

Cosgrove Middle School



Student/Family Handbook 2020-2021

COVID-19 Guidance

(8/27/2020)

The following is intended to be an overview of our expectations for a variety of procedures at Cosgrove Middle School for the 2020-2021 school year. Please note that this will be updated as plans change.

Attendance: Whether your child is attending school in person or remotely, daily attendance is required by NYSED and will be collected and submitted as it has always been. Remote students (both in the hybrid model and fully remote) will be asked to sign in for a mini-lesson at the beginning of each period via zoom with the classroom teacher or complete a task in Schoology by 11:59 pm. If your child is going to be absent from school and unable to attend remotely, you must call the attendance office at: 349-5350.

Bus Arrival: Students may begin entering the building at 7:20 AM each morning. **ALL STUDENTS taking the bus must enter Gym 2 through doors 19 and 20 (located on the same side as the varsity soccer stadium) to complete the daily check-in process.** Each student will be required to check-in with a staff member to ensure that the daily screening process has been completed prior to entering the building. Students that have completed the daily screening process will be able to proceed into the school; however, students that have not completed the daily screening process, will enter the fitness center and will be screened by a staff member and given further direction.

Dismissal: At the end of the day, students will be dismissed by hallway to reduce the volume of students in the hall at the same time. At the conclusion of the school day, students are expected to promptly exit the building. Until further notice, all after school activities are cancelled.

Family Drop Off: Families that are transporting students to school must utilize the parent drop-off loop located in the front of the building. Students must remain in the vehicle with their parent or guardian until a staff member confirms that the daily screening process has been completed. Students that have not completed the daily screening process, must enter through door 26 to be screened in the nurse's office by a staff member and given further direction. Students that are dropped off at any point during the day are required to complete the screening process.

Health Screenings: Before students leave their homes each morning, parents will need to complete a brief electronic health screening through Qualtrics that requires you to submit a response to the district for each student. Students who arrive to school without the required Qualtrics screening will be screened by our staff immediately upon arrival.

If your student screens "not qualified to enter school":

- Students may attend classes remotely.
- You must call our attendance office at 349-5350 to report the absence or change in schedule.
- **In order to return physically to the building** after a student screens "not qualified to enter school" a student must:
 - a. Be cleared by a physician to return to school
 - b. Have a negative COVID-19 test
 - c. No longer be any exhibiting symptom(s) of COVID-19

Illness Room: Any student exhibiting symptoms of COVID-19 will be instructed to go to a safe, supervised, and otherwise isolated setting to wait until he/she can be picked up by a parent or guardian for medical

follow up. Cosgrove is using the nurse's office for students exhibiting symptoms. Students who are visiting the nurse for medicine or other non-COVID related treatment, will be seen in a separate location outside of the main office (Room 603) to ensure the safety of students and staff who are not exhibiting symptoms.

Transportation: Students who utilize district transportation will be routed, seated, loaded and unloaded with respect to social distancing guidelines. Students are required to sit one to a seat (unless in the same household), fill the bus from back to front, and to wear their masks while riding the school bus. School personnel will be directing arrival and dismissal procedures to limit the number of students in the halls and in our bus loop. At this time, we will not be able to issue any bus passes, which would ordinarily allow your child to take an alternate bus.

Pick up (during the day): The drop-off and pick-up process is limited to one parent or guardian to accompany the student to sign in or out. All individuals that enter the building are also required to complete a screening process. A call or note ahead of time is helpful in these situations. Additionally, appropriate face coverings/masks must be worn at all times by any individual arriving for pick up, as well as practicing safe social distancing guidelines (six feet of distance between families).

Emergency Closings: Arrangements should be made for students to be cared for in the event that it becomes necessary to close school due to any emergency. Every student should be given directions as to where to go in case parents work during the day or are not at home when the students arrive.

- If your student is to go to a location other than home in an emergency, that location must be within the boundary area of the Spencerport Central School District so that our buses can transport your student.
- If school must be closed after the school day has begun, a notification to parents will be done through District Office using the automated School Messenger System.

Restrooms/Water fountains: In order to support safe social distancing, a maximum of two students will be permitted to use the restroom at a time. All students are permitted to carry a water bottle with them throughout the school day and are encouraged to utilize the water bottle refilling stations located throughout the building.

Passing time/Lockers/Backpacks: Students will have six minutes for passing time between classes. Students are expected to maintain safe social distancing measures during passing time. Students must walk on the right side of the hallways, which will be marked with tape and directional stickers to help with traffic flow. Until further notice, students will not have access to any lockers, all students will be permitted to carry a backpack throughout the day.

Visitors: Until further notice, visitors aside from signing in and out at the greeter, will be limited to essential services and pre-arranged meetings only. Where volunteers, birthday celebrations, and having lunch with family are elements we look forward to returning to, we are not able to schedule those pieces at this time.

Masks/Face coverings: All students must wear a mask/face covering at ALL TIMES while on school property. Masks/face covering breaks will be incorporated by classroom teachers. Masks/face coverings may be removed while eating during lunch.

Social Distancing: All students are required to maintain safe social distancing while on school grounds. Students should always maintain six feet of distance from others.

Supplies: Shared supplies typically used in the classroom setting to support independent/collaborative practice will not be utilized during this time. Grade level supply lists can be found on our homepage online at https://cosgrove.spencerportschools.org/student_supply_list and please direct any questions regarding specific supplies to your students’ teachers.

Instruction and Supports: While in school, students will operate on a “normal” schedule that allows for instruction across all areas. Students will also have access to typical levels of support from RtI (reading and math) and special education programs such as consultant or co-teaching and related services such as speech, physical and occupational therapy. All such supports will be prioritized when your children are in school.

During the days they are working remotely, students will be expected to sign in for their class online, for the initial mini-lesson given by the teacher. During remote days, students will continue to have access to their special education teachers and/or case manager. If therapies are not delivered in the school setting, they will be delivered remotely via a tele-therapy model. Our remote/hybrid learning plan for secondary 6-12 can be found at the following link:

https://www.spencerportschools.org/UserFiles/Servers/Server_432258/File/District/Spencerport%20Remote%20Learning%20Plan%202020-2021%200821202.pdf

Exploratory Classes: Students schedules include the exploratory classes that they would have in a normal year based on grade-level, such as physical education, art, music, FACS, info tech, library skills, technology, and health. For physical education classes, teachers will use additional spaces and instruction will take place outdoors whenever possible. Until further notice, students are not changing clothes for physical education classes this year. Students need to wear appropriate attire on days they have physical education classes, including wearing sneakers.

Social Emotional Learning and Supports: As always, our school’s mental health staff is here to support all of our students, both proactively and based on need. Please feel free to reach out to your student’s specific grade level counselor or administrator, or school social worker or school psychologist at any time. The contact information for these staff members is the following:

Grade Level	Administrator	Counselor
6	Jim Centola jcentola@spencerportschools.org 585-349-5302	Jacquelyn Woodard jwoodard@spencerportschools.org 585-349-5343
7	David Russell Drussell@spencerportschools.org 585-349-5311	Julianne Henninger jhenninger@spencerportschools.org 585-349-5342

8	Tracey D'Alonzo Tdalonzo@spencerportschools.org 585-349-5321	Erin Bell Ebell@spencerportschools.org 585-349-5345
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School Social Worker	Traci Powlowski Tpowlowski@spencerportschools.org 585-349-5361
School Psychologist	Beth Bellinger Bbellinger@spencerportschools.org 585-349-5354

Emergency Drills: We will continue to provide instruction and conduct practice drills for each of the five types of emergencies: shelter-in-place, hold-in-place, evacuation/fire, lockout and lockdown. This year, the school will modify how and when we conduct drills - such as, dismissing for fire drills in a staggered fashion while still practicing where to exit and walk to, and modified drills that will include more spoken information instead of physically practicing to allow for safe social distancing. Additionally, New York State is now requiring one evacuation drill per month throughout the school year.

Cafeteria Usage: Students will continue to have access to our kitchen and cafeteria for school breakfast and lunch programs. We have added additional spaces for eating lunch, including the band and chorus room. We will follow social distancing guidelines to ensure students' safety during meals.

Band and Chorus/Music Lessons: Students will attend their regularly scheduled band and chorus classes. Lessons and format will be modified to meet social distancing guidelines.

Classroom Layout: To ensure social distancing, students will be seated a minimum of six feet apart in all classrooms. Additionally, there will be Plexiglas partitions to enhance safety.

Library: Until further notice, we will not be physically circulating library materials. Sixth grade students will still attend their library skills class in the library.

Additional re-opening information: Please visit our website for more Cosgrove-specific information on re-opening at: https://cosgrove.spencerportschools.org/c_m_s_reopening_information