



Mayfield City Schools
EVERY STUDENT. EVERY DAY.

Mayfield High School • 6116 Wilson Mills Road • Mayfield Village, OH 44143

**Mayfield High School Staff COVID
Student/Parent Information
Return to School 2020-2021 School
Year**

Please see the district [Return to Learn 2020](#) document for district level information



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Hello Mayfield High School Students, Parents, and Families,

We hope that all of you are safe and healthy! As indicated in Dr. Kelly's [email](#) last week, we will be returning to in person learning with a remote learning option. Returning to in person school will be a three week phase in, starting on September 21, the phase-in schedule is as follows:

- September 21st and 22nd: 9th grade students return to in person learning. All students will be following a modified bell schedule. (See [Bell Schedule for grades 9-12 on Sept. 21 & 22](#))
- October 5 - Grades 10,11, and 12 return to in person learning

As of 4pm on September 15th, parents should have taken one of the following actions to let the district know your choice of learning options:

- If you chose in person learning in July and still plan to return in person, ***no action was needed.***
- If you chose in person learning in July but wanted to change to the remote option, you should have taken a survey updating your choice.
- If you are uncertain about your choice and/or want to confirm in person or remote learning, please contact your child's school counselor @ 440-995-6820.

We are excited to start seeing students back at Mayfield High School starting September 21. In order to facilitate this return and make the transition as smooth as possible, we have updated the Student/Parent Information that was originally sent home in July. This student/parent guide is not intended to be exhaustive and answer every question in every situation, but instead to have enough information to make students and families comfortable returning to in person learning with a remote learning option.

As a continued reminder, daily attendance will be taken in each class period (for both in person learning and remote learning). If your student is unable to attend school (in person or remote) for all or part of a day, a parent/guardian must call the attendance line (440.995.6915) or use the Infinite Campus parent portal to report the student's absence to the school. If a parent/guardian does not call their student in, they will be marked absent.



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TABLE OF CONTENTS

[Arrival, Dismissal, and Transportation:](#)

[Chromebooks:](#)

[Classroom Guidelines/Routines](#)

[Covid 19 Anonymous Reporting Hotline](#)

[Digital Hall Pass Procedure](#)

[Excel Tecc Information](#)

[Infinite Campus](#)

[Face Coverings](#)

[Food Service/Lunch Procedures](#)

[Frequently Asked Questions](#)

[Lockers](#)

[Passing Time/Hallways](#)

[Parking Passes](#)

[Release Time Procedures](#)

[Remote Classes](#)

[Self-Assessment and Hygiene Procedures](#)

[Schology](#)

[Visitor Policy/Deliveries](#)



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Arrival, Dismissal, and Transportation:

Bus schedules are available here:

[Apartment Bus Number Pick-up Times](#),

[Morning Bus Schedule](#),

[PM Departure Schedule](#)

Morning arrival will be staggered by method of transportation. Students arriving via **bus** may enter the building beginning at **7:00 a.m.** Students with **independent transportation** (walk, bike, and/or drive) may enter the building beginning at **7:45 a.m.** Students may stop at their locker, if needed, then must report directly to their first class. Students are not permitted to congregate in hallways or commons areas upon arrival.

Dismissal will be staggered by even and odd number classrooms on a rotating schedule. When dismissed, students may report to their lockers before exiting the building. All students, not under the direct supervision of a staff member, must vacate the building by 3:10.

Chromebooks:

What if my student's Chromebook is malfunctioning?

- a. [Fill out the Chromebook Repair Form](#)
- b. A prepaid envelope will be sent to your house. Mail the Chromebook in and it will be repaired and returned within 5-7 business days.
- c. Loaner chromebooks are available during the repair period. Contact Mrs. Kraft in the guidance office at lkraft@mayfieldschools.org for assistance with this process.

Classroom Guidelines/Routines

- Students are encouraged to sanitize their hands upon entry into their classroom and upon exiting the classroom
- Each classroom is equipped with a wall mounted hand sanitizing station
- Masks must be worn at all times covering the mouth and nose
- Students may be granted a mask break. Upon approval, the individual may step into the hallway for a brief mask break.
- Student desks will be sanitized before each class period
- Students will be required to sit in an assigned seat



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Covid 19 Anonymous Reporting Hotline

COVID 19 Reporting number: 440-995-6886

email: covidreporting@mayfieldschools.org

Pursuant to the Ohio Department of Health Director's Order that went into effect on 9/8/2020, we have established a reporting mechanism for you (parents/guardians) to notify us (the district) if your child tests positive for COVID-19. Parents or Guardians only need to select one of the reporting mechanisms to report the confirmed case.

- A positive COVID-19 test/case
- Your child has been ordered to quarantine by a health department or your primary healthcare provider
- You should only report on the above for those students residing in your household

If you contact the High School directly, please share the following information

- Student's
- name
- Date of birth
- Address
- Email and phone number for parents
- Date of confirmed test or dates of quarantine (last day of quarantine needed)

Digital Hall Pass Procedure

- Hall Passes are digital this year. [Please use this form](#). One student is allowed to leave the classroom at a time.
- Students will scan a QR code when given permission to leave the classroom

Face Coverings

Masks must be worn at all times covering both the mouth and the nose while on school grounds



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Excel Tecc Information

- Beginning on Monday, September 21, 2020, all students enrolled in the Cosmetology program are required to attend during their normal program time in person, five days per week. Beginning on Monday, October 5, 2020 all remaining Excel TECC programs housed at Mayfield will return to in person learning, 5 days per week. This applies to Information Technology Programming, Interactive Media, CADD, Medical Technologies, Fire & EMS Training Academy, CBI, and Environmental Education. **Please note that there is not a remote option for any Excel TECC program once they return to in-person learning.** However, a student may choose to continue to be remote for the academic part of their day at their home school. Please continue to monitor our website and twitter page for updated information.
- Program times and information: [CLICK HERE](#)

Food Service/Lunch Procedures

Food deliveries to campus are not permitted.

Please view these videos to help you with our new food ordering process

[USDA Free School Meals](#)

[School Store Information Video](#)

[School Store Information Document](#)

Meal assistance will be available to all students whether in-person or remote. The USDA recently released a statement regarding free meals for ALL students through December 2020. Remote students can pick up their meals at Mayfield High School (details below). Please note, deliveries to households will no longer be available after the September 18th delivery.

All Meals must be pre-ordered:

- To pre-order meals, please go to the School Store within Infinite Campus to make your meal requests.
- The pre-ordered meal(s) will *not* be charged to your student's food account.
- Only one order per meal per student is allowed.



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- 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 the High School
- 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).

For Remote students, *meals can be picked up Monday- Friday between 10am - Noon at Mayfield High School, 6116 Wilson Mills Road (440-995-6880) by door #22 or Mayfield Middle School, 1123 S.O.M. Center Road (440-995-7831) by the main side entrance. Please do not enter the building for pick up.* Call upon your arrival and Food Service personnel, wearing appropriate personal protective equipment, will deliver the meal(s) out to your car.

For more information, please visit our [food service website](#). You will be able to view menus, pre-payment options, and apply for meal benefits.

Lockers

Students will be issued lockers to store outerwear and other personal items. Students will be able to access lockers upon arrival and dismissal only. Students will carry materials to class throughout the day, using a backpack. Students may bring their school issued lock from last year or receive a new lock, if needed, during the first week of school. Locks will be distributed in the cafeteria during class change or before and after school. Wildcat Focus Mentos will assist our freshmen with their locks and locker assignments on September 21st and 22nd. All students will be able to view their locker assignments through the infinite campus app.

Passing Time/Hallways

[MHS Hallways Directional Map](#)

Student traffic flow will be routed through our hallways to minimize cross traffic during transitions. The majority of hallways and stairwells have been rerouted and designated for one-way student traffic. Signage has been placed on the floors and/or walls to guide students as they learn their way around the building. Passing time has been extended to 8 minutes between classes to allow for new traffic patterns. Students should report directly to class during transition times, maintaining awareness and respect of their space and social distancing with others.



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Parking Passes

Parking passes will be provided to students at no cost this year. Students will register for parking passes using a Google form and parking passes will be distributed in the cafeteria during class change and before and after school during the week of October 5th. More information and directions will be shared via email.

Release Time Procedures

Release time means that students only need to attend MHS when they have academic classes scheduled. They are then permitted to leave campus during non-instructional times (lunch, study hall periods). Release time also includes courses that will remain remote for the semester (art, music, cooking, and physical education). If you do not wish to participate in this program, students will be assigned to a supervised study hall.

Students who have permission for release time must leave campus or report to study hall during the 8 minute passing time before the beginning of the period. Once a period begins, students will not be permitted to re-enter the building or leave the cafeteria until the next 8 minute passing time. Students will be able to re-enter the building using doors 1, 2, or 3 (9/10 side, main doors, and 11/12 side). If a student has not entered the building before the period begins, they must buzz in at the main entrance and then report directly to class.

Remote Classes

Art, Band, Choir, Physical Education, Cooking. Students in these courses will have release time or report to the cafeteria for a supervised study hall. The courses will be structured in a way that will allow time for students to travel home and back to school. Teachers have the ability to schedule individual and small group meetings with students. The teacher will communicate with the student and family in a timely manner to schedule these meetings.

Self-Assessment and Hygiene Procedures

Students are expected to conduct a self-assessment before reporting to school. Once at school, students will have access to hand sanitizing stations at the entry doors and hand sanitizer throughout the building. Sanitizing spray and towels will be provided in each classroom for students to clean their work space upon entry and exit.



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Schoology

- Schoology will serve as our learning management system that is used by all students.
- Courses will be structured to support synchronous and asynchronous learning.
- Assignments and grades will be posted in Schoology.

Visitor Policy/Deliveries

We recognize and appreciate all that our volunteers and visitors do to help our schools. To protect our students and staff and for the safety of all, we are, at this time, restricting all volunteers and visitors to our buildings. If a meeting is needed, we are asking that those meetings be held remotely online or over the phone. Deliveries from home are restricted to medically necessary items only.

Frequently Asked Questions

Do you have lots of questions? How do I reach the child's school counselor? How do I get help if my child's Chromebook is not functioning properly? How can I access Infinite Campus to check grades? [CLICK HERE to visit the MHS 2020 Quick Reference Guide for Students and Parents.](#) It is a valuable resource that can help answer many of the frequently asked questions we receive from students and parents.