

Guidance for JSHS Families

Original post 8.28.2020

New Information will be posted at the top of this document (9.21.2020)

Positive test results for COVID-19 (9.23.2020)

Parents who are informed that their child is positive should do the following:

- Email our nurse, Ms. Ganzhorn, at alyssa.ganzhorn@tullyschools.org or call the nurse's office at 315-696-6241
- Notify the health department
 - Onondaga County Department of Health 315-435-3252
 - Cortland County Department of Health 607-753-5036
- Call the main office at 315-696-6235 if you are having trouble contacting the nurse

*No names, grade levels, estimated number of cases, etc., will be shared

Students in school with COVID-19 symptoms (9.23.2020):

Students who display COVID-19 symptoms should report to the nurse's office. Ms. Ganzhorn will follow our protocols including contacting parents to explain next steps. Parents and students should plan on the following possibilities:

- Getting a COVID-19 test done as soon as possible
- BEFORE returning to school, present the nurse with:
 - a negative test result
 - AND a note from a doctor, physician's assistant, or nurse practitioner clearing the student to return to school
 - AND assurance that student is symptom free

Parents giving notification of quarantine (9.23.2020):

Parents may need to inform the school that their child is quarantining for any number of reasons: a positive COVID test result, exposure to someone with COVID, travel to states on the travel ban list, etc. If so, please do the following:

- Email Ms. Ganzhorn at alyssa.ganzhorn@k12.tullyschools.org or call the nurse's office at 315-696-6241

New attendance email procedures (9.23.2020):

Parents may choose to keep their children home due to illness or worry about exposure due to confirmed cases of COVID-19. If so, please do the following:

- Email our new attendance contact at JSHS.attendance@k12.tullyschools.org and state something similar to the following:
 - I am keeping (*student name*) home due to (*insert reason*), with an anticipated return date of (*insert date*).
- Please make sure that students log into classes from home as they will be expected to attend every class.

Students with appointments (in person days and remote days) (9.23.2020):

When students will miss class due to appointments or college visits, parents can send an email to the attendance office at JSHS.attendance@k12.tullyschools.org or call the attendance office at 315-696-6245. Please include the student's name, grade level and time the student will be leaving. If the student returns to school/classes, please use the above contact information to inform the attendance office of the time.

Cohorts for JSHS students

Cohorts have been assigned for JSHS students using the hybrid model with a few exceptions for blended families and our need to balance classes.

Cohort 1: Last name A through L - attend school Mondays and Thursdays

Cohort 2: Last name M through Z - attend school Tuesdays and Fridays

Wednesday is a remote day for all learners. Students will need to be accounted for in every class, every day for attendance. We are still working on the schedule for Wednesday.

Monday	Tuesday	Wednesday	Thursday	Friday
Day A	Day A	Remote day	Day B	Day B
Cohort 1 in person Cohort 2 logs in from home	Cohort 2 in person Cohort 1 logs in from home	Students learn remotely from home; teachers are in the building	Cohort 1 in person Cohort 2 logs in from home	Cohort 2 in person Cohort 1 logs in from home

First two days of school

Our first day of school is **Thursday, September 10th**. It will be a **Day A**. Cohort 1 students will attend in person; Cohort 2 students will log in to a Google Meet done through Google Classroom for each teacher. All remote students will also log in to the Google Meet. Students will need to look for emails from all of their teachers sending them the invitation code to their Google Classroom. Students must accept those invitations before school starts. Teachers do not have class lists yet, so they cannot set up their Google Classrooms until they do. Once again, I ask for your patience; teachers will be back to work soon and will get the Classrooms set up on September 8th or 9th at the latest.

Our second day of school is **Friday, September 11th**. It will be a **Day B**. Cohort 1 students will log in to a Google Meet; Cohort 2 students will attend in person. All remote students will also log in to the Google Meet.

Students who attend school in person four days per week will attend both days.

Students attending BOCES programs should have already heard from their counselors regarding their programs.

Chromebook pick up

Students will pick up at the Main Office. Please make sure to follow social distancing guidelines by maintaining 6 feet apart from others; we are also asking that everyone wear a mask.

Tuesday, September 1st: Students in Grade 7 may pick up Chromebooks when they come to school for their orientation tour.

Wednesday, September 2nd through Friday, September 4th: All students in Grades 7 – 12 may pick up Chromebooks from 10:15 am through 3:30 pm.

Students in Cohort 1 who are unable to make the times listed above may opt to receive their Chromebooks in their 1st period class on Thursday, September 10th. This will require students to log into each of their teachers' Google Classrooms on that day.

Students in Cohort 2 or learning all remotely who are unable to make the times listed above should email Mrs. Huggins at sherry.huggins@k12.tullyschools.org to make arrangements for an alternative pick up or delivery.

Google Tutorials

The Model Schools people at OCM BOCES created tutorials for students and parents to use to familiarize themselves with using the Google Suite of products. It will be very worthwhile to take the time to watch the videos. Access the link by clicking [here](#) (9.8.2020)

Hot Spots

As of 9.8.2020, we are anticipating delivery of the hotspots this week. We then have to configure them appropriately for our students to use. We understand that this may be an inconvenience and hope to get them delivered asap. (9.8.2020)

Arrival and Dismissal

Students will have designated entrances and exits for their use.

- Students who drive or ride with a sibling will use the athletic entrance
- Students in grades 7 & 8 will enter the building at the front on the right side of the library as it faces Route 80 and use the same door to exit
- Students in grades 9 - 12 will enter the building at the front on the left side of the library (the main entrance) and use the same door to exit

Bus & Parent Drop Off/Pick Up

- Mornings: Information about morning drop off by buses and parents can be found on the Reopening Website or by clicking [here](#).

- Afternoons: Students may be picked up in front of the main entrance and buses will load at the north end of the track/football field per our usual procedures. (9.8.2020)

Temperature checks

All students will need to submit temperature checks when they board a bus or arrive at school. Paper copies of the acceptable forms were sent home to parents and are downloadable from our school Reopening Website. If paper forms are brought to school, students will place them in a bin as they enter the school building. Additionally, there are thermometers at each of the entrances for students to use on a daily basis. Please note that an alarm sounds when the temperature is over 100°. If this is the case, the student will be sent to the isolation room for a second temperature check. If a temperature over 100° is detected, parents will be called as the student will need to return home. (9.8.2020)

Notes from home

Students who submit notes to leave early or absences excuses will place them in the same bin as the temperature checks upon arrival at school. Please note that there will not be any bus passes issued for students to ride to each other's houses. Please contact the Transportation Department at 315-696-6250 if you have any questions. (9.8.2020)

Remote learning expectations

- Student Handbook policies and procedures apply and will be enforced during all remote learning.
- When at home the students' work area should be suitable for learning and appropriate for the school environment.
- Be mindful of the school period-by-period schedule and watch the time throughout the day. See Daily Bell Schedule below.
- Attendance is required and will be taken by teachers. It is important that students log in to their classes.
- Students are not allowed to record classes in any manner, at any time.
- When experiencing technology issues at home please call the school main office at 315-696-6235.
- All Chromebooks should be shut down each week to ensure they are getting updates as needed and working properly (Friday is a good day for this). Closing the lid does NOT shut it down; it only places it in sleep mode.

Delivery of Materials for Remote Learners

Teacher wishing to send home work for our remote learners will do so as needed. The Transportation Department will be out daily to deliver lunches and will make stops along the way as needed. Agendas will be one of the first items remote learners will receive. (9.8.2020)

Hand sanitizer

Students are allowed to carry personal hand sanitizer, but are not allowed to share it with anyone other than a family member. The CDC recommends that hand sanitizer is at least 60% alcohol and is allowed to dry for 15 seconds before touching something. Use it (or wash your hands) after you touch for your face, especially after sneezing or covering your mouth for any reason.

Masks and mask breaks

If you are choosing to attend school in person, you are choosing to wear a mask. Please wear a clean mask every day. If you need a new one during the day and do not have an extra, please let a teacher know and you will be given a disposable mask. All mask breaks will be taken when there are approximately three minutes left at the end of each period. This will ensure that breaks are given at regular intervals. During a mask break, students must follow these guidelines:

- Remain in your seat
- Wash your hands or use hand sanitizer
- Remove your mask by taking it off where the mask touches the ears
- Remain silent (9.1.2020)
- If you must cough or sneeze while your mask is off, cover it using your elbow
- Put your mask back on before leaving your seat to go to your next class
- Wash your hands or use hand sanitizer again

Backpacks/bookbags

Students are encouraged to use a backpack or bookbag on a daily basis as lockers will not be in use at this time. Teachers will work with students to ensure that they are not carrying heavy items in their backpacks/bookbags on a daily basis. Teachers who use textbooks likely have a classroom set of books that can be used while another book is designated to stay at home. Students will need to wash their hands or use hand sanitizer after using a classroom textbook.

Water Bottles

Students are encouraged to bring water bottles from home that are already filled. Make sure the cap is on straight and is tightly closed! There are also several water bottle filling stations around the building. The bubbler heads that require one's mouth to receive the water will be disabled.

Lunches

Students will eat lunch in either the lobby or the main gym. Students will be seated in desks and spread out according to social distancing guidelines. Once students are seated, they may remove their masks for the duration of lunch. When students leave their seats to throw items in the trash or return a tray to the dishwasher, a mask must be worn. There will be specific directions for moving about the lunch room that will be discussed with the students once they are in school.

Signing in/out

Students will not share pens or sign themselves out as they have in the past. Office staff members will do this on behalf of the student when they report to school or when they need to leave school early. Teachers will have a sign in sheets in their Google Classrooms that students will use for signing in/out.

Hallways

Hallway floors and walls will have markings showing students the direction to walk. Some hallways are wider than others and will require students to walk very close to the walls in order to maintain social distancing protocols. Stairways are noted as one way with arrow markings on the floors. (9.8.2020)

Visitors

Visitors gaining entrance into the building will be restricted. If parents need to drop off items for their children, please make sure to label the item with the student's name. When you buzz in at the Main Office, a table will be placed inside the door for you to place the item on. We will use the same process if parents need to pick up something.

Student Absences

If students are ill or planning to be absent from school for appointments, etc., parents should notify the school nurse through our usual protocols. The phone number to call is 315-696-6241. If students are able to log into classes from home, they may. Please know that if a pattern emerges, students will be spoken to and parents will be notified. In the event that a student is placed on quarantine, but is still able to participate in school, the student will be expected to log into classes from home. We understand that this may be confusing when and if the time comes. Please contact the school nurse or an administrator if you need assistance in determining if students should log in from home. Any time a student is too ill to participate in school, the student should rest and attend school when feeling better. Absence notes are still required and may be emailed to Mrs. Hackett at mhackett@k12.tullyschools.org.

Daily Bell Schedule

The daily bell schedule is below. Depending on how well bus & parent drop off and temperature checks work in the morning, we may need to change this schedule. We will let students and parents know as soon as possible if a change is necessary. Daily attendance is taken in Period 1. All students are expected to log in on or before 7:56 am so that they can here announcements (9.8.2020)

Daily Schedule			
Entry Bell	7:45		
2 min Warning Bell	7:54		
Announcements	7:56-8:00		
Period 1	8:00-8:42		
Period 2	8:45 - 9:27		

Period 3	9:30 – 10:12		
Period 4	10:15 – 10:57		
Period 5	10:57 – 11:27 Lunch (gr 7&8)	11:00 -11:42	11:00 - 11:42
Period 6	11:30 – 12:12	11:42 - 12:12 Lunc	11:45 - 12:27
Period 7	12:15 – 12:57	12:15-12:57	12:27-12:57 Lunch
Period 8	1:00 – 1:42		
Period 9	1:45 – 2:27		
Dismissal	2:30		

There is no activity period planned at this time