



Albert Einstein Academy of Ohio

Tuition Free, Public Community Schools K-12
Lakewood, North Olmsted, and Strongsville
440-471-4982 / 440-617-6809 fax
www.aeaohio.org

*Donald Bittala, M.Ed.
Principal - North Olmsted Academic Center*

AEA North Olmsted Building Reopening Plans

Greetings North Olmsted Families,

As you have probably read over the weekend, we will be welcoming our students back into the building starting with the Kindergarten through 6th graders on Monday and the 7th through 12th graders on October 29th. Thank you so very much for your patience, adaptability and understanding as we have navigated purely virtual learning, but we now embark on students transitioning back into school, those three skills we have all perfected over the past month will come in handy again. Below you will find our “new normal” for the school year. As a reminder, if you wish to keep your student at home still, that option does exist for students to learn synchronously with their fellow classmates. Please let me know if you have any questions or concerns moving forward.

General Policies in Place for the safety of our students and staff:

Daily Health Assessment Check-In: See the section at the bottom of this document

Water fountains:

- Adult Sized Water Bottles STRONGLY encouraged.
- All fountains will be turned off to avoid students using them throughout the day
 - If a student wishes to fill a water bottle there will be one, frequently cleaned, fountain for use

Visitors/Parents to the building:

- All visitors will be limited to emergencies only.
- Parents will call ahead when unexpectedly picking up a child. Staff will monitor the child meeting their parents to exit.
- Students arriving late will be buzzed into the office and parents will provide a note for the late arrival.
- Meetings with outside sources and parents will be all online with very few exceptions.
- Parents bringing things to school will use the Drop Box by front door and use the intercom.

Virtual learning being synchronous in class:

- Expectations- students joining classes virtually will follow the same schedule as face to face learners.
- Virtual learners will be marked absent if not present for class and follow the same behavior standards as if they were in school while learning.
- Laptop Policy- see the **Chromebooks and Student Devices for Students RETURNING to Campus** below.

Health Aides:

- The district office is working to secure contracted health aides for each campus, office administrative assistants will be available for health clinic issues

Lockers and/or Hooks:

- Lockers or Coat Hooks may be utilized by teachers, using a social distancing procedure for storing or retrieving items. Some classrooms will keep all student items within the classroom for safe keeping.
- Students will not be able to access lockers in-between classes, at the beginning and end of the day.

Cleaning the School:

- Building staff will sanitize high touch areas, restrooms, water fountains, and other surfaces periodically throughout each day.
- Teachers and staff will be cleaning in between class times and at the beginning and end of each day.

Mask Policy:

- Students and staff are required to wear cloth face masks the entire day.
- Students and staff should always have a spare mask for use (accidents happen!)
- Teachers will have times during the day that students may unmask when safely distanced. Lunch time will be one of those "mask breaks" if you will.

Color Coded School Quadrants

- **Yellow Zone:** Mixed area (includes gym, main office, art room and math specialist area)
- **Purple Zone:** Elementary School Students only
- **Blue Zone:** Middle School Students only
- **Red Zone:** High School students only

Other Policies in Place for the safety of our students and staff:

Supplies Sharing:

- School supplies will not be shared by students, and if necessary will be sanitized before shared.
- Teachers will let families know what supplies are needed for their classroom
- Parents are asked to only send their children to school with the necessary supplies to avoid the spread of germs

Toys, Snacks, and other items no permitted in school:

- Toys, blankets, stuff animals, dolls, cards, and other items that are not easily sanitized must remain at home
- Snack for snack time should be easily disposable after eating and not require utensils that will need to be washed and stored after use.
- Games, electronic games and music devices are not permitted at this time.
 - **This includes fidget toys and other sensory toys.** If your child needs that accommodation, it will be provided to them

Arrival Procedures

- Students are permitted in the building at 7:30am
 - From 7:30am until 8:10am students will enter through Gym doors
 - From 8:10am onward all students should enter through the main entrance
- A temperature check will be performed on all students entering the building
 - If students don't clear the temperature check station, we will recheck, and then send them to class or call home for the student to be picked up.
- Students demonstrating a temperature or COVID symptoms will be quarantined in the office, safe from other students and staff but with supervision until parents arrive.
- All classes will start at 8:00am

Instructional / Transition Time

- Classes will proceed as normal and will also include a video session with any remote students.
- Each color zone will have a bathroom schedule they use throughout the day, teachers will provide schedules to their students when they return.
 - If there is an urgent bathroom need during class we do have steps to ensure that students can use the facilities
- Transition between classes KG-5th
 - Teachers will assist students to transition from classes to other areas of the school as needed

- Transition between classes 6th-12th
 - Teachers will assist students in new procedures to exit and enter classrooms in an expanded transition time between classes.
 - This time frame will also consist of cleaning surfaces that have been touched from the prior class
- Tri-fold desk shields will be used by each student to help prevent contamination

Lunch

- Expanded the number of lunch periods from 3 to 4 for a smaller amount of students in the cafeteria
- Tables and seats will be cleaned in between each lunch period
- We ask that parents focus on helping students pack materials for lunch that can be thrown away and not carried to and from school to prevent cross contamination of surfaces.

Recess (K-5)

- Students are still required to wear masks during recess
- To ensure safety we will not be using the playground this school year and will help students maintain social distancing during recess
- Teachers working on items to bring for students to have fun while maintaining safety

Dismissal Procedures

- At 2:30pm Kindergarten through 5th grade dismissal begins outside
 - Parents, you can line up your cars and the children will come outside. When you have your child you are free to go.
- At 2:35 - An announcement will be made for all siblings of students in K-5 to come down and leave to their rides
- From 2:37-3:00 - Announcements will be made calling down all remaining students as rides pull into the car line
- At 3:00 - Students still in the building will be taken to the gym to socially distance and wait for their ride.
 - 3:00-3:30 - Clubs take place for all students virtual and in person

Thank you for your patience, adaptability and support as we re-introduce our students to face to face learning.

Sincerely,



Donald Bittala M.Ed.

Pronouns: He/Him/His

Principal - North Olmsted Academic Center

Phone (440)471-4982 Fax (440)617-6809

www.aeahio.org

Daily Health Assessment Check-In:

ALL staff and students must complete a daily health check prior to coming to school. A student or staff member should not come to school or remain at school if they display any of the following:

- Signs or symptoms of a fever in the past 24 hours such as chills, sweat, felt feverish or had a temperature of 100 degrees Fahrenheit or greater
- Cough
- Shortness of breath/ Difficulty breathing
- Sore throat Nasal congestion/Runny nose
- Body aches
- New loss of taste and/or smell
- Diarrhea/Nausea/Vomiting
- Fatigue
- Headache

Chromebooks and Student Devices for Students RETURNING to Campus:

Chromebooks:

If you have borrowed a Chromebook from the school during remote learning, please make sure that it comes back to the school on your child(ren)'s first day back to school with the charger. Each borrowed Chromebook will be kept at the school and charged every evening. Your child(ren)'s name will be on the Chromebook and ONLY the student it is assigned to will be permitted to use it.

Personal Devices:

If your child(ren) has been using a non-AEA device, please make sure that they bring it to school each day, they will be required to bring it back home each day as well. Students using their own devices should charge them overnight to ensure they have enough battery for the school day to be used as needed.

Hotspots:

Please return hotspots to the school in the bag in which they were provided to you. Students back on campus will not need the internet after school hours to complete assignments.

Chromebooks and Student Devices for Students NOT RETURNING to Campus:

Chromebooks:

Students continuing with the online platform will be permitted to keep their AEA issued Chromebooks and Chargers until the first semester is over. Those that elect to continue with online learning into the second semester will keep their Chromebooks for this time as well. Should you no longer need the Chromebook, please contact your principal to drop it off.

Hotspots:

Students continuing with the online platform will be permitted to keep the AEA issued hotspots for the duration of their online learning. Should you no longer require them, please contact your principal to drop it off.

North Olmsted Campus - 26855 Lorain Road North Olmsted, OH 44070

Our Schools continue to grow by referrals from our current families and students. Thank you for recommending AEA.

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