

# **Student Handbook for Hybrid and Remote Learning**



**Newfane Middle School  
2020-2021**

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# INTRODUCTION

At the Newfane Central School District, our primary commitment is to our students, families and community we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve.

This handbook provides information about how these measures will be implemented. It should be noted that as guidance from the New York State Department of Health (NYSDOH), the Center for Disease Control (CDC), and the New York State Education Department (NYSED) changes, this document will be updated. For this reason, it is being provided in digital format to students and their families. The Newfane Central School District's Code of Conduct and Newfane High School Student Handbook will remain fully in effect throughout the 2020-2021 school year, regardless of the learning model (in-person, hybrid, or fully remote). This special handbook will provide guidance on the new safety policies and procedures that have been put into place due to the COVID-19 pandemic and their impact on student life.

It is possible that we may need to blend in-person and remote or remote instruction and learning throughout the year due to recommendations and guidance from the NYSDOH, the NYSED, and the Governor's Office. The level of infection, the spread of the virus, and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

## COMMUNICATION

As part of our planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication modes – including district wide mass communication through **email, text messaging and telephone calls; social media; district website and mobile app** – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations.

## GRADING

- During the spring, we saw a stark change in our grading plan under emergency remote learning. The grading plan for remote learning this fall will look much more like our typical grading plan (pre-COVID).
- Students (both remote and hybrid) will receive a syllabus for each class.
  - The syllabus will contain information about the grading and attendance practices for the class (ex: assessments will account for 25% of marking period grade)
- All students will receive number grades out of 100 for each quarter and progress report
- Transcript grades will be calculated and recorded in the traditional way

# GUIDELINES FOR ATTENDING SCHOOL IN PERSON

## Announcements

This year, announcements will be available remotely by accessing the link through our high school website. If a student is interested in having an announcement distributed, announcements will also be read by Mrs. Jennings daily in school.

## Arrival at School

Students should arrive on campus no earlier than 7:15 AM, entering through either the main entrance or the side door near the cafeteria. Upon arrival, students must visit their lockers, secure their coats, and report to the cafeteria or their first period class. Students wishing to have breakfast must eat in the cafeteria and remain there until the bell rings at 7:30.

- If being dropped off, students must put on their masks prior to entering the building
- If using school transportation, students must put on their masks prior to entering the school bus and keep them on for the entire ride and school entrance
- Students will not be permitted to loiter in the hallways prior to the first bell ringing
- Students going to breakfast should wait in line, socially distanced. Once they have received their breakfast, they must sit in their seat until the bell rings.

## Attendance

Daily attendance is an expectation for all healthy students. Students are expected to report to campus each day that they are scheduled to do so and participate fully in the day's activities.

## Band/Chorus

Students must maintain a 12 foot social distance when singing or playing a musical instrument. Masks may be removed during these activities, but must be worn when entering or exiting the band/chorus room or engaging in any activity other than playing/singing.

## Daily Health Screening

- Parents are expected to monitor for temperatures and symptoms prior to sending their child(ren) to school on a bus or personally transporting them to school
- Any student whose health condition changes during the school day should immediately report that to the nearest adult and await further instructions
- Students arriving to school may be subject to random temperature screening

## Dismissal

Students will be dismissed by grade level. An announcement will be made when each grade level may leave their classroom to pick up their materials. Students must maintain social distancing while exiting the building. Walkers may remove their masks once they are 20 feet away from the building. Bus riding students must keep theirs on for the duration of the bus ride home.

- As there are no extracurricular activities or sports, no students should remain in the building after dismissal.

## Face Coverings

Proper face covering includes, but is not limited to, a surgical mask, cloth mask, or other garment that completely covers the individual's mouth and nose. All individuals may choose to utilize their own face covering, but face coverings will be available at no charge in all Newfane CSD locations. For the purposes of this document, the word "mask" is used to describe any face covering that meets the above criteria.

## Food Service

The sharing of food and beverages is prohibited, unless individuals are members of the same household.

- In the cafeteria, STUDENTS MAY NOT MOVE DESKS
  - Desks are arranged 6 ft apart
- 5th grade students will be eating in their classrooms.

## Breakfast

Any student wishing to purchase or eat breakfast must do so in the cafeteria. The Cafeteria will be open from 7:15 - 7:40 AM. Students will stand in line, socially distanced. Once they have received their breakfast, they must go to a desk and remain there until the bell rings. All food must be consumed in the cafeteria. Students must remain in the cafeteria until the first bell rings at 7:30 AM.

## Lunch

Grades 6, 7, 8-

- When a student's scheduled lunch period begins, he or she should report directly to the cafeteria. One locker stop, prior to arriving at the cafeteria, will be permitted.
- When arriving at the cafeteria, all students should have a seat at an open spot and wait to be called to the lunch line by a lunch monitor.
- Once called up, students will proceed through the kitchen line and remain 6 feet apart by following the designated lines on the floor. Masks must be worn at all times when out of one's seat in the cafeteria, including in line or when getting up to throw out trash. A six foot social distance must also be maintained at all times.

Grade 5-

- Students will eat lunch in their classrooms
- Staff needs to have students select their lunches first thing in the morning and their orders will be delivered to the cafeteria.
- Lunches will then be delivered to classrooms.

## Hallways

All hallway traffic should stay to the right to keep single direction movement as much as possible. A six foot social distance must be maintained at all times.

- No students may gather in the hallway for any reason
- No re-usable hallpasses will be issued to avoid contamination

## Hand Washing

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

- Students should wash hands:
  - Upon entering the building and classrooms
  - After sharing objects or surfaces
  - Before and after snacks and lunch
  - After using the bathroom
  - After sneezing, wiping, or blowing nose or coughing into hands
  - Anytime hands are visibly soiled

## Health Office

Students who arrive at school with symptoms consistent with those that may indicate a COVID-19 infection or those who develop symptoms throughout the day will be sent to an area separate from the Health Office to await parent contact and the coordination of a ride home.

Students who need to see the nurse for another (non-emergency) reason should use the link in the Nurse's Google Classroom to **make an appointment**. In the case of an emergency (vomiting, feeling like you may faint/pass out, bleeding, suspected broken bone, etc.), the student should be escorted to the health office by another individual. Students who see the nurse regularly for meds or blood sugar checks will continue to do so and do not need to make an appointment each time.

## Illness

Students/parents are expected to self-screen for the symptoms of COVID-19 prior to arrival each day. This includes:

- Fever over 100
- Chills
- 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

Students who begin to experience symptoms during the school day should alert the nearest adult immediately. They will be sent to a designated room to wait for contact to be made with a parent/guardian to arrange pickup. In all cases, students MUST check out with the nurse or attendance secretary before leaving! No student will be permitted to be dismissed without parent permission, regardless of symptom display.

## Returning to School after Illness

Students who have screened positive for COVID-19 symptoms can return to the in-person learning environment at school once they meet the Return to School Criteria.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be determined in coordination with the Niagara County Health Department.

## In Class/During Instruction

For all instructional models in grades 5-12, teachers will utilize Google Classroom to post assignments, communicate with students and parents, assess student learning, and share information. Google Meet will be used for video conferencing and live instruction. Teachers will prioritize the learning standards to ensure that all essential standards and skills for the new curriculum are met while determining and addressing gaps or skills that need further reinforcement.

- Students should expect to sit in assigned seats in all classes
- Students must maintain a six foot social distance from others at all times
- No sharing of supplies between students will be permitted
  - For this reason, it is important students arrive at class with their own writing utensils each day
- Mask breaks will be given at the teacher's discretion when students are seated and 6 feet apart

## Lavatory Usage

To adhere to social distance, the number of simultaneous users in any bathroom will be limited. Some student bathrooms may be inaccessible during the day due to cleaning regimens.

## Library

The borrowing of materials such as books and magazines will be discontinued at the start of the school year and re-evaluated periodically. The library will be closed for walk-ins throughout the day. No students will be permitted to leave their study halls or lunches to spend time in the library until further notice. There may be situations where classes are held in the library.

## Locker Usage

Lockers have been reassigned to allow for maximum social distance between students while accessing them.

- Locker access will be available only upon arrival, before heading to the cafeteria for lunch, and at dismissal
- At no time should more than one student stand near a single locker. No gathering around lockers will be permitted.

### **Main and Counseling Offices**

Only one student at a time will be permitted to enter the Main Office or the reception area of the Counseling Office. If a student needs to access one of these offices but another student is currently there, he or she may choose to wait briefly or return later. Waiting to enter an office is not an acceptable reason for being late to a scheduled class.

***Students are encouraged to work with their teachers to make appointments with office staff whenever possible.***

### **Physical Education**

When attending on-campus PE, the following safety measures will be in place:

- Students will be expected to wear PE appropriate clothing to school including athletic shoes
- Students will NOT be allowed to change for PE or to have any locker room access before or after class
- Students may use the locker room bathrooms during PE on an individual basis at the teacher's discretion
- Students must maintain a social distance of 12 feet during physical activity
- Masks must be worn when entering and leaving the gymnasium or walking outside
  - Students will be instructed to remove their masks once proper social distancing (12 feet) has been achieved and physical activity is ready to begin
- Students must remain in assigned area until the bell rings

### **Social Distancing**

- All individuals on the Newfane CSD premises must maintain social distancing and wear a proper face covering.
- Social distancing is defined as a six (6) foot separation between individuals. In common areas, such as classrooms, hallways or bathrooms, the face covering must be worn.
- Students must ensure six (6) foot distance between individuals, unless safety or the core activity requires a longer distance. For example, students participating in PE, band, or chorus will need to be twelve (12) feet from each other.

### **Use of School Transportation**

Students are encouraged to utilize private transportation whenever possible to reduce population density on buses. Adjustments will be made to pick up and drop off times on an ongoing basis through collaboration between STA and district/building officials. Any published times for pick-up and/or drop-off shall be considered approximate. In the case of extreme deviations from the established schedule, parents will be contacted by school officials.

- Due to its combustible nature, students must not carry personal bottles of hand sanitizer with them on school buses
- Masks must be worn during entire bus ride and should be applied to face prior to boarding the bus
- Siblings and students who live in the same household will be expected to sit together whenever possible
- Students not from the same household must remain 6 feet away from each other during entire ride
- Students must sit in the same, assigned seat each ride. They may not get up during the duration of the bus ride

### **Water Bottles**

Students are encouraged to bring their own water bottle to school as our drinking fountains will not be operational. The filtered bottle refillers will be running, so students will have access to water throughout the day. Under no circumstances should students share their water with other students.

# GUIDELINES FOR ATTENDING SCHOOL REMOTELY

## Typical Day

- Students receiving instruction through fully remote access will log into all of their google classrooms daily between normal school hours (7:40 to 2:13)
- All remote students will have daily interaction with their teachers through 3 possible avenues:
  - Attending all or part of the regularly scheduled class period as an interactive member through Google Meet
  - Attending all or part of the regularly scheduled class period as a passive member through Google Meet; and/or
  - Attending office hours with the teacher after completing assigned activities independently
- Each day a student can expect to interact with his/her teacher by some or all of the ways described above

## Attendance

Daily attendance will be taken each day, whether students are learning from home or campus. It is an expectation that students log into each of their Google Classrooms and engage with the provided educational tasks each scheduled remote learning day. Students who fail to do so will be addressed in accordance with our Code of Conduct.

## Behavior During Video Meetings

The Code of Conduct is in effect during any educational interactions. This includes student-to-student collaboration, small or individual meetings with teachers, and full class online instruction. Students must refrain from using any behavior or language that would not be acceptable in school. Students who choose to violate these standards will be addressed in accordance with our Code of Conduct. Unacceptable behavior during remote meetings includes, but is not limited to:

- Using or appearing to use drugs, alcohol, or any tobacco products
- Using or appearing to use a vaping device
- Using profanity
- Saying derogatory things about another student, teacher, or staff member

## Video Meeting Etiquette

In addition to the above, students should be aware of their online presence, taking extra care to ensure they do not cause a distraction to others. Recommended measures include:

- Muting yourself during large group instruction
- Limiting the number of family members/pets that may appear on your screen during the meeting
- Refraining from engaging in conversation with members of your household
- Raising your hand if you have a question or comment, or put it in the comment section

## E-Mail/Posting Standards

Developing the skill of effective email communication is a unique and important opportunity during this unprecedented time. All student/student and student/teacher correspondence using school email or Google Classroom should conform to the standards of the Newfane Code of Conduct and is subject to review by administration. Additionally, students should follow the following guidelines when utilizing these modes of communication:

- When emailing, use a simple, clear subject line with proper punctuation
- Use a professional greeting (ex: Dear Mr. Brown)
- Be concise and use **correct grammar, spelling, and punctuation**
- Use a respectful tone
- Conclude with a professional salutation (ex: Sincerely,) and sign your name

- Proofread before sending!
- Follow the 24 hour rule - respond to any email requiring follow up within 24 hours (during school hours is best!) and give your recipients 24 hours to get back to you
  - If you do not receive a response in a timely fashion and need help, you can always reach out to Mrs. Chaffee via email or office phone

## **Hours of Remote Learning**

Your teacher may choose to require you to interact with learning tasks at a set time. Otherwise, all posting, submitting, and emailing should take place between regular school hours (7:40 AM - 2:13 PM). It is highly recommended you keep the same learning schedule when learning remotely as you do when learning on campus. Emails or posts sent after school hours will not receive a response until the next school day and are highly discouraged unless there is an emergency.

## **Physical Education**

When attending remote PE, the following expectations will be in place:

- It is the responsibility of the student to document all physical activity using the tracker
- Options will be posted in the student's Google Classroom and may include:
  - A youtube workout (yoga, strength training, pilates, etc.)
  - Following a set workout plan provided by the instructor
  - Any 30+ minute physical activity that raises the heart rate (walking, running, swimming, biking, etc.)
    - If choosing this option, students will need to provide a screenshot of their workout data
- Students will also have a non-physical component that may include EDPUZZLE videos, Flip Grid responses to your workout, projects, written assignments and assessments

# NEWFANE CENTRAL SCHOOL DISTRICT

## 2020-2021 CALENDAR

September 2020							September							February 2021						
S	M	T	W	T	F	S	2,3,8,9	Staff Development Days					S	M	T	W	T	F	S	
		1	2	3	4	5	7	Labor Day						1	2	3	4	5	6	
6	7	8	9	10	11	12	10	First Student Attendance Day					7	8	9	10	11	12	13	
13	14	15	16	17	18	19	October							14	15	16	17	18	19	20
20	21	22	23	24	25	26	12	Columbus Day					21	22	23	24	25	26	27	
27	28	29	30				November							28						
							11	Veterans Day												
October 2020							13	End of 1st Marking Period (Gr. 5-12)					March 2021							
S	M	T	W	T	F	S	26-27	Thanksgiving Recess					S	M	T	W	T	F	S	
				1	2	3	December								1	2	3	4	5	6
4	5	6	7	8	9	10	24-31	Winter Recess					7	8	9	10	11	12	13	
11	12	13	14	15	16	17	January							14	15	16	17	18	19	20
18	19	20	21	22	23	24	1	Winter Recess					21	22	23	24	25	26	27	
25	26	27	28	29	30	31	18	Martin Luther King, Jr. Day					28	29	30	31				
							26-29	NYS Regents Exams – HS												
November 2020							29	End of 2nd Marking Period (Gr. 5-12)					April 2021							
S	M	T	W	T	F	S	February							S	M	T	W	T	F	S
1	2	3	4	5	6	7	15	Presidents' Day									1	2	3	
8	9	10	11	12	13	14	March							4	5	6	7	8	9	10
15	16	17	18	19	20	21	19	Staff Development Day					11	12	13	14	15	16	17	
22	23	24	25	26	27	28	26	End of 3rd Marking Period (Gr. 5-12)					18	19	20	21	22	23	24	
29	30						29-31	Spring Recess					25	26	27	28	29	30		
							April													
December 2020							1-9	Spring Recess (Good Friday, 4/2)					May 2021							
S	M	T	W	T	F	S	20-22	NYS ELA Assessments (Gr. 3-8)					S	M	T	W	T	F	S	
		1	2	3	4	5	May													1
6	7	8	9	10	11	12	4-6	NYS Math Assessments (Gr. 3-8)					2	3	4	5	6	7	8	
13	14	15	16	17	18	19	28	Memorial Day – Emergency Day Alternate					9	10	11	12	13	14	15	
20	21	22	23	24	25	26	31	Memorial Day					16	17	18	19	20	21	22	
27	28	29	30	31			June							23	24	25	26	27	28	29
							7	NYS Science Assessment (Gr. 8)					30	31						

January 2021							16-24	NYS Regents Exams – HS	June 2021											
S	M	T	W	T	F	S	LEGEND:							S	M	T	W	T	F	S
					1	2		Staff Development Day			1	2	3	4	5					
3	4	5	6	7	8	9		Holiday/Recess - No school	6	7	8	9	10	11	12					
10	11	12	13	14	15	16		NYS Assessments	13	14	15	16	17	18	19					
17	18	19	20	21	22	23		"Blue" day - A-K attend on-campus learning	20	21	22	23	24	25	26					