



Hope Academy Northwest • 1441 W 116th Street • Cleveland, Ohio 44102 • (216) 226-6800

August 17, 2020

Dear Northwest Families,

As we are quickly entering a new school year, we will be increasing our communication as to how our daily operations are taking place. Within this letter, four items will be addressed: picking up chrome books for scholars who are virtual and for scholars who are hybrid (which takes place on Tuesday & Wednesday), the manner in which scholars will be entering/exiting the building this year for arrival and dismissal, ACCEL's policy regarding students who display symptoms of COVID-19 and how to schedule an appointment with a teacher, staff member or administrator.

Part 1: Picking Up Chrome books for Virtual and Hybrid Scholars

***If you have multiple scholars in different grade levels, you are more than welcome to pick up the amount of chrome books you need at the same time. Please communicate this to the main office ahead of time so items can be prepared in advance. ***

Grade	Date and Time	Location	Additional Info
Kindergarten /First Grade	Monday, August 24 9am-4pm	NW Main Hallway	Reminder: Please bring the <u>signed</u> chrome book agreement that was sent in the mail
Second/Third Grade	Tuesday, August 25 th 9am-4pm	NW Main Hallway	Reminder: Please bring the <u>signed</u> chrome book agreement that was sent in the mail
Fourth/Fifth Grade	Wednesday, August 26 th 9am-4pm	NW Main Hallway	Reminder: Please bring the <u>signed</u> chrome book agreement that was sent in the mail
Middle School	Thursday, August 27 th 9am-4pm	NW Main Hallway	Reminder: Please bring the <u>signed</u> chrome book agreement that was sent in the mail



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Part 2: Arrival and Dismissal Procedures

- The building does not open till **7:30am** and the two doors that are in use include the cafeteria door for drop off students and the bus doors for bus riders. **The north door will NOT be in use.**

For those who are being dropped off:

- **For students being dropped off, this will only take place in the back parking lot starting at 7:30am. Prior to students getting out of their cars, their temperatures will be checked and masks must be worn. If a students' temperature exceeds 100 degrees, they and their siblings will be informed to return home.**
- After these students have their temperatures checked, they will then receive hand sanitizer and proceed inside the building through the cafeteria door **ONLY**.
- Students will then get their breakfast and head directly to their classroom. They are not permitted to go to the main office or bathroom until they report to their classroom so we can keep in mind social distancing.
- Students will need to follow the directional signals located on the floor and a staff member will be posted within the cafeteria to assist them as to which door to use when going to their classrooms
- Breakfast will officially stop being served in the cafeteria at 8:30, so students who arrive late will eat in the main office

For students taking the bus:

- Prior to entering the building, students will line up and have their temperature checked by one staff member and receive hand sanitizer from another staff member.
 - **During this time, students need to be socially distancing from others and are required to wear masks**
- Once students have their temperatures checked, they will go into the building and collect their breakfasts prior to going to their classrooms.
 - **The floors have directional arrows that must be followed and will be reinforced by all staff members**



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- Students are expected to go directly to their classroom first

Dismissal:

- The main office is closed to all parents as of **2:55pm**
 - Please call ahead of this time in case the manner in which your student is getting home changes so the message can be relayed to staff members and students
- All students on the second floor will use the north door to exit and directed outside
- Students who take the RTA (7th and 8th graders) will be called down at 3pm using the **NORTH DOOR**
- **Walkers** will be called by grade band at **3:05pm** through the PA
 - They will exit out the **BUS DOORS ONLY**
- **Older siblings will NOT be allowed to pick up younger siblings. Instead, they can wait outside for them.**
- **Parent Pickup will take place at 3:10pm. Students will be announced by families to limit the amount of students exiting the building at the same time so social distancing can take place.**

Part 3: Policy for Students who test positive for COVID-19

- Exposure with no symptoms –may not return until **ONE** of the following occur:
 - a.) Provide proof to the main office of a negative COVID-19 test
 - b.) Be cleared in writing by a medical professional or public health agency to return to school
 - c.) Attest that at least ten days have passed since exposure
- Exposure with mild symptoms:
 - a.) Attest that at least 10 days have passed since the first symptoms appeared
 - b.) Attest that at least 24 hours have passed without fever and the use of medication
 - c.) Attest that all symptoms have improved
- **Exposure or diagnosis of COVID-19 with strong symptoms –may not return until ALL of the above mentioned conditions are met, and all symptoms are resolved in writing and provided to the main office**



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Part 4: Scheduling Appointments

- This must occur 24 hours prior to the appointment taking place as we do **NOT** have an open door policy
- Meetings will be handled remotely if possible to keep in mind social distancing
- Meetings will either take after school to accommodate multiple schedules
- Once a request is made, the teacher /staff member or administrator will call to confirm the appointment

Thank you for continually being flexible with our new procedures so that we can ensure the safety of our students, families and staff. As always, if you have questions or concerns, please call the main office at 216-226-6800.

Sincerely,

Mrs. Dykstra

Principal of Northwest Academy