

**2020-2021**

**MMS Family**

**Handbook**

**(COVID-19)**

**Supplement**

**Principal Overview:**

The COVID-19 pandemic has affected individuals, families, schools and communities in a myriad of ways – physically, socially, emotionally, financially and educationally. The 2020-2021 school year will be our time to recover, rebuild and renew the spirit of our school. Working together, we will continue to address our challenges with resiliency, tenacity and grit. This document provides guidance on how Mexico Middle School will address the health and safety needs, as well as the social-emotional needs of our students, families and staff. Our plans and procedures are based on the recommendations of:

- Centers for Disease Control and Prevention
- NYSED Reopening Guidelines
- Oswego County Health Department
- Mexico Academy & Central School District Administrative Council
- Mexico Middle School Reopening Focus Group
- Mexico Academy & Central School District Family and Staff survey

These are unprecedented times which will require us to continue to maintain open communication and work collaboratively for the safety of all. While there is no “one size fits all” model for reopening schools, the Mexico Academy and Central School District has agreed to a model that meets the New York State Education Department’s requirement of a hybrid offering (a combination of in-person and remote learning). With that, we have designed a schedule that is conducive to maintaining a high-quality education whether teaching and learning is taking place in-person, remotely, or in combination with both.

Thank you for your collaboration and ongoing support through these difficult times. As I begin my 15<sup>th</sup> year as principal of Mexico Middle School, I could not be more thankful for our students, families, staff and community who continually support each other in times of need. I will continue to be the main point of contact at Mexico Middle for COVID-19 related concerns and communications. Please feel free to reach out to me at any time with questions or concerns at 315-963-8400 x4201.

Sincerely,

Kimberly D. Holliday  
Principal  
[khollida@mexicocsd.org](mailto:khollida@mexicocsd.org)  
(315) 963-8400 x4201

## **TABLE OF CONTENTS**

1. COMMUNICATION	4
2. HEALTH AND SAFETY	5
3. FACILITIES	12
4. STUDENT NUTRITION/BREAKFAST/LUNCH	13
5. TRANSPORTATION (Bus, Parent, Walkers)	14
6. SOCIAL EMOTIONAL WELL-BEING	15
7. HYBRID MODEL	16
8. SCHOOL SCHEDULE	17
9. NURSE'S OFFICE	18
10. ATTENDANCE AND CHRONIC ABSENTEEISM	19
11. TEACHING AND LEARNING	19
12. ATHLETICS AND EXTRACURRICULAR ACTIVITIES	19

\*\*Keep in mind that information is provided to us from the Department of Health and Centers for Disease Control continuously, so updates will be reflected on our website. This handbook is current as of 8/27/20\*\*

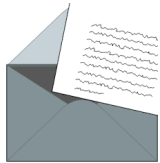
**1. COMMUNICATION:**



Mexico Middle School  
Tiger Wire Newsletter (Monthly)



Mexico Middle School  
Blackboard (Auto messages to primary contact phone number and email address listed in SchoolTool)



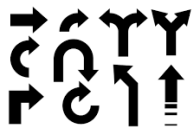
Mailed letters home



Mexico Middle School Webpage  
<https://www.mexicocsd.org/domain/42>



Signs are posted throughout the building requiring adherence to safety guidelines and procedures



Traffic Pattern indicators throughout the building



MACS District Facebook Page

## 2. HEALTH AND SAFETY:

The health and safety of the children and adults at Mexico Middle School is our top priority. Health and safety considerations must always come first in every decision made by our school.

Mexico Middle School will be required to perform health checks and screenings, per DOH guidance, and recognize signs and symptoms of illness in students and staff; develop plans to maximize social distancing; develop plans to manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require wearing appropriate face coverings; and develop cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance.

Parents/guardians as well as staff members need to be aware of the observations of symptoms of COVID-19 and the health screening that must be conducted each morning before coming to school. **Any student or staff member with a fever of 100 degrees Fahrenheit or greater and/or symptoms of possible COVID-19 virus infection should not be present in school.** As of 7/13/2020, the CDC has the following listed as the most common symptoms of COVID-19:



**Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC and DOH guidance that is not otherwise explained.** Health screenings including daily temperature checks and completion of a screening questionnaire are required for staff, contractors, vendors, and visitors. Students are required to have a daily temperature check and periodic completion of a screening questionnaire.

**Temperature Checks:** Temperature checks will be performed for both students and staff each day. Students who ride the bus to school will have their temperature checked by a trained staff member before stepping on the school bus. Students who are dropped off at school will have their temperature checked by a trained staff member before their parent departs, and students who walk to school will have temperatures checked before they enter the building. Any student with a temperature of 100 degrees Fahrenheit or greater will not be allowed to enter the school bus or building. Staff members will self-check their temperatures before entering the building. As with students, any staff member with a temperature 100 degrees Fahrenheit or greater will not be allowed to enter the building.

**Screening Questionnaires:** All staff are required to complete a daily electronic COVID-19 Questionnaire which can be found on MACSNET under the “workflow” tab. Any contractors, vendors or visitors will complete a paper version of the questionnaire upon entering the main office. Students will be randomly surveyed with the COVID-19 Questionnaire upon entering the building. **Anyone who has a temperature of 100 degrees Fahrenheit or greater or has a positive response on the screening questionnaire must be isolated from others and sent home immediately.**

A screening questionnaire determines whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive themselves through a diagnostic test for COVID-19 in the past 14 days;
- Has experiences any symptoms of COVID-19, including a temperature of greater than 100 degrees Fahrenheit in the past 14 days: and/or
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.

All students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours.



**Social Distancing:**

Social distancing means keeping a six-foot space between yourself and others. Mexico Middle School will ensure social distancing by:

- Placing no more than 12 students per classroom
- Separating all student desks 6 feet apart in all directions, removing excess furniture in classrooms to allow for this

- Turning desks (including teachers) to face in the same direction rather than facing each other
- Students using individual classroom supplies, limiting shared supplies
- Limiting transitions in the hallways
- Staggering the use of restrooms
- Monitoring bathrooms to ensure social distancing, that it is clean, and students are washing their hands
- Staggering arrival/dismissal times
- Dividing up student entry points rather than using one main entrance
- Opening windows to improve ventilation
- Keeping individual student belongings separated in classrooms (no lockers)
- Using visual aids to illustrate traffic flow and appropriate social distancing in the hallways
- Using classrooms for breakfast and lunch
- Limiting the faculty room to 8 people at a time, 1 person per table
- Limiting gathering in small spaces (elevators, faculty offices) by one individual at a time, unless all individuals are wearing face coverings
- Ensuring 12 feet of social distancing in all directions is maintained while participating in singing, playing a wind instrument or aerobic activity
- Canceling/limiting student assemblies, athletic events/practices, performances, field trips (changing events to a virtual format when possible)
- Only essential guests and visitors will be permitted in the building

**Managing and Isolating Ill Persons:**

Students/staff with symptoms must be sent to the nurse	Parents/Guardians will be instructed to call their health care provider after picking up their suspected/confirmed student
Any student/staff member with symptoms and/or fever must be isolated until they go home	If students/staff are not diagnosed with COVID-19 they can return to school once there is no fever, without the use of fever reducing medicines
Two rooms for health personnel-one for healthy students, one for isolation	If students/staff have been diagnosed with another condition they can return when they have a written note from a health care provider
Areas used by a person with a confirmed/suspected COVID case will be closed off and disinfected for 24 hours	If a student/staff member is diagnosed with COVID-19 or does not get tested but has symptoms, they should not be at school and stay home until: <ul style="list-style-type: none"> <li>• It has been at least ten days since the first symptoms</li> <li>• It has been three days since the person has had a fever and</li> <li>• It has been at least three days since the person's symptoms improved, including cough and shortness of breath</li> </ul>

**Instructing Students and Staff in Proper Hand and Respiratory Hygiene:**

Healthy hygiene practices will be taught and re-taught in school for both students and staff. These teachings will be done via videos, announcements and signage throughout the building. All students will receive the first round of training on their first day of in-person attendance. Sample signage will include:



**Stop the spread of germs that can make you and others sick!**



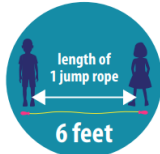
Wash your hands often



Wear a cloth face cover



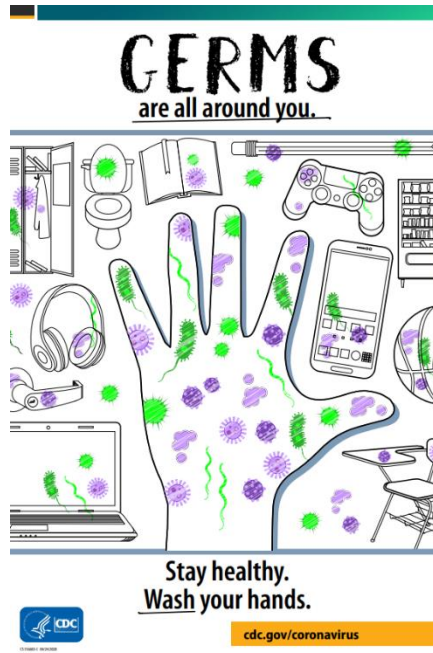
Cover your coughs and sneezes



Keep 6 feet of space between you and your friends







### **Hand Hygiene:**

Students and staff must practice good hand hygiene to reduce the spread of COVID-19.

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds)
- Use of alcohol-based hand sanitizers (hand sanitizer will be available in all classrooms)
- Hand sanitizer will also be provided in common areas (entrances, cafeteria) and near high touch surfaces
- Signage regarding hand hygiene will be placed near sanitizing stations and bathroom sinks
- Students and staff who may be unable to use sanitizers for health reasons must be permitted to wash their hands with soap and water

Mexico Middle School will provide:

- Facilities and supplies for handwashing including soap and water
- Paper towels for drying (all hand dryers will be disabled as they can aerosolize germs)
- No-touch trash cans
- Alcohol based hand sanitizers with at least 60% alcohol
- Time in the schedule to allow for hand washing and sanitizing
- Promotion of proper hand washing

At a minimum, students and staff should wash hands, as follows:

- Upon entering the building and each classroom
- After using shared objects or surfaces (electronic devices, musical instruments, writing utensils, tools, desks or tabletops)
- Before and after snacks and lunch
- After using the bathroom
- After sneezing, wiping or blowing nose, or coughing into hands
- Upon coming in from outdoors
- Anytime hands are visibly soiled



**Respiratory Hygiene:**

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing. Contaminated tissues should also be disposed of properly. Hand sanitizing should be used after sneezing and coughing.

Mexico Middle School will provide:

- A supply of tissues
- No touch trash cans in each room

**Cloth Face Coverings:**

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. **All students and staff must wear cloth face coverings when social distancing cannot occur. All students and staff must wear cloth face coverings:**

- When entering/exiting the building
- Whenever they are within 6 feet of someone
- In hallways
- In restrooms; and

- In other congregated settings, including busses



## Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a face covering correctly for maximum protection
- **Don't** put the face covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect

Students and staff are permitted to wear their own face covering if they would like. Mexico Middle School will provide all students and staff with appropriate face coverings if they are in need or forget their mask. We encourage each student to have two masks, one to wear and one to be washed.

**Students who refuse to wear a mask will be placed on virtual instruction to maintain the health and safety of all.**














### Cleaning and Disinfection:

High touch surfaces should be cleaned and disinfected frequently throughout the day. Examples include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards and tablets
- Toilets and restrooms
- Faucets and sinks











Deep cleaning will be done on Wednesdays.

**3. FACILITIES:**

 <p>Cleaning touched surfaces regularly to prevent spread of infection</p>	 <p>Adherence to ventilation codes No use of fans</p>
 <p>Maintain Fire Code Compliance and continue to conduct emergency drills applying social distancing as necessary</p>	 <p>Protective barriers for office personnel</p>
 <p>Social Distancing maintained; seating charts apply for contact tracing</p>	 <p>Continued ADA compliance</p>
 <p><b>**Lockers will not be utilized.</b> Students will carry belongings in backpacks (Please minimize belongings)</p>	 <p>Drinking fountains closed with the exception of the water bottle refilling stations; Disposable cups will be made available for students who do not have a water bottle</p>
 <p>On average: 9-11 students per classroom based on square footage</p>	 <p>Social distancing and mask applied to restroom use; no more than 4 students at a time</p>
 <p><u>Library:</u> will only available for instructional purposes *Online platform will be used for students to sign-out books Upon return, books will be sanitized and secluded for 72 hours before</p>	 <p>Signage throughout the building</p>
 <p>MMS Nurse's office has been expanded to include isolation areas for anyone exhibiting COVID-19 related symptoms. MMS Student Services office has been relocated to the Library.</p>	

Michael Wood  
 Director of Facilities  
[mwood@mexicocsd.org](mailto:mwood@mexicocsd.org)  
 (315) 963-8400 x4630



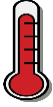





**4. STUDENT NUTRITION/BREAKFAST/LUNCH:**

 <p>Compliance with Child Nutrition Program requirements</p>	 <p>Meal prep protective equipment in place</p>
 <p>Free and Reduced Applications can be accessed on the District Webpage under “Departments” then “Food Services” or in the Main Office</p>	 <p>In-person students will travel through the breakfast/lunch line and return to the classroom to eat</p> <p>Masks will be required during transition</p> <p>(24 desks are spaced over 6 feet apart in the cafeteria to be utilized for lunch/breakfast when necessary.)</p>
 <p>Measures of protection for students with food allergies and disabilities</p>	 <p>Students are not permitted to share food or drink with others</p>
 <p>Hands sanitized before and after meals</p>	 <p>All surfaces will be sanitized before and after use.</p>
 <p>Updated standards on kitchen sanitation</p>	 <p>Meal pricing as follows:          Free or Reduced: \$0.00.          Paid: Breakfast \$1.55, Lunch \$2.75          Food <b>will</b> be available for virtual days. Registration is required. Forms can be accessed on the District Webpage under “Departments” then “Food Services”.</p>

Brenda Thomas  
 Food Service Manager  
[bthomas@mexicocsd.org](mailto:bthomas@mexicocsd.org)  
 315-963-8400 x5071





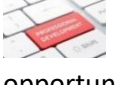


**5. SCHOOL BUS TRANSPORTATION:**

**PARENT TRANSPORTATION/WALKERS:**

 <p><b>Students Depart Bus at</b> <b><u>7:30a.m.</u></b></p> <p>Masks Required (Exception: medically compromised students) Up to 22 students per 66 passenger bus; siblings may sit together otherwise 1 student/seat</p>	 <p><b>***<u>7:40 a.m.</u></b></p> <p><b><u>Parent Drop-Off:</u></b></p> <p><b>5<sup>th</sup> and 6<sup>th</sup></b> grade students will have temperature checks in cars at the <b>Gym Entrance Loop</b>. Students with 100 degree temperature or higher will remain in car and return home.</p>
 <p>When temperatures are above 45 degrees hatches/windows open to provide air flow</p>	<p><b>7<sup>th</sup> and 8<sup>th</sup></b> grade students will have temperature checks in cars at the <b>Fravor Road Drop Off Loop</b>. Students with 100 degree temperature or higher will remain in the car and return home.</p>
 <p>Temperature taken prior to entering bus; if 100 degrees F. or higher student stays home</p>	
 <p>Transportation personnel and attendants will use personal protective equipment</p>	 <p><b><u>Walkers:</u></b></p> <p>Students who walk to school will have temperatures taken at the <b>Gym Entrance</b>. If a walker has a 100 degree temperature or higher, parent will be contacted for immediate pick-up.</p>
 <p>When students disembark from the bus at school, masks will continue to be required until they are seated in their first period class (social distanced)</p>	
 <p>Per regulations, students may not carry larger than an 8 oz. container of hand sanitizer</p>	

Julie Bradish  
 Director of Transportation  
[jbradish@mexicocsd.org](mailto:jbradish@mexicocsd.org)  
 315-963-8400 x5400

**6. SOCIAL EMOTIONAL WELL-BEING:**

 <p><b>MMS Counselors:</b></p> <p>Mr. McPherson: 7<sup>th</sup> and 8<sup>th</sup> grade          Ms. Szewczyk: 5<sup>th</sup> and 6<sup>th</sup> grade          (315) 963-8400 Ext. 4206</p>	 <p><b>MMS Social Worker:</b></p> <p>Mrs. Devendorf: All grade levels          (315) 963-8400 Ext. 4206</p>
 <p><b>MMS School Psychologist:</b></p> <p>Mrs. Shen          (315) 963-8400 Ext. 4206</p>	 <p><b>School Nurse:</b></p> <p>Mrs. McCoy          (315) 963-8400 Ext. 4205</p>
 <p><b>School Based Health Center:</b>          Adrienne Brimmer – Nurse Practitioner          Jessica Connors- LMHC Behavioral Health          Diane McDermott- Medical Assistant          Dr. Megan Pecha- Collaborating Physician          (315) 963-8400 Ext. 4208</p>	 <p><b>Farnham Family Services</b>          283 West 2nd St. Suite 200          Oswego, NY 13126  <b>(315) 342-4489</b></p>
 <p><b>Department of Social Services:</b>          100 Spring Street, Mexico, NY 13114          (315) 963-5000</p>	 <p><b>Mexico Food Pantry:</b>          Location – 5863 Scenic Ave.          Mexico, New York 13114          (315) 963-2235 during pantry          hours or 963-3117 after hours</p>
 <p><b>MACS Comprehensive School Counseling Plan</b></p>	 <p><b>Mexico Middle School Pupil Services Support Team; MMS Shared Decision-Making Committee</b></p>
 <p>Ongoing professional development opportunities working with students and families through public health emergencies</p>	 <p>School culture-building activities          Student/Family Surveys</p>
 <p><b>Pupil Services Roles within Multi-Tiered System of Support:</b>          Tier 1: Safe, supportive learning environment          Tier 2: Targeted support for specific needs          Tier 3: Specialized intensive support services</p>	 <p><b>MMS Check and Connect Program</b></p>

**7. Hybrid Learning Model:**

# MACS

## HYBRID LEARNING SCHEDULE



The New York State Education Department and the New York State Department of Health released a 145 page guidance document, in mid July, for districts to use to inform decision making regarding the reopening of schools. Mexico Academy and Central School District facilitated 9 focus groups with a total of 160 participants. The focus groups consisted of Administrators, Board of Education members, staff, PTC, PTA, students and parents, who reviewed the guidelines and provided feedback to the district.

With the health and safety of our students and staff at the forefront of our decision making, Mexico Academy and Central School has determined that a HYBRID LEARNING MODEL is the best option for our students in grades Prek-12. This model allows for a combination of in-person instruction, paired with virtual learning, and is intended to best support the needs of the whole child: academically, socially, and emotionally.

### All Grade Levels • Three Student Cohorts

	Monday	Tuesday	Wednesday	Thursday	Friday
Student Cohort A					
Student Cohort B					
Student Cohort C					
			Enhanced Cleaning Between Cohorts		Enhanced Cleaning Between Cohorts

Face-to-Face Instruction

Distance Learning

- Student Cohort A:** Students attend school Monday and Tuesday; remote learning Wednesday, Thursday, and Friday
- Student Cohort B:** Students attend school Thursday and Friday; remote learning Monday, Tuesday, and Wednesday
- Student Cohort C:** Remote Learning Students
- Student Cohort D:** Students in self-contained special education classes attend school on Monday, Tuesday, Thursday and Friday; remote learning Wednesday

The district will be sending out an online form, as well as a form by mail, during the week of August 3rd for families to select the hybrid or all virtual model. There is a 10 week commitment to the model selected, which can be re-evaluated every 10 weeks. Students will be assigned to A or B cohorts by family.



**8. Schedule:**

Mexico Middle School 2020-2021 Mexico Middle School Schedule		5th	6th	7th	8th
	7:30 – 7:50	Breakfast, Announcements, Pandemic Protocols			
1	7:50 – 8:29	1	1	1	1
2	8:32 – 9:11	2	2	2	2
3	9:14 – 9:53	3	3	3	3
4	9:56 – 10:35	4	4	4	4
		LUNCH 10:38 – 11:08	10:38 – 11:17 5	10:38 – 11:17 5	10:38 – 11:17 5
		11:11 – 11:50 6	LUNCH 11:20 – 11:50	11:20 – 11:59 6	11:20 – 11:59 6
		11:53 – 12:32 7	11:53 – 12:32 7	LUNCH 12:02 – 12:32	12:02 – 12:41 7
8	12:35 – 1:14	8	8	8	LUNCH 12:44 – 1:14
9	1:17 – 1:56	9	9	9	9
Dismissal	1:56 – 2:05				

## 9. NURSE'S OFFICE:

### Changes in School Nurse's office during Pandemic

- There will be two entrances to office- a clean side and an isolation side  
**Clean side-** for daily meds, diabetics, injuries etc.

**Isolation side-** students with complaints of any of the symptoms listed on the CDC covid-19 symptom list, that cannot be explained due a known health condition. **\* nurse will determine who goes to this room.** While caring for anyone in isolation room nurse will be in full PPE. Students that are in this room will be going home. Please remember when we see nurse in full PPE or students in isolation room it does not mean someone has Covid-19. At this time everyone with any symptoms, that cannot be explained due to a known health condition will be going in this isolation area and going home. **At this time students that go home with symptoms, cannot return to school without a note from their healthcare provider and a negative Covid-19 test.**

### CDC list of Covid-19 symptoms

- Fever or chills – temp above 100.0
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**This list does not include all possible symptoms and the CDC will continue to update list as they learn more about Covid-19**

**Please remember that information on Covid-19 is continuously changing. Information on this will be updated as needed.**

- To limit traffic in the Nurse's office classroom teachers will have supplies in their classroom to take care of things such as chapped lips, lost tooth, dry skin, minor cut such as a papercut.  
**Although some issues can be taken care of in the classroom rather than coming to the nurse, students will still have access to nurse if needed.**
- Medications and medical supplies in the Nurse's office- when bringing medication and supplies to nurse's office for your child, please contact the nurse prior to coming. Arrangements will be made to meet outside school to give medications and supplies to nurse. Students are not allowed to bring medications to school with them.

**Please contact Mrs.McCoy with any questions at [cmccoy@mexicocsd.org](mailto:cmccoy@mexicocsd.org) or 315-963-8400 extension 4205.**

## **10. ATTENDANCE AND CHRONIC ABSENTEEISM:**

- Daily attendance record keeping is still required regardless of the educational setting
- School districts are required to adhere to the 180-day regulation of days of session
- Chronic Absenteeism (missing at least 10% of enrolled school days) will continue to require intensive intervention for improvement and solicitation of outside agency support as necessary
- Each student/family will be assigned a contact staff member (Check and Connect) who will be utilized for two-way communications and check-ins during use of the hybrid model of education
- Educational Neglect occurs when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in the educational setting or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child's education progress, or imminent danger of such an adverse effect.
- Perfect Attendance awards will not be recognized for the 2020-2021 school year. This goal could be counterproductive to COVID-19 health and safety protocols.

## **11. TEACHING AND LEARNING:**

- All schools must provide 180 days of instruction each school year
- All schools must have a "Continuity of Learning" plan for the 2020-2021 school year inclusive of in-person, remote and hybrid models of instruction. This is posted on the MACS district website.
- Instruction must be aligned to the [New York State Learning Standards](#)
- Equitable instructional opportunities must be available to all students inclusive of the opportunity to interact and seek feedback and support from their teachers

## **12. ATHLETICS AND EXTRACURRICULAR ACTIVITIES:**

- At this time, it has been determined that certain athletics may begin September 21. Once again, this information is fluid and changes will be reflected on the website.
- There will be no ASAP at this time