



Park Elementary School  
2020-21 School Year  
**BUILDING**  
Information and Procedures

Dear Parents & Guardians of Park Students,

Welcome to the New and Different 2020-2021 school year. Preparations are being made to have Park students return to school in a safe and clean environment and we are looking forward to a productive and successful year of learning. The Park staff and I continue to rethink our former procedures and are looking for ways to keep us all safe. We cannot do this alone, and more than ever a true TEAM effort is needed and desired. This year, please **practice PATIENCE** with all staff members as we create New Procedures and Routines to return to school during the COVID Pandemic. Answers to many questions have been provided in the following district resources:

- the [comprehensive Return to Learning 2020-21 Plan](#), which can be accessed via the District's [Return to Learning Resource page](#)
- the [District FAQs document](#)

Following are some **new PARK ELEMENTARY BUILDING procedures** that will be in place for the 2020-2021 school year. **[\*\*NOTE: Teacher assignments will be in IC by the end of this week.\*\*]**

1. Students will enter the building via our two North and South doors facing the blacktop. Parents will not be able to enter our buildings. Using touchless mass

temperature screening technology, temperatures will be taken before students enter the building. So that there are no surprises, PLEASE take your child's temperature before you send them to school. ONLY, healthy staff and students should be in our buildings. If you have any questions please refer them to our school nurse.

**Note: We will not be congregating on the blacktop as we have done in previous years on the first few days of school. Thank you for your understanding.**

2. All students should be wearing masks on the bus and as they exit their vehicle. Parents are strongly encouraged to send their child to school with 1-2 extra masks so their child feels prepared if they need to change their mask in the afternoon or after recess. Remember students will be expected to wear their mask while at school. Short mask breaks will be allowed in the classroom at teacher discretion, and no masks will be worn while actively eating.
3. A gray drop box will be located outside the back door for EMERGENCY drop-off items. We are asking all parents to limit drop-off items and rather send items into school with your children.
4. Our District is attempting to go cashless and lunch money/fees can be paid using our online system.
5. Parents will need to call the office ahead of time for an early needed student pick-up. Your student will be called down to the office and meet you at the back steps. Cars will still need to be parked and an adult will need to meet their child at the door.
6. This year we will be having a secondary clinic at Park. It will have an exit door that leads to the teacher parking lot behind our building. When needed this exit door will be used and the nurse will communicate with you the new procedure if needed.

7. Our nurse, Chelsie Jackson will be sending specific health information out to all families.
8. Since our water fountains will be shut-off PLEASE send in a couple of water bottles with you child(ren) on a daily basis.

### **SCHOOL DAY 9:00 a.m. to 3:30 p.m.**

9:00a.m. school doors open. Please do NOT send students any earlier because there is no supervision. **Social distancing will be encouraged and students should not be on playground equipment prior to entering the building.**

### **TARDY TIMES**

Students arriving **after** 9:11a.m. must report to the office for a tardy pass before going to their classrooms. This practice will assist us in our student attendance accounting.

### **ABSENCES/ATTENDANCE**

If your child is absent, **(this includes VIRTUAL students also)** the school must be notified by calling **440-285-4067** during the first hour of the school day. We also have a 24 hour call off line available. If a call is not received, we will attempt to call you at home, work, or any number you have provided. Please assist us by calling the office. Your valuable assistance will avoid unnecessary concern and phone calling. Also, please **notify us if your child has a communicable disease.** Absence for reasons other than illness, such as babysitting, hurts the child's progress and is not a legitimate excuse for missing school.

### **EARLY RELEASE/APPOINTMENTS FOR STUDENTS**

In order for a student to be released from school early, a written note **including child's full name and teacher** must be provided to the homeroom teacher **in the morning** by the child's parent/legal guardian stating the reason for the request (medical appointment, family emergency, etc.) and the time the child will be picked up. Please keep any school time appointments to a minimum because important instructional time is lost any time a child is gone from school.

## **IMMUNIZATIONS**

State law very clearly requires that each child attending school (in-person or virtually) **MUST** have certain inoculations. In the Chardon Schools, children are enrolled only when proof of these inoculations is presented to the school nurse. Any exception should be discussed by the child's parent or guardian with the building principal or school nurse before registration. If you have any questions please call our school nurse.

## **EMAIL UPDATE---extremely important!**

Please make sure your email address, phone numbers, and addresses are current in **Infinite Campus**. At the start of each school year, we ask all parents to complete a required [Annual Update](#) for each of their students. Park and the Chardon Local School District communicate heavily via email and therefore it is imperative we have the most current information to communicate with parents especially for health and safety reasons.

## **BREAKFAST AND LUNCH**

This year a **Grab-and-Go Breakfast and Lunch** will be available in the cafeteria for those who would like to use this service. All menus can be found [ONLINE](#). A complete lunch is \$2.75. Milk without lunch is \$.50. Limited Ala carte items will be available for purchase.

**NO CASH OR CHECKS WILL BE ACCEPTED in LUNCH LINES.** Payment will be made, in advance, online by parent/guardian via [MySchoolAccount.com](#) to allow for a touchless payment process during this time of COVID precautions. To learn more, including instructions for how to use [MySchoolAccount.com](#), please see our [Food Service page](#). If you are unable to make an online payment, please contact our board office at 440-285-4052 to make advanced payments through the office by check.

## **SCHOOL PARKING**

Parents and visitors are asked to use the visitor's parking lot at the south end of the playground, behind the Chardon Library at all times. **PARKING DIRECTLY BEHIND THE SCHOOL IS DESIGNATED FOR STAFF ONLY.** Cars parking in the fire lanes are

illegal and present a safety concern. **Please do not park in fire lanes. Handicap parking is designated for those vehicles with a handicap permit.**

### **LABELING**

All clothing, supplies, lunch boxes and lunch bags should be plainly marked with the child's name.

### **FEE SCHEDULE**

All school fees should be paid online via your [Infinite Campus Account](#). After logging into the Parent Portal, please click on the Menu tab, select Fees, and then select the student in the upper right-hand corner and proceed. If you are new to the Infinite Campus Parent Portal, please visit the [Instructions Page](#).

1<sup>st</sup>: \$47.93

2<sup>nd</sup>: \$69.05

3<sup>rd</sup>: \$65.33

### **PARK PENCIL POINT NEWSLETTER**

The Park newsletter is sent electronically every week. Please be sure to read it in order to keep up with events and activities at Park. If you would like a hard copy and/or have no access to a computer, please inform your child's teacher or call the Park school office.

### **LATCHKEY**

Latchkey information can be found on the school's website on the [Latchkey Tab](#). If you have any questions, please contact our **Latchkey Director, Ms. Lauri Zampino**, at **440-286-0407, 216-402-8106**, or [lauri.zampino@chardonschools.org](mailto:lauri.zampino@chardonschools.org). While Park students will attend the Latchkey Program on-site at Park Elementary in the morning, Park students will be bussed at the end of the school day to attend the Latchkey Program at Maple (308 Maple Avenue). This P.M. arrangement is the same as occurred last year.

## ARRIVAL/DISMISSAL PROCEDURES

### A.M. PROCEDURES:

School doors will open at 9:00 a.m.. This year student temperatures will be taken using touchless mass temperature screening technology before entering the building when possible. Please understand this is a work in progress and procedures will be adjusted as needed. As usual, bus/car riders will use Goodrich Court. **Parents need to have students ready to hop out of their vehicle and should not get out of their cars. To make drop-off easier and faster parents are encouraged to park on the Square and allow students to walk over to the main building.** This will ensure students are in the building in a timely fashion.

### NEW P.M. PROCEDURES:

Due to COVID, we will **NOT** be asking parents to sign out their students. **Walkers and those NON-BUS riders will be released from our NW door (by swingset) at 3:23 p.m.** A staff member will accompany this group out to the blacktop area. Parents can meet their child(ren) as they walk out of the main building doors. **Students will not be allowed to walk by themselves to the upper parking lot or behind the library. This is a safety issue.** For those parents not walking with their children it will be **parent responsibility** to discuss with their walking students to walk directly home after school. Bus riders and latchkey students will be dismissed at 3:30p.m. and exit our SW doors.

## CHROMEBOOKS

Students will be asked to return their 2019-20 Chromebooks to school on either of their two in-person days the week of August 31. New Chromebooks will be distributed during the week of September 7.

***Also, please do not try to conduct business in the office between the hours of 2:30P.M. and 3:15 P.M. as we are handling dismissal procedures.***

THANK YOU FOR YOUR SUPPORT!!!