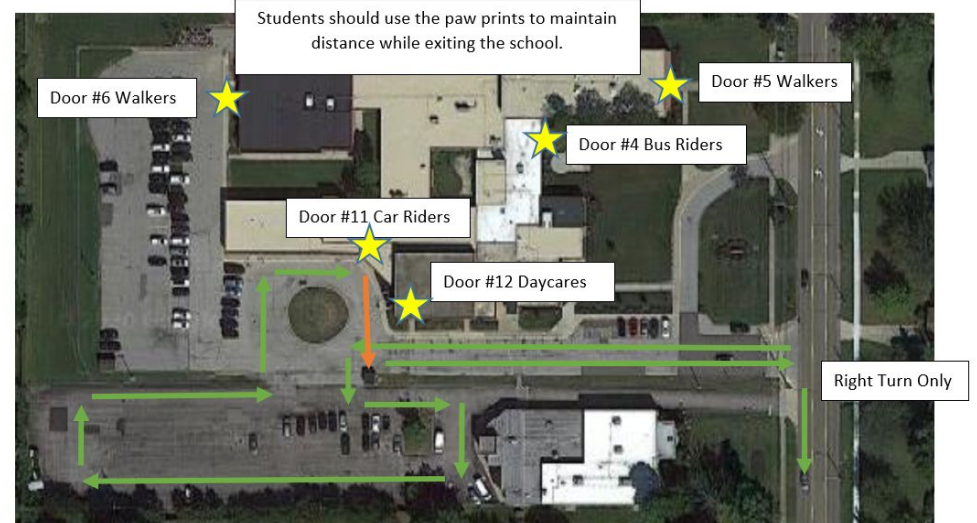
We will be practicing physical distancing during our dismissal process, students will remain in their classrooms as busses and cars arrive.

1:30 - Car Riders - dismissal will begin at 1:30 for our Car riders, please follow the directions provided.

1:40 - Walkers - dismissal for walkers will begin at 1:40pm, through Doors #5 & #6, please maintain physical distancing using the paw prints provided as you are waiting outside for your child.

1:50 - Bus Riders - dismissal for busses will begin at 1:50 pm as busses arrive, students should maintain physical distancing while waiting to load the bus.

Lander Elementary Afternoon Dismissal Information



Directions for Afternoon Car Rider Pick-Up:

- 1) Drivers must enter through the Lander driveway. Drivers will form a single line that will wrap around the Temple parking lot.
- 2) Pick up will be organized by staff members at door #11. After picking up their children, drivers will then exit using the Lander driveway onto Lander Road. *This is a right turn only, left turns are restricted during the afternoon dismissal time. Busses have right of way.*
- 3) Student dismissal will begin at 1:30pm and all students must be dismissed by 2:00p.m.
- 4) Please use the sign below to display in your front dashboard so we can easily identify the children you are picking up.
- 5) Please remain in your car at all time and refrain from using a cell while in the pick-up circle.
- 6) If you would like to speak to a staff member, please wear a mask.
- 7) Teach your child how to buckle themselves into their seat and we ask that your children enter your vehicle through the driver side rear door for safety reasons.

[Clickable link for Car Rider Pick Up instructions and Printable Sign to Display on Dashboard](#)

Dismissal Information

- Any changes in transportation require a written note or a phone call to the office.
- Any same day changes to the way that your child is going home must be given to the office by 1:00pm to allow time for communication.
- Please do not email changes to teachers, they may not receive this information in time for the change.

Bus Transportation Info

Bus routes have been updated on the website, please utilize this website to determine your child's bus route and time:

[Transportation Department Website](#)



**All Kindergarten students must be met by an adult at the bus stop.*

Instruction

Instructional Schedule for all students:

8:30-8:50 Arrival for In Person Students/Independent Work Time

8:50-9:20 Morning Meeting all students

9:20-1:30 Instructional Block/Lunch & Recess Break/Instructional Block/Closing Circle

1:30-2:00 Dismissal for In Person Students/Independent Work Time

As we transition to both in-person and remote learning we remain committed to engaging students in quality instructional experiences. At this time, we are planning on the majority of students remaining with their current classroom teacher regardless of the decision to learn in-person or remotely. We are confident in our teachers' ability to support both populations of students and think that it is in the best interest of students to maintain their current relationships. We appreciate your patience and ongoing support as our teachers continue to develop their instruction. We are using the workshop and flipped classroom model. In this model, students will have time dedicated for live (synchronous) instruction and independent work, offline (asynchronous) instruction. Students will continue to follow a schedule, attend morning meetings, work on assignments, and regularly meet with the teacher.

Instruction

- Mayfield teachers will continue to provide personalized, All-Access teaching and learning opportunities for all students that promote and celebrate growth.
- Brain breaks will be built into the school day. Brain breaks may include physical activity, calming activities, social time, or creative activities to help students reset and recharge, as needed.
- We understand that there may be gaps in learning due to our unexpected 4th quarter of remote instruction last school year. 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 areas)

- A team approach will be used to collaborate about academic interventions that can be put into place to meet specific student needs. The student's parent/guardians, teaching staff, and administrators will work together as needed to develop personalized plans for academic support.

- Virtual classrooms are set up and utilized to house resources, assignments, and feedback. Online tools such as Schoology, Zoom, Seesaw, etc. are used to communicate and interact throughout the learning process.

- All students in grades K-5 will have their own device.

Social Emotional Supports

With the many changes taking place in our school and our society right now, we understand that students will need support socially and emotionally as they transition into this new environment. The following supports will be in place to help students adjust to our school year.

- A Morning Meeting will be held in each learning space at the start of the day. These engaging, collaborative, interactive meetings will aim to establish a culture that is responsive to student needs, provide structure, and incorporate social/emotional needs with academics.

- We will continue to use a team approach as necessary to collaborate about social/emotional interventions that can be put into place to meet specific student needs that arise. The student's parent/guardians, classroom teachers, our School Counselor, and administrators will work together as needed to develop personalized plans for social/emotional support.

School Counselor: Rebecca Schmidt

rschmidt@mayfieldschools.org

(440) 995-7370

Mrs. Schmidt, our school counselor has put together a website with lots of great resources for families.

<https://mrsschmidtswebsite.weebly.com/>

Breakfast and Lunch

- Specific classrooms may need to be nut free due to students with allergies in the classroom. Your child's teacher will alert you if the classroom needs to be nut free.
- Students will be eating both breakfast and lunch in the classroom. Lunch may occur outside if the weather permits. Your child's teacher may ask you to send in a beach towel with your child so lunch can be eaten outside.
- Breakfast and lunch must be ordered in advance and will be delivered to your child's classroom, see ordering information on the next page.

Breakfast and Lunch are being provided free of charge until December for all students due to a grant!! Just order online using the directions below:

Meal Information for Remote and In-Person Students

Fall Lunch Menu

Free/Reduced Lunch Application

(please complete before grant ends)

COVID-19 Safety

District Return to Learn Guide

Assessment and Protocol for Symptoms:

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.

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.

COVID-19 Safety

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

- 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: certain classrooms may need to prohibit nut or other food allergens from the classroom.** 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. Placement of furniture is also being assessed, and all 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.

COVID-19 Safety

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.
- 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 face coverings while visiting any campus in the Mayfield City School District. 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.



COVID-19 Reporting

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 to report a confirmed COVID 19 test. Please see the information on the adjacent page.

[Mayfield City Schools Coronavirus Website](#)

COVID-19 REPORTING



Mayfield City Schools
EVERY STUDENT. EVERY DAY.

To Report a confirmed case of COVID-19 in your household:

 **Hotline:** 440-995-6886

 **Email:** covidreporting@mayfieldschools.org

 **District Website:** <http://www.mayfieldschools.org/CoronaVirusInformation.aspx>

We are asking families to notify us:

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

#MayfieldTogether

Technology

Need immediate assistance with issues with logging in or connecting to websites and resources?

Email or call our Assistant Principal Jalen Brown
(440) 995-7369

jbrown@mayfieldschools.org

Would you like to learn more about how to support your child with blended and remote learning, email Jennifer Hancock our District Technology Coach

Techcoach@mayfieldschools.org

Need your child's Google Login reset? Email Mrs. D'Alessandro CDalessandro@mayfieldschools.org

We have also set up a website for parents with all of our technology resources for you to learn, explore and troubleshoot:

<https://sites.google.com/mayfieldschools.org/mayfield-city-schools-remote-l/home>

Questions regarding Infinite Campus can be directed to ichelp@mayfieldschools.org

Questions regarding Google Apps For Education accounts can be directed to rmiozzi@mayfieldschools.org

Mayfield Device Info

Kindergarten Students - receive a Samsung Tablet

1st Grade Students - receive an Apple Ipad

2nd-5th Grade Students - receive a Chromebook

Here are some important things to know about receiving your student(s) device:

- In order for a student to pick up his or her Chromebook, a parent/guardian must have completed the Online Annual Update through the Parent Portal prior to the assigned device release date.
- Prior to receiving your chromebook, parent/student must have completed the device release agreement thru DocuSign.

Information and Data Privacy:

- As a district, we strive to be transparent in how we handle and manage your data, share what processes are in place to protect student/educator data, and provide resources for how you can protect your own data at home.
- With the implementation of G Suite for Education (Google Accounts), the district relies on Google's commitment to products that help protect student and teacher privacy. G Suite for Education provides a distinct Privacy and Security agreement that differs from personal Google accounts. For more information, click on the resources provided below.

Resources:

[G Suite for Education Privacy and Security Center](#)

[Children's Internet Protection Act \(CIPA\)](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Children's Online Privacy Protection Act \(COPPA\)](#)

Thank you!

