

Return Procedures for Innovation Learners

Thank you, Ivy Hawn families, for your response to our request for information on your intentions for Spring 2021. Please read the important information below prior to your return date so we may ensure a smooth transition for all our students, families, faculty, and staff.

1. Health and Safety Measures

- CDC guidelines mandate all students and staff wear protective face coverings while at Ivy Hawn Charter School.
- Temperature checks occur upon entry every day. Members of the staff monitor entry points and conduct these temperature checks daily.
- Each student is assigned a color-coded contact tracing assignment. Please remind students to wear colored lanyards for the first two weeks after returning.
- Classroom seating arrangements reflect color-coded contact tracing measures with additional plexi-glass protections.
- Narrow hallways are designated one-way traffic patterns.

2. Parent Drop off, Pick-up, and Busing

- Please register your vehicle using the School Pass app. This registration process works very much like E-pass in that license plate numbers are recorded upon entry with an immediate notification sent to your child's teacher. If you need initial information on School Pass or have difficulty registering, please contact Mrs. Anna Ventura, Assistant Principal, for details. 386-228-3900 Ext 103 or Venturaa@ivyhawnschool.org. **All Ivy Hawn families need to be registered.**
- If your student rides a bus and you need to request bus transportation from VCS, please contact Mrs. Anna Ventura, Assistant Principal, for details. 386-228-3900 Ext 103 or Venturaa@ivyhawnschool.org.

3. Date of Return Procedures January 19 or January 26 *Arrival time: 8 AM*

All returning students will need to be dropped off at the bus loop at the back side of the school facility.

- Students in Grades K-3 will meet Mrs. Ventura at the After Care doors.
- Students in Grades 4-5 will meet Ms. Drager at the After Care doors.
- Middle school students will meet Dean Wilson at the bus loop doors and proceed to the cafeteria for schedule distribution.
- All returning students will participate in an orientation session with administration prior to reporting to class on the designated date of return.

4. Schedule Changes for Middle School Students

- Students may experience slight modifications to schedules upon return.
- Middle school student schedules revert to the student's original face-to-face schedule. Although you may have been working in elective courses virtually, the return to face-to-face instruction warrants the original schedule to be honored for class size purposes and staffing requirements. This may require a change. All teachers have been notified of these possible changes and we regret that schedules will not be provided before the return date due to the high volume of students coming back in January. Students are not required to make up assignments for the semester in newly assigned courses.
- Elementary school students may be assigned a new homeroom teacher. This would occur if the original virtual homeroom teacher remained exclusively on the Innovation modality. You will be notified prior to your return date if this has occurred.

5. Important Additional Information

- Please contact Nurse Blinn at Ext 112 if you need to complete paperwork regarding your student's medical needs.
- Please contact Mrs. States, Activities Director at Ext 341 if you need to order Ivy Hawn uniforms.
- Please contact Mrs. Angela Lopez at lopeza@ivyhawnschool.org for information on Extended Day programs.

*****If you were issued an Ivy Hawn laptop for Innovation Learning, please bring it with you on the date of return so we may process inventory.**

Please let us know how we may further assist you in the transition process from Innovation to Face-to-Face learning.