



West Park Academy • 12913 Bennington Avenue • Cleveland, Ohio 44135 • (216) 251-5450

August 19, 2020

Dear West Park Academy Families and Students,

It's been over five months since we've last been in school, but that time is quickly running out. Our first day of school is Tuesday, September 8th. The staff at West Park have been together since early August getting themselves and the school ready to begin teaching and learning again! We can hardly wait.

As you may already know, we are offering three choices for the families at this time. Until we are directed by the Governor or Department of Health, we will continue to provide the following options – **Traditional** (all five days in school each week), **Virtual** (all five days at home each week), and **Hybrid** (students will attend schools two days/week and learn from home for three days). If you have selected the Hybrid model, then attendance in school is as follows – Monday and Tuesday – K-4 hybrid students; Thursday and Friday – 5-8 hybrid students. Only students who are in the traditional option will attend each day.

If you haven't selected your modality yet, please call the school ASAP and let us know. We've been trying to reach all of our families throughout the summer, but some of our contacts are out of date. If you desire traditional or hybrid, please note that we only have a few spots left due to the social distance and limited occupancy regulations. In fact, some classes are full and cannot take any more students. If any class of traditional or hybrid becomes full, your student will be automatically placed in the virtual class.

West Park is committed to helping out our families as much as we possibly can. We will loan a Chrome Book and charger to all of our virtual and hybrid students. When picking up the Chrome Book an agreement must be filled out and signed by the parent/guardian.

School Supply Drive and Chrome Book Pick-up

On **Wednesday, August 26th from 4:30-6:00** we will be passing out many of the school supplies, Chrome Books and information for the year at our School Supply Drive Thru. Since we are unable to have our annual social event where you can pick up these items and meet the teachers, we are going to do it drive-thru style! Beginning at 4:30, families will drive through the parking lot of the school (enter off of Astor Ave – NOT Bennington or W. 130th) and collect various items from the staff including many of the required school supplies, Chrome Books (hybrid and virtual students only), and important school information. There will be a place to pull over (space limited) to fill out some of the forms. Some of the forms are included, so please take time to fill them out now and return on the 26th.

NOTE: Supplies are limited and will be provided on a first come-first serve basis so *get there early!*
We will open the parking lot at 4:30, no earlier!

We are also accepting gently used and new school uniforms that may not fit your children anymore. This is a great help to us during the year anytime a student has a spill, a fall, an accident, or arrives out of

uniform. All sizes, especially sizes for our K-1st grade students are in need. New socks and underwear for those age groups are also appreciated and accepted!

UNIFORMS this year will be strictly enforced. The current policy in the handbook is the only acceptable dress code allowed. However, for *next* school year (2021-2022), the following will be enforced. You may begin aligning to it now, but you are not required.

- Tops – Polo only! Solid white or blue – navy blue, light blue or royal blue. No other colors.
 - No button downs, hoodies.
 - Solid blue (no logos/writing) sweatshirts may be worn with polo underneath.
- Pants/shorts/skirts/skort (uniform style only) – Black or Navy blue only
 - No khaki
 - No leggings, jeans/denim, sweatpants, joggers, tights (unless underneath a skirt), or yoga/stretch pants.
- Black or brown belt
- Closed-toe shoes only – preferably tennis or basketball shoes for PE class
 - No flip-flops or sandals

Virtual students are also REQUIRED to be in school dress code. No pajamas, hoodies, head wraps/scarves, or anything not aligned to our dress code items will be permitted.

COVID-19 Policies and Procedures

Our COVID-19 Policies and Procedures align with all local and CDC regulations and will be strictly enforced. It is IMPERATIVE that they are followed, and honest, up-front communication is provided to the school for the sake of the health for all students, staff, and families at home. The following graphic indicates when a student or staff member is allowed back to campus following exposure to COVID, experiencing symptoms (mild or severe), and/or been diagnosed.

<h3>Return to School (students and staff)</h3>		
<ul style="list-style-type: none">• Exposure no symptoms – need one<ul style="list-style-type: none">• Proof of negative test results• Cleared by medical professional in writing• Attest at least 10 days have passed since exposure	<ul style="list-style-type: none">• Exposure w/mild symptoms – need all<ul style="list-style-type: none">• Attest 10 days have passed since symptoms appeared• Attest 24 hours have passed w/o meds• Attest all symptoms are resolved	<ul style="list-style-type: none">• Exposure w/strong symptoms – need all<ul style="list-style-type: none">• Attest 10 days have passed since symptoms appeared• Attest 24 hours have passed w/o fever and meds• Attest all symptoms are resolved

If a student is exposed and/or diagnosed, communication will be provided to all students in the class or the school – depending on the social tracing. A quarantine period for all students and siblings may be required based on the situation.

Policies and Procedures – students and staff

- All staff and students are required to wear a mask, including Kindergarten students
 - Masks may be removed during recess and PE, but placed back on in between activities
 - Brief mask breaks will be provided at various staggered times.



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- All staff and students will be temperature screened. Staff will screen at home and again at the point of entry and students will be screen in the following areas.
 - Parent drop-off: before getting out of the car a staff member will take a student's temperature and ensure a mask is with them.
 - Walkers: Prior to entering the building at a screening location outside.
 - Bus riders and Day Care riders: Prior to stepping out of the vehicle.
- If any staff or student has a temperature or is experiencing symptoms, they will not be permitted to stay.
 - Parents dropping off will be required to take their children home. DO NOT pull away before your child is screened. This will potentially put all other students and staff in harm's way.
 - Students arriving by bus, day care, or walking will be placed in an isolation room and parents will be required to pick up within one hour.
 - Families unable to adhere to this policy risk having the traditional or hybrid model removed, and their child placed in the virtual classroom.
- Quarantining
 - Staff and students who have been exposed with no symptoms or mild symptoms will be required to work/learn from home. It is expected, that unless the symptoms are severe, that the student and staff continue to engage in school and classes daily from home.
- Social distancing
 - All students and staff will be required to social distance at all times. Desks, tables and chairs have been appropriately spaced out.
 - Floor indicators will mark where students will stand when in the hallway or other common area.

Meals and Beverages

- Both breakfast and lunch will be in the classrooms this year due to social distancing requirements
- Weather-permitting, lunch may be outside
- If packing a lunch from home, students will NOT be permitted to use the microwave
- Drinks – All students should bring a CLEAR plastic bottle each day. The drinking fountain is off-limits to students, but bottle can be refilled by their teacher, as needed.

Drop Off and Pick Up Procedures, including locker and cell phone policy

For the sake of everyone's health and safety, everyone must follow these guidelines:

- Drop-Off
 - Enter the church parking lot off of W. 130th or Astor Ave. Do NOT enter off of Bennington.
 - Do NOT drop off in front of the school (bus and day care lane ONLY).
 - Do NOT avoid the screening process by dropping off your child away from campus and having them walk.
 - Form two car lines (where indicated)

- Stop at the screening location
- A staff member will take the child's temperature and inquire about symptoms or exposure.
 - K-2 students will go straight to the modular building, receive their breakfast (if wanted) and will begin their day.
 - 3-8 students will go straight to the main doors of the school, receive their breakfast (if wanted) and will begin their day.
 - NOTE: Lockers will not be used this year. Do not bring items from home other than a backpack and required supplies.
 - Cell Phones must remain OFF and in your child's backpack. They are NOT to be used in school or during school hours.
 - Students may turn in their phone for safe keeping, but the school is NOT responsible for lost, stolen or damaged cell phones/personal devices.
 - If a student is caught using their phone, it will be confiscated, and a parent will be required to pick it up at their earliest convenience.
- As you exit the school's driveway, turn LEFT towards W. 130th only and not into the neighborhood.
- Pick-up and Dismissal
 - Students will be dismissed in groups at 3:30.
 - 1. Bus riders and day care riders
 - 2. Walkers
 - 3. Parent-pick
 - Parent Pick-Ups will follow the same guidelines as drop off.
 - Pull into the parking lot off W. 130th or Astor Ave. – Do NOT enter through Bennington Ave.
 - DO NOT PARK OR GET OUT OF YOUR CAR!
 - Make two lanes and stop at the indicated area.
 - Your child will be brought to your car.
 - Please exercise patience during this process as we need to ensure everyone's safety.
 - Turn LEFT towards W. 130th only and not into the neighborhood.
 - We ask that any family picking up their children DO NOT park elsewhere, especially in front of the school or anywhere on Bennington Ave. for the sake of avoiding the process.
- Early Pick Up
 - If you are picking up your child early due to illness, appointment, or other personal reason you MUST inform the school in advance.
 - You will not be permitted into the school unless granted permission during an emergency.
 - Masks and screening are required
 - Call upon arrival. Your child will then be pulled from class – and no earlier – and escorted to you in the parking lot (not in front of the school). You will then sign your child out.
- Visitation
 - Unfortunately, there will be no visitors allowed in the building this year unless there is an emergency and administration grants permission.
 - Parties and celebrations will not be allowed to include any items made at home. Store bought and pre-packaged ONLY.

Thank you in advance for your support, patience and understanding this year – especially during the first few weeks. It is a year unlike any other. If you have any questions please contact me at 216-251-5450 or at mfjaissle001@acawestpark.com.

Mr. Jaissle