



ALLEN PARK PUBLIC SCHOOLS

an uncompromising commitment to excellence

Arno Elementary School
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Stephen Zielinski, Principal
Cathy Anderson, Secretary

October 16, 2020

Dear Family,

Greetings from the Elementary Schools! We have had a successful few weeks of transition with our Special Education and Y5-2nd Grade students in person. This letter will provide some reminders about existing procedures, as well as some important changes, effective Monday, October 19. One important detail to notice is the dismissal time at the elementary level, which has been changed to 3:00pm to align more closely with the seat time of the secondary schedule. Please note that important changes will be highlighted in the letter below.

We are so grateful for the strong partnership between school and home that is a trademark of the Allen Park community. We are counting on your support and cooperation to ensure that our students return safely to the school buildings while practicing risk mitigation strategies so we can consistently remain in school for in-person learning.

ELEMENTARY RETURN TO IN-PERSON SCHEDULE

- All students in the following schedules will attend in-person instruction Monday, Tuesday, Thursday and Friday with Wednesdays being remote (at home) for deep cleaning
- **Wednesday (HALF DAYS: 8:30am-11:30am) Remote Learning** for ALL students in ALL grades
- **October 19 (FULL DAYS: 8:30am-3:00pm):** In-Person Learning for ALL students in ALL grades

GENERAL INFORMATION

- Please review the [Return to School Roadmap Virtual Binder](#) created by the Wayne County Health Department. This document outlines safety protocols to keep schools safe based on the status of the Coronavirus.
- Procedures related to possible or confirmed COVID-19 cases, reporting, and quarantining are contained in the Virtual Binder link above.
- Families will complete the COVID-19 Screening Tool for Families (p. 9 of the Virtual Binder) every day prior to sending children to school. If you answer "YES" to one or more questions, you MUST keep your child home from school that day and consult your primary care provider.

- Suspected or confirmed COVID-19 cases must be reported immediately to the school office.
- Please report all absences to the school office by 9:00am.
- All students in all grades will be required to wear masks at all times in the school building unless eating or drinking. Please practice mask wearing for extended periods of time in the coming days.
- Please provide a spare mask in a plastic bag in your child's backpack. We will have extra masks available if needed. Mask lanyards will be provided for students.
- **Masks should:**
 - Have two or more layers of washable, breathable fabric
 - Completely cover your nose and mouth
 - Fit snugly against the sides of your face without gaps
 - Gaiter masks: Evaluation is ongoing, but effectiveness is unknown at this time. Single-layer gaiter masks are not recommended by the CDC.
- Current spacing between desks in classrooms ranges from 18" to 36". Students will not be 6 feet apart in any classroom.
- Students will remain in their desk area for most of the day. There will be little movement around the classroom or to other parts of the building to reduce close contact wherever possible.
- If you have a district-owned Chromebook at home right now, it should come back to school with your child on the first day. Please make sure the charger is included.
- Those who do not currently have a district-issued Chromebook will be issued one when they return in-person.
- Every day, Chromebooks and chargers will go back and forth from home to school in order for us to be prepared in the event of an unexpected school closure.
- Please ensure that your child's Chromebook is fully charged each night before coming to school.
- Students will need headphones or earbuds daily. Students may bring these back and forth with Chromebooks daily, or keep a set at school and a set at home. Label with your child's name.
- Classroom surfaces will be regularly cleaned throughout the school day by adults and with the assistance of students where appropriate. A hospital-grade disinfectant (see attachment for details) and disinfectant wipes will be used in classrooms.
- Supply lists will be re-sent from your child's classroom teacher. Please consult with your child's teacher about any adjustments that may have been made to the supply list.
- Individual water bottles are recommended. Please consider a pop-top or straw-type if possible to avoid spills onto school materials or technology. Label with your child's name.

- Please practice independence with shoe tying, zippering, buttoning, and other clothing features with your child.
- Due to staffing issues, Allen Park Public Schools will not be offering district provided bus transportation for our general education students. We will continue to provide daily transportation for our Special Education students.
- Due to the updates in the return to in-person learning, some grades may be administering the fall NWEA remotely, and some may be in person. Your child's teacher will provide these details to you.

VISITORS

- At this time, no visitors will be allowed in the building. When this policy changes, we will let the community know.
- Most meetings can be held via Zoom. If you need to meet in person with the principal, the meeting will be pre-scheduled. In these instances, visitors will be required to wear a mask at all times, a space that allows for social distancing will be used, and visitors will be required to complete the Covid screener prior to entering the building.
- Whenever possible, please refrain from bringing forgotten items to school after the start of the school day. This includes homework, classwork, textbooks, etc.
- All visitors **MUST** go to the main entrance and use the doorbell to inform the office staff what you are at the building for. Office staff will let you know from there what you should do.
- It is imperative we know who is in our buildings to ensure for proper contact tracing if needed. Please do **NOT** enter the building when doors are open during arrival and dismissal.
- When picking up a child early, please ring the doorbell and let the office staff know who you are picking up. Office staff will walk the child outside to you at the main entrance.

ARRIVAL PROCEDURES

- Families will complete the COVID-19 Screening Tool for Families (p. 9 of the [Virtual Binder](#)) every day prior to sending children to school. If you answer "YES" to one or more questions, you **MUST** keep your child home from school that day and consult your primary care provider.
- Families do not need to print the screener or fill anything out online, but must answer these questions at home every morning for yourself.
- Arrival time is between 8:30-8:45am at your child's assigned entry door (see attachment).
- Students should not be lining up prior to 8:30am as there will not be outside supervision for students.
- Upon arrival, if there is a line forming, students should wait on the painted paw prints.

- Arrival beyond 9:00am will be considered tardy and students must be buzzed in through the front doors of the school.
- Upon arrival at the assigned entry door, students will receive a temperature check and hand sanitizer, then go directly to the classroom.
- Students with temperatures between 99.3°F and 100.3°F will be asked to step into a re-screening area and re-checked after 5 minutes, watching for additional symptoms. Students whose temperatures normalize will be sent to class. Students whose temperatures remain elevated will go to the office for parent contact.
- Students who arrive to school with temperatures of 100.4°F or above will be taken to the Quarantine Room where parents will be contacted for immediate pickup.
- The beginning of the school day will be a “soft start” as students arrive during the arrival window. Independent work and quiet activities will be provided as students arrive, prior to the day’s instruction.
- Bagged breakfast will be provided each afternoon for students to take and eat at home the next morning.
- No breakfast will be provided at school in the mornings.

LUNCH PROCEDURES

- All students will eat lunch in classrooms.
- Bagged lunches will be provided through the Food Service Department free of charge through the end of the school year! Choices will include hot lunch, soy butter sandwich, or salad kit. All lunches will be individually packaged.
- Please apply for Free & Reduced Meal Benefits by October 5, even if you think you may not qualify. Our schools receive additional funding for the number of students eligible for Free & Reduced Lunch:
<https://frapps.horizonsolana.com/welcome>
- Students may still bring lunches from home if desired.
- Please avoid sending lunches with peanut butter products whenever possible.
- Please practice the process of opening food packages with your child. Encourage your child to open food packages independently.
- Students will clean hands and desks before and after eating in the classroom.
- Whenever weather permits, students will have outdoor recess in designated zones by classroom. Masks may be removed during outdoor recess.
- During inclement weather, recess will be held indoors. Students must wear masks during indoor recess.

SPECIAL CLASSES

- All special classes (Art, Music, Phys Ed, Media Lit & Media Tech) will be held in classrooms. Specials teachers will travel between classrooms.
- Specials will be on a 2-week rotation, meaning that classes will have the same special every day for 2 weeks at a time. Your child’s teacher will let you know

what special your child will have in the coming weeks. Please consider the following for specials:

- Phys Ed classes will be outside whenever possible, weather permitting. Phys Ed classes require students to wear tennis shoes and comfortable clothing.
- Media Tech classes will require headphones (see above). Please let your child's teacher know if he or she is unable to bring headphones or earbuds to school daily.
- Art classes may utilize some shared materials. Materials will be sanitized between classes.

DISMISSAL PROCEDURES

- Dismissal time is between **2:50-3:00pm** at your child's assigned dismissal door (Your teacher will contact you with dismissal time).
- One class will exit each dismissal door at a time. Your child's teacher will communicate which order their class will exit the assigned door.
- Parents with multiple children: please meet your youngest child at his or her exit door first. Make a plan with your older children about where to meet you (wait at their door, meet at a designated spot, etc.).
- Please leave the school grounds as soon as you connect with your child(ren) so as to promote social distancing.

We know that a return to in-person learning brings both excitement and uncertainty. We are committed to working together with our families as partners as we learn new things, adapt to changing circumstances, and keep each other safe. Please contact our office if you have any questions at any time. Thank you in advance for your continued support and cooperation.

Sincerely,

A handwritten signature in black ink that reads "Steve Zielinski". The signature is written in a cursive, flowing style.

Stephen Zielinski, Principal