

Mexico High School
Student Protocols for COVID-19

To be reviewed by teachers/ staff members in the first 20 minutes of the block on:
September 10th Cohort A students & September 11th Cohort B students

Bell 1: 7:30 – 8:30 Daily Building Protocols

7:30-7:43- Students will enter the building and report to breakfast or directly to first bell
7:45-8:05- Teach Behavioral Protocols for entering the building, moving around the hallways, etc.
8:05-8:30- Teachers may give out syllabus and class-specific information

Bell 2: 8:35 – 9:20 Code of Conduct / DASA- Mr. Busco

8:35-8:55- Go over the Code of Conduct, show video of Mr. Busco and review DASA protocols
8:55-9:20- Teachers may give out syllabus and class specific information

Bell 3: 9:25 – 10:10 Lunch time procedures

9:25-9:45- Review lunch time protocols and library/ media services
9:45-10:10- Teachers may give out syllabus and class-specific information

Bell 4: 10:15 – 11:00 9th Grade Lunch

Grades 10, 11, 12:
10:15-10:35- Review social/emotional services, “What to do if I feel ill?” protocols, & give survey
10:35-11:00- Teachers may give out syllabus and class-specific information

Bell 5: 11:05 – 11:50 10th Grade Lunch

Grades 9, 11, 12:
11:05- 11:25- Give Zoom tutorial & review how to create a successful learning environment at home
11:25-11:50- Teachers may give out syllabus and class-specific information

Bell 6: 11:55 – 12:40 11th Grade Lunch

Grades 9, 10, 12:
11:55-12:15- Review how to use Teams, O365, OneDrive and school email
12:15-12:40- Teachers may give out syllabus and class-specific information

Bell 7: 12:45 – 1:30 12th Grade Lunch

12:45-1:05- Teach Protocols according to grade level listed below:
9th Grade: Review social/ emotional services, “What to do if I feel ill?” protocols & give survey
10th Grade: Give Zoom tutorial and teach how to create a successful learning environment at home
11th Grade: Review how to use Teams, O365, OneDrive and school email
1:05-1:35- Teachers may give out syllabus and class-specific information

Bell 8: 1:35-2:20 End of the day and dismissal procedures

1:35-1:55- Review the end of the day procedures and “What now? What will next week look like moving forward?”
1:55-2:20- Teachers may give out syllabus and class-specific information

Dismissal: 2:20-2:45 **Dismissal will be staggered**

Students will be dismissed by bus number. Please listen for announcements and directions.
Teachers will remain with students until they are all dismissed.

Thursday, September 10th / Friday, September 11th

Bell 1: 7:30 – 8:30 Teaching Protocols

What to expect on day one

- Students will have staggered arrival times. All students should be present by 7:43. Announcements should begin promptly at 7:45.
- Do not allow students to “hang out” or gather at each other’s desks. All desks should be labeled with students’ names and they should remain seated throughout the block. Once all students are seated, they may remove their masks.

What to expect on a “normal” day

- 7:30-7:45: students enter the building at staggered times, grab breakfast and report to class.
- While waiting for all students to arrive, teachers/ staff members should troubleshoot any technology issues, check in with students’ social/emotional well-being, answer any logistical school questions (guidance, athletics, etc...).
- Reserve books online through the library using Destiny.
- *Reminder: students may not travel throughout the building unsupervised. If a student has a need, we will do our best to bring the staff member to them.

Day 1 Protocol to Teach: Health Protocols and Behavior Expectations:

7:45- 8:10: Staff must teach the following behaviors and show the video to students. Pass out the bright orange tips sheet. Please read the following directly to students prior to showing the video:

Arrival & Breakfast

- All students riding a bus will wear a mask and have an assigned seat. Your temperature check should take place every day before boarding the bus. All bus riders will enter school through the cafeteria doors.
- Parents may drive students to school. All student drop-offs should enter school through the front entrance doors on Main Street and all walkers and student drivers should enter school through the gym entrance.
- If you are giving other students a ride to school, it is encouraged that you have the same passengers in the vehicle consistently for tracing purposes.
- Upon entry into the building, you must wear a mask and social distance.
- Upon entering the building, locate hand sanitizing stations and sanitize your hands.
- If you plan to get breakfast, report directly to the cafeteria. Pick up your food and report immediately to first bell. Students may not eat breakfast in the cafeteria.
- If you are not getting breakfast, report directly to your first bell class upon entering the building.
- First bell begins at 7:35am. Announcements begin at 7:43am. Class begins at 7:45 am.
- Students will not be allowed to congregate or wander the building.

Bathroom Breaks:

- Restrooms may be used between classes but will be limited to no more than three students at a time. If you enter a restroom with more than 3 students, please leave and wait outside (if there is time) OR report to class and the teacher will give you a restroom break.
- Students will be required to use proper hand washing and hand sanitizer before returning to the classroom.
- Students must be escorted to the restroom. When you need to use the restroom, alert your teacher or a staff member and they will get a monitor to escort you. Staff will call the Assistant Principal's office to obtain an escort.
- Monitors or escorts will log students' bathroom use (who, when and where) for contact tracing purposes.
- We recognize that bathroom use is a necessity, and everyone needs to use the restroom throughout the day. Teachers and staff will work together to ensure every student uses the bathroom when needed.
- Restrooms will be cleaned throughout the school day and sanitized after school hours.

Drinking Fountains:

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

Locker Use:

- There will be no locker use for the first 10 weeks.
- Please minimize what you bring to school with you each day.

Passing Periods and Hallway Traffic:

- When passing in the hallway, focus on staying to the right side to increase social distancing.
- Use arrows and signage to guide the directional traffic pattern.
- Specific hallways and stairs will have specific directional traffic. Please follow them.
- When in the hallways, you must always have a mask on.
- When entering a new classroom or space, sanitize your hands.
- Hallways will be sanitized hourly.

Show student videos once you have read over the protocols: <https://youtu.be/sjoWDqgOEDk>

8:10-8:30- Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room).

Thursday, September 10th / Friday, September 11th
Bell 2: 8:35 – 9:20 **Teaching Protocols**

8:35-8:55- Read the student information from Mr. Busco regarding the Code of Conduct and DASA.:

Read this:

DASA forms can be found in the following locations:

- Outside Mr. Busco's office
- Inside the Cafeteria near the tray return
- Near the Gym/ Main Entrance of the building
- The student handbook and the entire school Code of Conduct can be found on the High School webpage.

Staff: show the following video: <https://youtu.be/3IMZsGev83c>

8:55-9:20- Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room).

Thursday, September 10th / Friday, September 11th
Bell 3: 9:25 – 10:10 **Teaching Protocols**

9:25-10:10- Read the information about library media services from Ms. Nicosia: library services will be available remotely. To find library information follow the steps below:

- From the district webpage choose Mexico High school
- Use the menu on the left-hand side of the webpage.
- Choose library
- From MACSnet: MACSNET>Students>Library Online Resources>Mexico High School

You may use the following link to check out books and look at tutorials on how to use the library services. Please click the links below and go over the information and tutorials:

1. <https://mexico.ensemble.cnyric.org/Watch/Lq52YtWb>
2. <https://mexico.ensemble.cnyric.org/Watch/Nm7n6JMf>

After viewing the link and the tutorials review the following,

Review the lunch time protocols with students by reading the following information directly to them:

- When entering the cafeteria, sanitize your hands for lunch and take the first available seat.
- Please do not congregate or wait for others to arrive- you must maintain social distancing!
- Once you sit, you will not be able to change seats (no seat-hopping).
- If purchasing lunch, remain in your seat until your row is called to the lunch line.
- Sanitize hands before eating.
- If you are not purchasing lunch, you may begin eating.
- Once you have your lunch, return to your seat and you may remove your mask.
- Remain seated until dismissed by row.
- Throw away trash on the way out of the cafeteria and sanitize hands again.
- If you need to use the bathroom during lunch, you must alert a monitor and get permission to go.
- You may not leave the cafeteria to run errands or eat elsewhere.

9:45-10:10- Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room)

Thursday, September 10th / Friday, September 11th

Bell 4: 10:15-11:00 & 9th Grade Lunch

Teaching Protocols

10:15-11:00- Grades 10, 11, and 12 students who are in classes:

10:15-10:35- Read and review the information from Student Services and have students take the social/emotional survey.

Read the following information from Student Services. While doing so, please demonstrate as you go on your smartboard so the students can see exactly where to go and what to do:

- Go to the district webpage and choose Mexico High School.
- On the left-hand side of the school webpage there are several links.
- Click on the link for Student Services. There are several links you may need throughout this year. **Seniors**, please take note, this is where you will find college information and scholarship forms.
- If you need to see or speak with your counselor regarding a schedule change you can look over the course catalog using the provided link and decide before your appointment what course options, you have.
- If you need to see or speak with a counselor for another reason you must email them to set up an appointment. You may not “drop-in” to Student Services without an appointment.
- Once an appointment with your counselor has been established, they will come to whatever class you are in and escort you to their office.
- If you need to see a counselor or a Student Services staff member for an emergency, you will need to alert your teacher or a staff member. They will call Student Services and have an escort come get you.

Pass out and read the attached letter from Ms. Terzulli about social/emotional support (blue paper):

- Show this video: <https://youtu.be/c0mLm3Kgb3E>.
- The social emotional survey will be sent to students every Wednesday automatically. Students must check their email daily and must take the survey every Wednesday. Please click on the link below and walk through the survey with the students. If students have their laptops they should check their email, find the email from Mrs. Terzulli and take the survey.

https://forms.office.com/Pages/ResponsePage.aspx?id=GV3XjJUqmUmDNpL1NT_qjL_QmfUsPW9GmdEHvxRVNMxUMTVLOE9UQTICVURWQkNaSFBHM05ETVZCOS4u

Once you have finished the S/E survey read the “What to do if I feel ill?” Protocols:

We all know at some point in the year you may not feel well, or you may question whether you are healthy enough to come to school.

- Before coming to school each day, you need to pay attention to how you feel.
- If you have one or more of the following symptoms that cannot be explained by 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 cannot come to school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 (that is not otherwise explained), based on CDC and DOH guidance.
 - Students may only return to school with a negative COVID-19 test and a release from a healthcare professional.

If you feel sick once you have already arrived at school or in the middle of the day:

- You must alert a staff member.
- You may not report directly to the nurse.
- Staff will call the nurse, as well as a monitor, to escort you to the nurse's office.
- 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.
- Students with COVID symptoms will be escorted to the COVID clinic.
- 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 may 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.

9th Grade students who have lunch this period will get this information during Bell 7

10:35-11:00- Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room)

Thursday, September 10th / Friday, September 11th

Bell 5: 11:05-11:50 & 10th Grade Lunch

Teaching Protocols

11:05-11:50- Grades 9, 11, and 12 students who are in classes:

11:05-11:25- Read and review the information about Zoom and how to create a successful learning environment at home:

Microsoft Teams or will be used Zoom as our digital meeting platforms. Many of us got used to seeing teachers on Teams. Teachers may continue to use that or use Zoom. Your teacher will be creating a link and may choose to post it on Schoology or email the link to you. Please listen to each classroom teacher for instructions on where to find your class link. Please watch the following short video about using Zoom while at home:

https://www.youtube.com/watch?time_continue=19&v=wbnyQwsVbiY&feature=emb_logo

After watching the video please read aloud these best practices to students to create a successful learning environment at home:

Many of us were not prepared in March to complete schoolwork from home. Some of us did not have a quiet place to work or an area set up that was conducive to working. Creating an environment for learning is essential to getting the most out of digital learning. Here are some best practices that will help every student while working at home:

- Set up a morning routine. You will be expected to follow your schedule on distance learning days. Get up, get dressed and have breakfast so you are ready for your first block class by 7:45 am.
- It is a good idea to log on a few minutes before class starts, so when your teacher opens the Zoom session, you are there and ready to go.
- Establish an organized place to work. The kitchen table, counter or a desk make great options. Your bed or the couch are not great options.
- Do not have the TV running in the background. Minimize distractions as much as possible.
- Use one of Zoom's electronic backgrounds if you don't want your class to see your room or work area.
- Gather all materials (notes, books, pens, calculator, etc.) so you aren't searching for items during class.
- Keep your audio muted except while participating in a question or discussion. Use the space bar to unmute for brief interactions. Keep your video on so your teacher knows you are engaged in class. Use earbuds to minimize background noise.
- Teams/ Zoom fatigue is real! When not required to be in a Teams meeting/ Zoom session for class (lunch, study hall, or between classes) get up and walk around, get a snack, stretch your legs. You can also use downtime at home like you would if you were in school and complete assignments.
- If you are struggling while distance learning, have a conversation with your teacher, counselor and parent. We will do our best to create a solution and offer support to get you on track!

10th Grade students who have lunch this period will get this information during Bell 7
11:25-11:50: Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room.

Thursday, September 10th / Friday, September 11th
Bell 6: 11:55-12:40 & Teaching Protocols
11th Grade Lunch

11:55-12:15- Grades 9, 10, and 12 students who are in classes:

Please have students take out their bright orange quick fact sheet that they received in homeroom this morning. Read and review the applications listed on the sheet. Once you have read the quick fact sheet, show the following 2 videos:

Schoology: <https://youtu.be/mYify9GhvaM>

Click on the link and show [Kami Video](#)


Please remind students of the following:

- They need to check their school email daily. Students should create a habit such as checking it first thing in the morning and again at the end of the school day.
- Students should log into MACSnet and Google drive first thing in the morning so there is a seamless transition when opening applications or saving work to OneDrive or Google Drive
- Encourage students to use Teams to communicate with an individual teacher or a small group. Zoom will be used for large group instruction and class meetings.
- Pass out the packet on assignments in one drive, google drive and properly shutting down the computer. Students should take these home and use as a quick guide or reminder on how to upload and post assignments.
- Review the following information about opening school email with them:

Student Email – How to Access

Two easy ways for students to access their district email



1. Use the Outlook application  installed on all student laptops. Simply open the Outlook application and it will automatically configure for students just as it does for staff. The icon is in their Start Menu shortcuts or they can search Outlook in their start menu if they are unable to locate the icon.
2. Access Student email from the Students menu in MACSNET. This will require students to enter their username and password.

11th Grade students who have lunch this period will get this information during Bell 7

12:15-12:40: Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room)

Thursday, September 10th / Friday, September 11th
Bell 7: 12:45-1:30 & Teaching Protocols
12th Grade Lunch

12:45-1:05 -Grades 9, 10, and 11 Students who are in classes:

9th Grade: Refer to the information from Bell 4: Social/ Emotional services, survey and “What to do if I feel ill” protocols

10th Grade: Refer to the information from Bell 5: Zoom and creating a successful learning environment at home

11th Grade: Refer to the information from Bell 6: Teams, O365, OneDrive, school email

1:05-1:30: Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room).

Thursday, September 10th / Friday, September 11th
Bell 8: 1:35-2:20 **Teaching Protocols**

1:35-1:55- Read the information regarding dismissal protocols.

- Dismissal will begin at 2:20 pm.
- Dismissal will be staggered throughout the building. Listen for directions as they pertain to your bus.
- Since there are no lockers assigned at this time, students will leave their 8th bell class and proceed directly to the bus loading area.
- Pay attention to and follow directional signs and traffic patterns in the hallways.

Please also review the “Now What?” information below and read it aloud to students:

You may be asking yourself, now what? What will tomorrow look like?

Read to class on Thursday (Cohort A Students):

- You are in Cohort A and have an orange flag next to your name in SchoolTool. This means you will physically attend school on Mondays and Tuesdays each week.
- On Wednesdays, you will log onto your computer and take the weekly social/emotional survey. This will count as attendance for that day.
- Also on Wednesdays, you will do any asynchronous work assigned to you by your teachers. You may also seek extra help from teachers during office hours that day. Each teacher will have time available to work with you individually if you are struggling or need extra help.
- On Thursdays and Fridays, you will stay home and work remotely. You will need to follow your class schedule and Teams/Zoom links for each class. Each teacher will share the link to their session so you will be “present” in class.

Read to class on Friday (Cohort B Students):

- You are in Cohort B and have a white flag next to your name in SchoolTool. This means you will physically attend school on Thursdays and Fridays each week.
- On Mondays and Tuesdays, you will stay home and work remotely. You will need to follow your class schedule and Teams/Zoom links for each class. Each teacher will share the link to their session so you will be “present” in class.
- On Wednesdays, you will log onto your computer and take the weekly social/emotional survey. This will count as attendance for that day.
- Also, on Wednesdays, you will do any asynchronous work assigned to you by your teachers. You may also seek extra help from teachers during office hours that day. Each teacher will have time available to work with you individually if you are struggling or need extra help.

What do I do if I am sick, or my family is placed in quarantine?

- If you become sick and are told to stay home, but feel well enough to participate in class, you may use your Zoom link to attend class.
- If you or your family is placed in quarantine and you may not physically come to school, you may use your Zoom link to attend class.

What do I do if I'm really struggling while learning from home?

- There are numerous supports in place to help keep you on track!
 - If struggling emotionally or mentally, reach out to Mrs. Terzulli or your counselor.
 - If struggling academically, reach out to your classroom teacher first. You can utilize Teams for face-to-face video chats and to get extra help.
 - If you are struggling with the use of technology, notify your teacher and contact the IT department. They will troubleshoot issues you may be having.

What if I still have questions?

- Today we went over a lot of information! It may seem overwhelming. That is ok.
- As we continue to go through the next couple of weeks, you may have more questions or different questions.
- Use the first 15 minutes of each day to let your 1st bell teacher know if you have questions.
- Use the time at the end of the day while waiting for the bus to connect with your teacher and get questions answered.

1:55-2:20: Pass out class syllabus and review classroom specific protocols (fire exit route, where and how to get tissues, when/ if students need to move about the room)

If students have questions that are not covered in all the protocols and procedures we went over today, please write them down and pass them along to krice@mexicocsd.org. I will work with the appropriate staff members and administrators to get you an answer. I will also compile a list of questions. Generally, if one student has a question, others do too. Despite the fact that we have tried to go over as much information as possible, something new or different will come up.