

Cornwall Central  
Middle School



Student/Family  
HANDBOOK  
2020-2021

**Please note that due to COVID-19, the information in this handbook and related sections may be different during all or parts of the 2020-2021 school year. For the most up to date information on the Cornwall Central School District's 2020 Reopening Plan and 2020-2021 school year please visit [www.CornwallSchools.com](http://www.CornwallSchools.com) and the Reopening 2020 tab.**

**This handbook has topics listed in alphabetical order. This handbook is a "living document" and will be kept in the google drive to ensure that the most recent changes and modifications are available.**

### **Arrivals**

Students will be allowed into the building beginning at 7:50am. A bell will release students from their buses. Students will go directly to their assigned homeroom unless they need to purchase breakfast. Students who need to purchase breakfast will do so in the large cafeteria.

Students in grade 5 and 6 will enter through the main doors of the building. Students in grades 7 and 8 will enter through the doors by the library.

### **Art, Music, Physical Education and Skills**

Library, Art and Music will be push-in for grades 5 and 6. Students will be required to stay twelve feet apart during P.E. Students in music class will not be permitted to sing unless the music teacher can guarantee 12 feet of space. We will still follow a 6 day cycle at the Middle School. Each day that school is in session (in person or remote) will be a new letter day. Please see the attached calendar for specifics. Library books will be able to be requested from the library and they will deliver books to students. Please be on the lookout for this process from the library.

Students in grades 7 and 8 will report to their art and music classroom.

### **Bus Passes**

Students and families will not be able to request a bus pass for any reason until further notice. Our transportation department has worked tirelessly to ensure all of our routes meet federal, state and local guidelines.

## Daily Schedule

When students are in school, they will follow their daily schedule. Students who attend school everyday (ENL and SC) will attend homeroom every day and then follow their cohort schedule. For example, the student below is in Cohort 2 and is in two Special Classes.

He would attend his classes, periods 1-9 on Wednesdays and Fridays regardless of letter days, with his cohort (2). On Tuesday and Thursday he would attend homeroom and lunch as well as his Special Class ELA and Math and his AIS class, for additional support, regardless of letter day. During his technology, Spanish, Science and Social Studies, he would report to the C-9 lab to work on the remote assignments that had been provided to his class to do at home.

In this example, for week one, yellow are the courses the student attends in person. In blue are the periods he would report to the C-9 Lab.

<b>Tuesday 9/8</b>	<b>Wednesday 9/9</b>	<b>Thursday 9/10</b>	<b>Friday 9/11</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Homeroom 8	Homeroom 8	Homeroom 8	Homeroom 8
AIS ELA	AIS Math	AIS ELA	AIS Math
Technology	Technology	Technology	Technology
Spanish	Spanish	Spanish	Spanish
Phys Ed	Music	Phys Ed	Music
Math (SC)	Math (SC)	Math (SC)	Math (SC)
English (SC)	English (SC)	English (SC)	English (SC)
Lunch	Lunch	Lunch	Lunch
Science (CT)	Science (CT)	Science (CT)	Science (CT)
Social Studies (CT)	Social Studies (CT)	Social Studies (CT)	Social Studies (CT)

On days when students are remote, students and families will be given a recommended schedule to help organize them and their home. This is not the same as their bell schedule.

**Recommended Schedule for Remote Instruction Days**

Grade 5:

Homeroom teacher: Briscoe, Laregina, Lewis, Sabini

9:00-10:00	Periods 1-3 (Math/Science or ELA/SS)
10:00-10:15	Break/Snack
10:15-10:45	Period 5
10:45-11:15	Period 6
11:15-12:00	Lunch and Recess
12:00-1:00	Periods 7&8 (Math/Science or ELA/SS)
1:00-1:30	Music Ensembles

Homeroom teacher: Cameron, Feyen, Borland, Hoeffner, Cassel, Young

9:00-10:00	Periods 1-3 (Math/Science or ELA/SS)
10:00-10:15	Break/Snack
10:15-10:45	Period 7
10:45-11:15	Period 8
11:15-12:00	Lunch and Recess
12:00-1:00	Periods 5 & 6 (Math/Science or ELA/SS)
1:00-1:30	Music Ensembles

## Grade 6

9:00-9:30	Social Studies
9:30-10:00	ELA
10:00-10:30	Daily Special (Art/Music/PE)
10:30-11:00	Math
11:00-12:00	Lunch and Recess
12:00-12:30	Science
12:30-1:00	ELA or Math Skills
1:00-1:30	Band/Chorus/Orchestra

## Grade 7

9:00-9:30	Social Studies
9:30-10:00	ELA
10:00-10:30	Daily Special (Art/Music/PE)
10:30-11:00	Math
11:00-11:30	Lunch and Recess
11:30-12:00	Spanish/French/Reading
12:00-12:30	Science
12:30-1:00	Health or Home and Careers
1:00-1:30	Band/Chorus/Orchestra

## Grade 8

9:00-9:30	Social Studies
9:30-10:00	ELA
10:00-10:30	Daily Special (Art/Music/PE)
10:30-11:00	Math
11:00-11:30	Lunch and Recess
11:30-12:00	Spanish/French/Reading
12:00-12:30	Science
12:30-1:00	Technology
1:00-1:30	Band/Chorus/Orchestra

### **Daily Screening and Entry**

Students: Students will be screened at home by their parents. Parents will then fill out the screening form on the Snap App. More information regarding the app is forthcoming. These forms will be sent to the nurse and the principal. They will follow up with any students who did not complete the screening.

Faculty & Staff: Faculty & Staff will complete the screening form on SNAP, 90 minutes before they come to school. These forms will be sent to the principal. The principal will follow up with any staff member that did not complete the screening. Faculty & Staff are to use their individual ID tags to enter the building. This will be used as our contact tracing log. All individuals must scan their tag to the car reader each time they enter the building.

### **Dismissal**

Busers will be dismissed by homeroom initially. We will reevaluate dismissal after the first week to determine if we can return to dismissing by wing.

### **Extracurricular Activities**

At this time extracurricular activities are postponed for the month of September. We will be examining the feasibility of activities over the next month and we will update families when we are able to determine viable opportunities for our students while adhering to appropriate NYS and CDC guidelines. Each September presents new possibilities for our students to grow and learn as they get closer to reaching their college and career goals.

### **Hallways**

All students in grades 5 and 6 will stay in their HR for all courses except skills, PE, and lunch. 5th and 6th Grade Classroom teachers will move to students. In grade 5, classroom teachers will switch after lunch.

All grade 7 classes will be taught in the C-Wing with the exception of Art and Science. Grade 7 science students will move between B-Wing and C-Wing using the outdoor walkway when weather permits.

All grade 8 courses except technology will be taught in the B-Wing.

Green team passes 2 minute prior to the bell. White team passes 2 minutes after the bell. This will not result in a change of bell schedule, teachers will be asked to monitor this themselves.

### **Hybrid Schedule**

Teachers will meet with 2 different cohorts of students based on their last name. Cohort 1 (A-K) will attend CCMS on Tuesdays and Thursdays for 'live instruction.' Cohort 2 (L-Z) will attend CCMS on Wednesdays and Thursdays for 'live instruction.' Cohort 1 will receive "remote instruction" on Mondays, Wednesdays & Fridays and Cohort 2 will receive "remote instruction" on Mondays, Tuesdays & Thursdays.

### **Letter Day Schedule**

School begins on 9/8 with an "A" day. The daily rotation will continue regardless of whether students are working remotely or in person. The letter days will continue regardless of whether we have school to ensure that all students see their teachers at least, every other week. Students will be assigned work based upon the letter day they are home:

**September: Letter Day Schedule**

	Mon	Tues	Wed	Thurs	Fri
Week of 9/7		A	B	C	D
Week of 9/14	A	B	C	D	A
Week of 9/21	B	C	D	A	B
Week of 9/28	(No School)	D	A	B	C

**October: Letter Day Schedule**

	Mon	Tues	Wed	Thurs	Fri
Week of 10/5	D	A	B	C	D
Week of 10/12	(No School)	B	C	D	A
Week of 10/19	B	C	D	A	B
Week of 10/26	C	D	A	B	C



### **Library**

Library books can be checked out by request to Kathryn Loughran and Debbie Hannigan. The library will deliver books to students. Mrs. Loughran will share information for this process with students.

### **Lunch and Recess**

Students will have assigned seats in the cafeteria, this is subject to change once we have a system and flow in place that allows us to serve lunch safely and efficiently. Students will receive their assigned seat in the period before lunch during the week of 9/8. (3rd period for grade 5, 4th for grade 6, 5th for grade 7, 6th for grade 8). All students will report to their assigned cafeteria at the start of the period and sit in their assigned seats. Students will raise their hands to dispose of garbage and monitors will bring garbage cans to students.

Students will be able to go outside for recess. Each cafeteria will go out separately. In the cafeteria, each row will be called up one at a time to go on line. There are green X's on the floor to designate safely spaced spots to wait for lunch. We will rotate which side of the cafeteria we start on.

Students must either wear a mask at recess or maintain 12ft of social distancing when running around. Monitors will advise students to maintain their distance from each other.

### **Mask**

Students and staff are required to wear a mask or cloth face covering to school each day. It is recommended that students bring an extra mask in a plastic bag to be kept in their book bag.

Faculty and staff are required to wear a mask in school each day.

Additional masks are available in the event of an emergency for staff and students.

### **Mask Breaks**

Students will have mask breaks throughout the day. Mask breaks will be outlined by each teacher. There are three layers of protection that are in place to maintain the spread of germs: masks, six feet of social distancing and proper hand hygiene.

### **"Mondays"**

Students will be working remotely on Mondays on assignments that have been assigned by classroom teachers. All students are required to complete their remote assignments on the day they are assigned. These lessons prepare students for the next day's work. Student attendance will also be generated based upon the work they have completed.

### **Offices**

Only one person will be allowed in office space at a time. Students will not be permitted to use the main office phone. Clerical will make the call or send an email to a parent in the event of an emergency and relay a message.

Students will not be issued bus passes, for any reason.

### **Remote Instruction**

Students will be required to complete remote work on days when they are not physically in school. These assignments will be prepared by staff each week.

#### **Grades 2-12, 30 Minutes**

- Teacher Intro and Mini Lesson **10 minutes**
- Guided Practice/Independent Practice **10-15 minutes**
- Wrap-Up /Assessment **5-10 minutes**

Students are required to complete their remote work. Students who do not complete their remote assignments will be marked absent for that course and not receive credit for the assignment. The work assigned to students to complete remotely is essential for their success.

### **Restrooms**

One student at a time should leave their classroom to use the restroom. If there are more than two students in the restroom, students should wait on the green x's outside of the restroom. This may be reevaluated depending on the flow of traffic in and out.

Staff have been assigned to monitor each restroom.

### **Sanitization**

Custodial Staff will sanitize high touch surfaces during the day. Teachers and students will be required to use hand sanitizer upon entering and exiting a room. Students are permitted to wipe their space with a baby wipe. Students are not permitted to use disinfecting wipes (Clorox, Lysol, etc).

### **Social Distancing**

Students will be required to social distance to the best of their ability. Within classrooms, desks must be 6ft apart and students must be 6ft apart when working. In hallways, students should be reminded to keep their hands to themselves and their masks on. Green x's on the floor in the hallway show social distancing when waiting on lines. Students will be allowed in the bathroom two at a time unless otherwise noted.