

January 6, 2021

Dear Adrian Parents/Guardians,

I hope this communication finds you well and safe. It has certainly been a challenging time. We, as educators, have much gratitude for the many parents and guardians who have worked hard and adjusted their lives to make teaching and learning the best it can be, given the circumstances. Your flexibility and patience are greatly appreciated as we adapt and adjust to the conditions caused by the pandemic.

As you know, the school district reviews national, state, county and local COVID-19 trend data weekly. In addition, the district is in contact with medical experts, healthcare professionals and board of health officials about the trend data and what it means. The district's Responsible Restart Plan indicates that we would enact a plan to return to school with a remote option.

As we prepare for the return of our students to school, I would like to share some key factors guiding the district's decisions.

- Honoring the original parent declaration from July for the first semester
- A remote option for those families not comfortable returning to in-person learning
- Maintaining six feet of social distancing in classrooms
- As much as possible, maintaining a schedule similar to the current remote learning schedule
- School-based students can return four days a week
- Consideration of the school-based schedule start and end times for school day presented in the "Responsible Restart Plan"

Here is the plan for students' safe return to Adrian and for those continuing to learn remotely.

### **ADRIAN ELEMENTARY SCHOOL DAY SCHEDULE**

- 8:10 a.m. Doors open for students to enter. Students arriving in cars **MUST** have their temperatures taken before exiting their vehicle. Once cleared, students will wear their masks, maintain social distancing, enter the building, sanitize their hands, receive their breakfast bag, and proceed to class.
- 8:25 a.m. School day begins with Morning Announcements and Morning Meeting
- 8:45-11 a.m. Language Arts block
- 11 – 12:15 Lunches
- 11:45–2 p.m. Math block
- 2:00 p.m. Student dismissal

### **MEAL PRICES**

Breakfast and lunch are free to our students!

## **STUDENT CALL OFF**

For the safety of our students, parents must call the school office (216) 691-2170 in the morning if their child will be absent. Also, please make sure all contact information is updated and accurate. If students become sick at school, we need to contact a parent or caregiver to get the student home as soon as possible for their own well-being and the safety of others.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Arrival and dismissal procedures are designed to keep all of our students and staff safe and to help the flow of traffic during dismissal time run faster and smoother. Families with multiple children in the school may drop off and pick up ALL their children at the location of the YOUNGEST child.

Students coming to school as car riders will enter the school grounds off Monarch Rd. Drivers are encouraged to slowly proceed through the parking lot. Kindergarten and first grade students are to exit their cars by the Kindergarten doors, while second and third graders are to exit the vehicle by the doors closest to the office. Signs are along the curb to help direct you.

Before students are permitted to leave their vehicle a staff member will come to the car to take the students' temperature. Please do not release your child from your care until their temperature is taken and they are cleared to enter the building. This is another safety precaution for all who enter Adrian. Students will wear masks, maintain social distancing, and enter the building no earlier than 8:10 a.m. so please time your arrival at school carefully.

Dismissal will begin at 2:00 p.m. The Kindergarten students will come out their door and the second graders will exit the building through the doors by the office. At 2:10 p.m., first graders will exit the building through the Kindergarten doors, and third graders will exit the doors by the office. Please time your arrival to pick your child up carefully. Also, please listen to staff members who will help direct you. Pull along the curb when directed and wait in your car until your child comes to you.

## **ENTERING THE SCHOOL**

Once students have had their temperature checks and are cleared, they will wear their masks, maintain social distancing, and enter the school. Students will sanitize their hands as they enter Adrian and be handed a breakfast bag. They will continue on to their classroom and place their breakfast on their desk, coat on their chair and keep their book bag and materials next to their desk. We do not share classroom materials with other students. Students will then eat their breakfast at their desk.

## **APPOINTMENTS**

For the safety of everyone, only students and staff are permitted to enter the building. Parents and visitors **MUST** make an appointment before coming into Adrian Elementary.

## **MASKS**

For the safety of everyone at Adrian, masks will be worn as often as possible. If students are walking into the building, taking a restroom break, or moving about in their classrooms, masks **MUST** be worn. We also understand that our students are very young and mask breaks, while maintaining a six-foot distance from others, will be needed.

## **ROOM CONFIGURATION AND SPACING**

Classrooms have been specially constructed to make sure a six-foot distance is between students and allows for the teacher to circulate the room. While lectures work for older students attending class in-person and on-line, Adrian teachers will be teaching students in-person or remotely, but not both. School-based teachers in first, second, and third grade will have two classrooms in order to keep social distancing.

## **STUDENT SCHEDULES**

While every effort will be made to keep students with the teacher they had the first quarter, that will not be possible in all circumstances. Based on the number of students returning to the building and those students who chose to learn remotely, teaching assignments needed to be adjusted to serve the learning needs of our Adrian students. Thank you for your patience and understanding with these changes.

## **INSTRUCTION**

While the classroom teacher is instructing one class, the other class will be supervised by an encore teacher (physical education, music, art, STEM Lab, or Learning Resource). In the second class, students will be doing assignments on the Chrome books, reading, answering comprehension questions, writing, or observing their encore class. When the classroom teacher completes instruction with the first class, the adults will switch rooms and the instruction will continue. Morning instruction will focus on early literacy and reading, while afternoon instruction will focus on math.

## **STUDENT LUNCHES**

Kindergarten	11:00 – 11:30 a.m.
First Grade	11:15 – 11:30 a.m.
Second Grade	11:30 a.m. – Noon
Third Grade	11:45 a.m. – 12:15 p.m.

Like breakfast, lunch will be served in the classrooms so movement throughout the building is kept to a minimum. Teachers will eat lunch with their students. There is no recess, but safe movement breaks, keeping a socially distant six-foot separation from others, will be implemented.

## **REMOTE LEARNING**

I am pleased to announce that remote learning will follow the same schedule as the first nine weeks of instruction and be in-step with those students who will be coming to Adrian for instruction.

8:30 a.m. School day begins with Morning Announcements and Morning Meeting

8:45-11 a.m. Language Arts block

11 – Noon Lunch

Noon –2 p.m. Math block

2:00 p.m. Student dismissal

As always, if you have any questions, please feel free to call me at Adrian at 216-970-6078. Thank you, stay safe, and I look forward to having students return to the building next Monday, Jan. 11.

Mr. Lasky