



# Mexico High School

## 2020-2021

### “Welcome Back” Plan

The following plan has been developed to allow Mexico High School to have a safe transition back to school for our students and staff. This plan reflects the work of a “Stakeholder Taskforce” made up of students, parents, staff, administration, and board of education members that are dedicated to promoting the mission, vision, and core beliefs of our district. The plan also reflects guidance by the New York State Department of Education, County and State Departments of Health.

### Daily Operations: Prevention Measures and Precautions

#### **Daily Health Check by Parents/Students**

- If you have one or more of the following symptoms, that cannot be explained due to a known health condition, please stay home:
  - A fever of 100.0° F or greater
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Nausea, vomiting, diarrhea
  - New loss of taste or smell

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. Students and staff can only return to school with a negative COVID-19 test and a release from a healthcare professional.

#### **Mask/Social Distancing Protocols**

- Bus Drivers will have paper mask available if student do not have one.
- Extra masks will be available at entrances during temperature checks.
- All masks must be school appropriate.
- If students refuse to wear masks at school, we have an online option available.
- Masks must be worn during all transitions (Hallway, restroom, moving about classroom)

- Students may remove masks for learning, while seated in their personal assigned space in classrooms and while eating in the cafeteria. If students need to stand and move mask are required.

### **Arrival**

- All students riding a bus will wear a mask and students will have an assigned seat.
- Parents may drive students to school, if possible.
- Student drivers are also encouraged to drive to school, register their vehicle and be assigned consistent parking spots. It is also encouraged to have the same passengers in the vehicle consistently for tracing purposes.
- We will be staggering arrival and dismissal so crowding will be minimized while following social distancing practices.
- Hand sanitizing stations will be available throughout the building.
- Students will report to either the cafeteria for breakfast or their first hour class when arriving in the morning to limit gatherings of students in large groups. The cafeteria will not have seating available for breakfast and students will need to take food to first period class.
- Upon entry into the building, signs are posted requiring all to wear a mask and encouraging social distancing.
- Students need to report to their first period class by 7:35 if they are in the building.
- Students will not be allowed to congregate or wander the building.

### **Passing Periods and Hallway Traffic:**

- Passing periods will focus on staying to the right side to increase social distancing and arrows will facilitate the directional traffic pattern.
- Directional hallways and staircase traffic flow patterns will be followed by staff and students.
- While in the hallway, students and staff will wear masks and adhere to social distancing guidelines.
- Hallways will be sanitized hourly.

### **Classroom Seating and Room Configuration:**

- Student classroom desks and seats will face the same direction in the classroom.
- Student classroom desks and seats will be spaced six feet apart or as far apart as possible to accommodate all students.
- Staff and student gatherings will be kept to a minimum and distancing will be planned.
- Classes will go outside when feasible.
- Staff members will make a concerted effort to reduce student exposure to high-touch, shared resources at school (art supplies, books, electronic devices, etc.).
- Supplies utilized by students which are owned by the school should be cleaned/sanitized on a regular basis.
- Staff will be encouraged to conduct assignments using technology which will limit passing of papers between students and teachers. However, when papers are needed for

instructional purposes, we will have students take photos or scan documents back for feedback.

- Computer devices should be taken home each day and sanitized.
- Seating Charts will be used in every classroom.

#### **Locker Use:**

- Lockers will be fully restricted for access at the beginning of the year. We will review locker use after the first 10 weeks and when we resume locker use, social distancing practices will be followed.
- To assist with the inconvenience of not utilizing lockers, students will be able to carry a backpack to classes.
- There should be limited personal belongings going to and from school.

#### **Drinking Fountains:**

- Water fountains are considered high touch areas and will be closed during the active pandemic. The water bottle filling feature will only be available. Students are asked to bring reusable water bottles to school. Only water is allowed in the classrooms.

#### **Library Media Center:**

- The Library Media Center will only be available for instructional purposes and students can use an online platform to reserve items/books. Reserved items/books will be delivered daily to students first period class. Materials will need to be returned to specific bins and will be sanitized upon return to the library.

#### **Restrooms Use:**

- Restroom use will be limited to no more than three students at a time. Students will be required to use proper hand washing and hand sanitizer before returning to the classroom. Students will acquire an escort to utilize the restroom. Restrooms will be for emergencies only during passing period to assist in potential contact tracing. Restrooms will be cleaned throughout the school day and sanitized after school hours.

#### **Nurses Office (Non-COVID-19 Related):**

- Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (medications or other treatments), and those with individual health plans.

#### **COVID -19 Clinic:**

- A separate room(s) from the Nurse's Office will be used for students or employees who are feeling ill with possible COVID - 19 related symptoms.
  - Upon arrival to the room, the parent/guardian will be contacted to pick up the student.
  - Only essential staff assigned to the room may enter.

- A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.
- Strict social distancing is required, and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.
- Staff and students with fevers or symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions.
- Students or staff members who use the COVID-19 Clinic will not return to school until they are symptom free, have a negative test, and are approved to do so in writing by their healthcare provider.

### **School Assemblies:**

- School assemblies in person will be put on hold during the pandemic time period. We may have virtual alternatives to communicate information to larger groups.

### **Student Attendance:**

- Any student absence related to symptoms of COVID will be recorded as “Excused.” If a student is not ill, but must quarantine due to circumstances related to COVID, the absence will be excused. Please keep in mind that the student is still required to complete any virtual classwork assigned by the teacher.
- Students, when participating in virtual/remote learning, will be required to participate as a part of their daily attendance.
- Tardiness that occur as a result of social distancing efforts and circumstances related to COVID will not be counted against a student.
- There will not be perfect attendance awards during the 2020-2021 school year. Mexico High School encourages full participation in all virtual learning and available online activities but does not want to cause students/parents to feel physical attendance is necessary when possibly not feeling well. We need to err on the side of caution and believe perfect attendance awards may be counterproductive towards the goal of COVID prevention measures.

### **Lunch:**

- Social distancing guidelines will be utilized in the cafeteria.
- Alternative settings for lunch will be utilized as necessary.
- Seating will be at individual desk and the number of students in the cafeteria will be reduced to accommodate social distancing.
- Students will select their own lunch seat & stay there the duration of the period. Students will be call by row to get a school lunch.
- A 4th lunch period will be added to reduce the number of students and accommodate social distancing.
- Signs will be posted to remind students to “mask up” and follow our social distancing protocols. Masks are required while entering the cafeteria, in line, returning your tray, and before and after you finish eating.
- Stay in your assigned area.

### **Visitors and Guests:**

- Only essential guests and visitors will be permitted in the building during the school day.
- The administration must approve any guests/visitors ahead of time.
- All visitors and guests must wear a mask and must not have symptoms of feeling sick.
- Parents should use email and/or telephone rather than in person drop-in requests for meetings.
- The school will utilize virtual meetings with parents when appropriate and possible, including IEP Meetings, 504 Meetings, and general meetings.

### **Dismissal:**

- Student dismissal will be staggered to increase social distancing and alleviate traffic congestion. We will release additional details in the future.

## **Personal Protection Equipment**

- Staff will wear protective masks and/or shields throughout the day.
- Guests will wear masks when entering areas where students and staff are located.
- Masks will be available for students and staff.
- Latex gloves will be worn by serving and custodial staff
- Protective barriers will be installed for administrative assistant work areas to separate from the public.

## **Social Distancing:**

- Staff will attempt to socially distance from students when possible. When feasible students will stay six feet apart during class, restroom breaks, lunches, etc..
- Seating charts will be adhered to for contact tracing purposes.
- Staff and student gatherings will be kept to a minimum and the social distancing guideline will be followed.
- Classes will go outside when feasible.
- Classrooms and hallways will be cleaned after each transition during the day.
- Public displays of affection such as: hugging, holding hands, or kissing are not permitted.
- If you are unable or unwilling to follow our social distancing and PPE requirements, we have an online option available.

## **COVID-19 Screening**

- Staff will take a personal survey before reporting to work each day.
- Students will be given temperature checks prior to getting on district transportation and student drivers/walkers/parent drop offs will receive temperature checks prior to entering the building.
- Students/parents will be asked to report if friends or family have been exposed to the virus and/or, have had symptoms of the virus.
- Attendees who are in a “high risk” category will be provided alternative programming opportunities.

- Students and staff will be formally excluded where applicable.
- Visitors to schools will be screened for coronavirus exposure and asked to wear a mask.

### **Cleaning/Disinfecting:**

- Facilities will be cleaned daily by trained staff.
- Staff will use approved COVID cleaning supplies to disinfect.
- When possible, students will not share equipment or supplies.
- Equipment and all school owned supplies will be sanitized after each use.
- Water fountains will be out of service and only used to fill water bottles.
- Staff will be identifying practices that reduce student touching of common surfaces.
- Students will be educated on COVID 19 hygiene practices to reduce risk to themselves and others.
- Classrooms and departments will be supplied with hand sanitizer and wipes.
- Facility use by outside groups will be limited.
- Breakfast & lunches will consist of mostly prepackaged food.

### **Professional Development:**

- Staff will be trained on attendance procedures for calling in for work with COVID related issues.
- Staff will be trained on screening themselves and students for Coronavirus symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department.
- Posters reinforcing COVID hygiene practices will be displayed in prominent areas for students and staff.
- Families First Coronavirus Response Act posters will be displayed in staff workrooms.
- Staff will be advised as to how to reduce student touching of common surfaces in their assigned areas.
- Parents will have access to resources on hygiene suggestions, COVID 19 exposure and positive case reporting.
- Students will be taught hygiene tips and practices as well as all new school protocols to promote safety.

## **Scheduling Configuration: (Cohort 1 M/T, Cohort 2 TH/F, Cohort 3 All Virtual)**

Bus-Cafeteria Entrance 7:30 AM

Student Drivers/Walkers- Main Entrance 7:30 AM

Parent Drop Off-Main Street (104) 7:30 AM

7:30-8:30 **Bell 1** (*Temp Checks, Breakfast, Tech Support*)

8:35-9:20 **Bell 2**

9:25-10:10 **Bell 3**

10:15-11:00 **Bell 4** (*Freshman Lunch*)

11:05-11:50 **Bell 5** (*Sophomore Lunch*)

11:55-12:40 **Bell 6** (*Junior Lunch*)

12:45-1:30 **Bell 7** (*Senior Lunch*) (*Seniors on privilege can leave at this time*)

1:35-2:20 **Bell 8**

2:20-2:45 Dismissal (Bus Riders @ 2:20-Student Drivers/Walkers/Parent pick-up 2:30)

\*\*\*ALL students be expected to follow a schedule and remote into instruction on the days they are virtual. All virtual students will be expected to remote in to their courses M, T,TH,F.

Wednesday will be a day for staff to plan and hold office hours for student support. Students may be required to complete supplemental assignments to support their in-class learning.

Students attending CITI BOCES will be scheduled to attend on campus one whole day per week. (Example: CITI In-Person on Monday, In-Person at MHS on TH/F and make-up missed virtual instruction from classes on Monday on Wednesday)

## **Academic:**

### **Tier 1 (What ALL Students receive):**

- Plan a process to welcome students and reestablish the classroom environment through emphasizing relationships with students and parents and by resetting routines.
- Gradually implement then consistently use formative assessment to determine students' readiness to learn (academic and social-emotional). These should be embedded into the 1st quarter.

- Teachers will use curriculum maps and resources published on the district website.
- Standards/Learning Targets posted/communicated to students weekly rather than daily (Schoology).
- “Weekly Lesson Overview for Students and Families” posted on Schoology to the start of school on Monday to support families in preparation for the week.
- Competency-based learning.
- Focus on essential standards and student outcomes.
- Staff will engage in Professional Learning Communities (PLCs)
  - PLCs focus on skills and competencies
  - PLCs identify essential standards if not yet developed by curriculum teams
  - Develop weekly plans
  - Support system to problem-solve and troubleshoot
  - Learn and Implement Schoology Learning Management System
- Teachers use varied and effective instructional strategies including modeling and checking for understanding.
- Post major dates (due dates, quizzes, tests, projects) to calendar in our Learning Management Systems.
- Implement best practices in instructional design, including
  - Create the environment for learning
  - Help students develop understanding
  - Help students extend and apply knowledge
- Provide in-person instruction for new learning with opportunities to practice and apply learning remotely.
- Consider filming and posting lessons for students not in attendance.
- Consider a variety of learning styles for both in-person and remote environments to provide opportunities for personalized learning (potential instructional models):
  - In-person and virtual – whole group
  - In-person and virtual – small group
  - In-person - labs, performances, demonstrations, presentation, etc.
  - Reteach as needed
  - Virtual learning provides
- Practice of taught and modeled skills
  - Virtual learning may consist of project-based learning, research, writing, and reading opportunities that allow students to practice previously taught skills and encourage personalization and choice.
- Make cross-curricular connections when appropriate formative assessment to identify student learning levels.

## **Tier II Academic Interventions and Supports:**

- Prepare students to work in and between different modalities of instruction.



- Be familiar with learning management systems and ready to adapt to necessary changes
- Provide Tier II instruction (additional time and support to learn essential behavior and academic standards through interventions and extensions) in the general classroom.
- Integrate differentiation and/or scaffolding into lessons to accommodate for a variety of missing academic and behavioral skills.
- Monitor student progress (RTI)
- Determine when reteach is needed (using data from formative assessments).
- Provide small group, targeted instruction for pre teach/reteach.
- Use district provided resources where available for support/intervention matched to skills.
- Use additional supports from resources during the designated class time.
- Group students for breakout sessions, teacher provides additional support.
- Provide student choice as much as possible through the use of choice boards and/or instructional practices than increase student empowerment.
- Provide multiple opportunities and modalities for students to demonstrate proficiency.

### **Tier III Academic Interventions and Supports:**

- Utilize district-provided intervention programs and services that are specifically matched to the foundational skill deficit identified in the diagnostic data.
- Review student assessment data to determine the foundational skill deficit.
- Match the appropriate intervention with the foundational skill deficit.
- Provide push-in or pull-out support (In-person or virtual) depending on available staff in the building.
- Monitor student progress (RTI).

### **Assessment & Grading Practices:**

- Grades will be given for all courses in person and virtual (This expectation is different from Spring 2020).
- Participation and Engagement is vital for student success
- Staff will communicate with families when there is a lack of engagement and participation.
- Effective feedback and consistent expectations for students across all departments
- Biweekly update of student performance in schooltool & schoology
- High focus on competencies and essential standards.
- Assess more and grade less. It is not necessary to assign, and grade work every day. Assessments should be thoughtful of virtual component of our schedule.
- Provide multiple opportunities and modalities for students to demonstrate proficiency and growth.

- Administer frequent formative assessments to monitor progress towards essential learning.
- Administer summative assessment to evaluate student proficiency towards essential learning and prepare students for end of the year assessments (regents exams, college finals, and AP exams)

## **Universal Precautions for Instructional Spaces:**

### **Personal Protection Equipment**

- Staff will be encouraged to wear protective masks as much as reasonably possible throughout the day
- Students will be encouraged to wear protective masks as much as reasonably possible throughout the day
- Guests will be asked to wear masks when entering areas where students and staff are located.
- Masks will be available for students and staff.
- Latex gloves will be worn by serving and custodial staff

### **Social Distancing:**

- When feasible staff will stay six feet apart during breaks, lunches, meetings.
- Student classroom desks and seats will face the same direction in the classroom.
- Student classroom desks and seats will be spaced six feet apart or as far apart as possible to accommodate all students.
- Seating charts will be in effect for purposes of tracing contacts should COVID cases surface in the school.
- Staff and student gatherings will be kept to a minimum and distancing will be planned.
- Classes will go outside when feasible.
- Seating charts will be adhered to for contact tracing purposes.

### **COVID-19 Screening**

- Students will be temperature checked prior to getting on district transportation. Students drivers/walkers/drop off's will be temperature checked prior to entering the building.
- Staff will take a personal survey before reporting to work each day and temperature check at home.
- Students/parents/staff will be asked to report if friends or family have been exposed to the virus and/or, have had symptoms of the virus.
- Attendees who are in a "high risk" category will be provided alternative programming opportunities.
- Visitors to schools will be screened for coronavirus exposure and asked to wear a mask.

## **Cleaning/Disinfecting**

- Facilities will be cleaned daily by trained staff.
- Staff will use approved COVID cleaning supplies to disinfect.
- When possible, students will not share equipment or supplies.
- Equipment will be wiped down after each use.
- Water fountains will be out of service and off limits.
- Staff will be identifying practices that reduce student touching of common surfaces.
- Students will be educated on COVID 19 hygiene practices to reduce risk to themselves and others
- Classrooms and departments will be supplied with hand sanitizer and wipes.
- Facility use by outside groups will be limited.
- Breakfast and Lunches will consist of mostly prepackaged food.

## **Professional Development**

- Staff will be trained on attendance procedures for calling off
- Staff will be trained on screening themselves and students for Coronavirus symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department.
- Posters reinforcing COVID hygiene practices will be displayed in prominent areas for students and staff
- Families First Coronavirus Response Act posters will be displayed in staff workrooms
- Staff will be advised as to how to reduce student touching of common surfaces in their assigned areas
- Parents will have access to resources on hygiene suggestions, COVID 19 exposure and positive case reporting.
- Students will be taught hygiene tips and practices.

## **Special Education:**

- Identify the most vulnerable students academically and prioritize their needs based on school staff availability as well as written plans created through collaborative teams.
- Provide consistent services for groups of students (as allowed by health recommendations); if assigned staff is absent, refrain from consolidating groups as cross-contamination may occur. Students with more specific needs or disabilities will need to have their specialized instruction covered in the most health-conscious way possible. A plan that includes legal parameters will need to be implemented for this situation.
- Case managers contact students/family on a weekly basis.

- Small groups may exist via district conferencing platform(s) with students from multiple assigned classrooms as well as including students that may be participating at home in remote learning situations.
- Devise specific plans for students that are not able to access multiple locations within the building as program outlines (Hot pass, scheduled breaks, sensory therapies, planned etc.).
- Define special education services continuum with related service providers, itinerant staff, as well as on-site providers.
- MHS will be developing contingency plans for each student with a disability (with parent input) in order to document and attempt to implement IEPs to the greatest extent possible.

### **Physical Education & JROTC:**

- Students will meet teachers in a designated area with respect to 12-foot social distancing.
- There will not be any mixing of classes for activities.
- Classes will be held outside unless otherwise permitted due to weather conditions.
- Activities should be organized to minimize sharing of equipment when at all possible. Any shared equipment must be disinfected after each use.
- Individual fitness curriculum is desired to minimize group interaction and allow for social distancing.
- Use of online recording technology like FlipGrid for students to record physical activity for assessments.
- Lockers will not be used in PE to start the year.

### **Band & Chorus:**

- Fundamental focus to start the year. MHS Music staff will focus on the importance of music on social emotional wellbeing.
- Students will meet teachers in a designated area with respect to 12-foot social distancing.
- Focus on formative and other alternative assessments since traditional performances will all be on hold to start the year.
- Use of online recording technology for students to record playing assessments.
- The full ensemble will NOT sing/play together.
- When necessary, the director will work with students in groups of 12 or fewer students. This may take place outside or in large indoor spaces (choir room/band room/gym space).
- Tracks will be recorded from piano to make the transition to at-home practicing easier.
- Additional technology to accommodate a blended model of teaching
  - i.e. parts of the band face to face and half simultaneously on video conference. Alternate days.
  - Allows students working from home to experience and play along with a full band rehearsal.
- Regular zoom meetings.

## **Labs and Hands on Learning:**

- Students will be required to wash hands as they enter the lab, and wash hands when leaving the lab.
- Students will be socially distanced as much as possible in classrooms and lab rooms.
- Student work groups will be limited in size in order to increase social distancing. Suggested work group size will be two students when practical.
- Lab tables will be disinfected after each class use.
- Protective goggles will be used and sterilized after each use.
- Students will wear masks.
- Workstations will have all needed supplies at that location. All materials and containers used will be sanitized or disposed of after student use.
- Students will remain in their assigned seats until the bell.
- Students will potentially be partnered as a virtual learner and in person learner.

## **Counseling:**

### **Social Distancing:**

- Student seats will be spaced six feet from the School Counselor's chair to allow proper distancing.
- School Counselors will continue to track student appointments in Schooltool by day and time to help with contact tracing, if applicable.
- Students will use hand sanitizer before signing in and before signing out at the Counseling Department desk.
- Waiting area seats will be marked to only allow students to sit in every other seat.
- Counselors will limit the number of students they call down at once.
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### **Cleaning/Disinfecting**

- Chairs will be wiped down after each use.
- Staff will be identifying practices that reduce student touching of common surfaces.
- Students will be educated on COVID 19 hygiene practices to reduce risk to themselves and others

## **Social Emotional Learning:**

- Acknowledgement of experience and feelings related changes due to COVID-19
- Parent Resource page on website will be updated regularly and families will have clear guidance on how to access all available resources.
- Use data to drive interventions and supports for chronically absent or disengaged students
- Student Support Team will work with staff to assure social emotional learning is integrated across curriculum
- - Emphasize to students that they are safe at school. Remind them that the adults at the school are there to keep them safe and healthy.

- Let students talk about their feelings surrounding COVID-19 and help reframe their concerns into appropriate thoughts.
- Give students information that is truthful and appropriate for the age and developmental level of the child.
- School Counselors, school psychologist, and school social worker will work to ensure that Tier 2 and 3 social and emotional supports are available for those needing additional intervention, consulting with community mental health providers, as needed.
- Remain calm and reassuring. Students will react to and follow staffs verbal and nonverbal reactions to the changes.
- Use SEL to create a safe and supportive environment for all students.
- Prior to instruction staff will establish connections with students. Each staff member will be assigned a group of students that they will support throughout the year.

### **Communication with Families and Community:**

- Communication of reopening plans and information will be frequent and pertinent. Staff and families will be updated on school, district, NYSED, DOH, and CDC news.
- MHS will use blackboard messengers, district facebook, district twitter, and MHS website to share information.
- Create informational videos to encourage proper behavior to promote health a safety protocols for students at school.
- MHS will identify family's internet access and reliability.
- Surveys will be sent and reviewed to support decision making.