



McGraw Central School District

Parent Handbook

COVID-19

July 2020

Recovering, Rebuilding, Renewing



Susan Prince- Elementary Principal

Mark Dimorier- MS/HS Principal



McGRAW CENTRAL HIGH SCHOOL

10 West Academy Street

McGraw, New York 13101-9479

"To pursue the maximum fulfillment of each student's potential"

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Dear Parents/Guardians:

As we navigate through these challenging times of school re-opening , we at McGraw Central Schools are very excited to bring students back in an environment that meets CDC Guidelines, but also allows for the learning environment to be established. With that being said, we have put together a parent information book that outlines our re-opening plan and highlights information that parents will need to be aware of for a successful and safe opening for our students and staff in September. This information book explains the 3 types of learning models and the expectations for each style of learning. We have also included the role of parents/guardians as well as the training that will occur for all stakeholders in an effort to keep our school environment clean and safe for all. You will also find a question/answer page that consists of commonly asked questions. This page will be a fluid document that will be updated weekly on our web page (www.mcgrawschools.org) as new questions/answers arise throughout this process.

In closing, it is McGraw Central School Districts mission to provide a quality education while meeting the New York State guidelines in regards to the COVID 19 Pandemic. Your child's safety and well-being is of the utmost importance and we look forward to moving through this process to ensure that the needs of your children are being met on a daily basis. As a reminder this entire process is completely new territory for all of us to navigate and we must work together for the best interest of our children. #EagleStrong

Sincerely,

Susan Prince

Elementary Principal

Mark Dimorier

Secondary Principal

McGraw Central School District
Parent/Guardian/Student Handbook
COVID-19

- **Structures for opening school:** 3 models-In-person learning, Hybrid model, and Remote/distance learning

With current space and faculty, McGraw is able to instruct all currently enrolled students in the building, maintaining social distance during instruction in collaboration with utilizing face coverings, recommended hygiene, regular deep cleaning and disinfection.

- In-Person instruction -McGraw School District has the space and staffing to immediately begin in person instruction with current recommended social distancing; face covering usage on busses, in hallways, and playground; respiratory hygiene adherences; and increased cleaning and disinfection. Complete in-person instruction will be the only option to take place when the Governor allows it. When utilizing the in-person model, students participating in person will be mandatory for attendance.
 - Hybrid Instruction model - McGraw School District's Hybrid model of instruction will invite all students to attend in person daily while providing Google Classroom/Google Meet lessons synchronously with students that are medically fragile as defined by their parent or guardian. In addition, students that show symptoms of illness or test positive for any communicable illness, but are otherwise well enough to participate, may attend school through the synchronous lessons and count as a day of attendance. This model will be in effect as long as mandated by the Governor's order or DOH until complete in-person instruction is allowed.
 - Complete Remote Instruction -All classes will be run through Google Classroom/Google Meet with classroom teachers for a minimum of one hour daily at a time determined by the teacher in accordance with their assigned schedule in small groups. Projects and activities will be assigned for content areas on the Google Classroom platform. Special Area Teachers will hold synchronous classes that align with their weekly schedule.
- Parents will be required to report daily temperature checks prior to the students entering the building or getting on the bus.

- Student attendance will be taken daily for in-person instruction and also for the virtual instruction at the scheduled time slot. Students are required to log in during the regular school day or class periods and be part of the class discussion to receive credit for the class.
- Students will be trained on how to maintain 6ft. social distancing, appropriate handwashing, mask wearing/face covering, proper respiratory hygiene, and how to avoid sharing materials.
- Guests will not be allowed to enter any district buildings at this time. Contact the school offices to make arrangements for the matter of business needed.
- Student drop off and pick up will be strictly monitored. No adults enter the school buildings during this time. Specific entry and dismissal times will be sent prior to the opening of school.
- **District Drop off plan:**
 - All parent drop offs at the high school are encouraged to take place in the vicinity of East Ave and West Academy Street. Students will walk to the school via sidewalks and enter the student entrypoint.
 - All parent drop offs at the elementary school will take place at the student drop off loop or West Academy.
 - All MS/HS parent pickups at end of day will occur at West Academy Street
 - Elementary pickups for grades 2-5 will be dismissed through the east side doors, crossed by safety patrol and will meet family members on sidewalk or at their vehicle which may be parked in the school driveway or on Academy Street heading east.
 - Elementary pickups for grades PK-1 will be led to the sidewalk and parking area by a McGraw staff member.

McGraw Central School District
Q&A for Families
COVID-19

1.) What is McGraw doing to start school in September?

- We are starting school in September with a hybrid model- all students are welcome to start school full time in the fall. If someone chooses to remain at home and attend school virtually they will be expected to sign on daily between the hours of 8:00AM - 3:00 PM each day following their normal class schedule.
- If the Governor mandates the closure of school districts due to a spike in COVID cases we will go to remote learning following the normal daily schedule.
- Attendance will be taken for both in school and remote learning on a daily basis.

2.) If I choose to have my child stay home, but want them to start back to school later in the year- when and how does that happen?

- If you choose to have a student return to school after initially choosing the remote learning option students may return to school at one of the 5 week marking period points which are stated on the school calendar.

3.) How do I get my child to wear a mask?

- Please start to practice wearing a mask at home for varied periods of time. This will help with the transition back to school.

4.) When does my child have to wear a mask?

- Students must wear a mask at all times on the bus, when they are moving around the building, and when 6 ft social distancing cannot be maintained.
- Students can take off their masks to eat and when they are sitting at a desk during instructional time as directed by the teacher according to the class activity or lesson.

5.) Will the school be practicing social distancing?

- Teachers and students will attend training that instructs all on the 6 foot social distancing requirement.
- Signs and floor markings will be used as a visual reminder for students and staff.

6.) Can my child bring in and use their own hand sanitizer?

- No- students cannot bring in their own hand sanitizer; however the school will be providing hand sanitizer in all classrooms, offices, and common areas.

7.) What about bathroom breaks and drinking fountain use?

- Students will be allowed to use the bathrooms as needed. Specific cleaning of high touch services will take place throughout the day. Drinking fountains will be limited to certain ones in the building so that proper cleaning and disinfecting can occur. Water bottle filling stations are available for students to fill their own water bottles throughout the day. Use of the filling station is preferred.

8.) What if I don't have a thermometer at home?

- We are requesting parents to take a student's temperature prior to the student coming to school.
- Please notify the school nurse if you are unable to do so.

9.) Will there be sports or extracurricular activities?

- No, there will not be any sports or extracurricular activities at this time. We will be following the Governor's guidelines as to when we can start these opportunities again.

10.) Will there be field trips?

- At this time there will not be any busing field trips; however walking field trips will be allowed following the CDC guidelines.
- Outdoor activities/classrooms will be highly encouraged weather permitting.

11.) Will there be access to the after school childcare program?

- The YWCA Afterschool Program plans to offer their service again this year at McGraw. They will be following The McGraw Central School District safety precautions in the reopening plan. Contact the YWCA for more information.

Elementary In-person - Hybrid - Remote

Instruction models

With current space and faculty, McGraw is able to instruct in the building all currently enrolled students maintaining social distance during instruction in collaboration with utilizing face coverings, recommended hygiene, regular deep cleaning and disinfection.

Elementary School:

- In-Person instruction -McGraw Elementary School has the space and staffing to immediately begin in person instruction with current recommended social distancing; face covering usage on busses, in hallways, and playground; respiratory hygiene adherences; and increased cleaning and disinfection. Complete in-person instruction will be the only option to take place when the Governor allows it. When utilizing the in-person model, students participating in person will be mandatory for attendance.
- Hybrid Instruction model - McGraw Elementary's Hybrid model of instruction will invite all students to attend in person daily while providing Google Classroom/Google Meet lessons synchronously with students that are medically fragile as defined by their parent or guardian. In addition, students that show symptoms of illness or test positive for any communicable illness, but are otherwise well enough to participate, may attend school through the synchronous lessons and count as a day of attendance. This model will be in effect as long as mandated by the Governor's order or DOH until complete in-person instruction is allowed.
- Complete Remote Instruction -All classes will be run through Google Classroom/Google Meet with classroom teachers for a minimum of one hour daily at a time determined by the teacher in accordance with their assigned schedule in small groups. Classroom Teachers will run four one hour small group sessions with no more than 5 students in a group. Projects and activities will be assigned for content areas on the Google Classroom platform. Special Area Teachers will hold synchronous classes that align with their weekly schedule. Students that log in will be offered a 40 minute lesson per week in the special area content. Students will receive a participation grade in the special areas. Teachers will post a minimum of one hour of office hours between 8:00AM and 3:20PM for parents. The McGraw Elementary will go completely remote as ordered by the Governor's order or DOH. All virtual courses will be graded and students will be required to attend and engage daily to receive credit for the class in accordance with the District attendance policy. This option could occur for short-term or long term periods of time in direct relation to the illness rate in the Cortland County region. The school would move to the hybrid or in-person model as soon as allowed to do so by the Governor's order or DOH.

MS/HS In-person - Hybrid - Remote Instruction models

McGraw MS/HS

- McGraw Middle/High School currently has a student population of approximately 300.
- There are a total of 26 classrooms and 33 certified teachers.
- Instructional rooms will have no more than 20 students in a classroom and will more than maintain the recommended guidance for people per square foot in each instructional space and 6 feet apart spacing.
- Classes that contain more than 20 students will use some of our larger classrooms to accommodate the few extra people. Additional cabinets, bookshelves and personal items have been removed to accommodate the 6 feet social distance in classrooms.
- With current space and faculty, McGraw is able to instruct in the building all currently enrolled students maintaining social distance during instruction in collaboration with utilizing face coverings, recommended hygiene, regular deep cleaning and disinfection.
 - In-Person instruction model-McGraw MS/HS has the space and staffing to immediately begin in person instruction with current recommended social distancing; face covering usage on buses, in hallways, and playing fields; respiratory hygiene adherences; and increased cleaning and disinfection. Complete in-person instruction will be the only option to take place when the Governor allows it. When utilizing the In-person model, students participating in person will be mandatory for attendance.
 - Hybrid Instruction model - McGraw's Hybrid model of instruction will invite all students to attend in person daily while providing Google Classroom/Google Meet lessons synchronously with students that are medically fragile as defined by their parent or guardian. In addition, students that show symptoms of illness or test positive for any communicable illness, but are otherwise well enough to participate, may attend school through the synchronous lessons and count as a day of attendance. This model will be in effect as long as mandated by the Governor's order or DOH until complete in-person instruction is allowed.
 - Complete Remote Instruction -All classes will be run through Google Classroom/Google Meet with classroom teachers at their regularly scheduled time. The MS/HS will go completely remote as ordered by the Governor's order or DOH. All virtual courses will be graded and students will be required to attend and engage daily to receive credit for the class in accordance with the District attendance policy. This option could occur for short-term or long term periods of time in direct relation to the illness rate in the Cortland County region. The school would move to the hybrid or in-person model as soon as allowed to do so by the Governor's order or DOH.

Schools and Childcare Programs

Checklist for Parents

Parents: Get Your Children Ready for Coronavirus Disease 2019

You can help protect your family from COVID-19 by practicing and promoting everyday healthy habits. If an outbreak occurs in your community, your school may dismiss students to prevent further spread of the virus. Use this checklist to plan and take action if a COVID-19 outbreak occurs in your community.

PLAN AND PREPARE

- Practice and reinforce good prevention habits with your family.**
 - Avoid close contact with people who are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Keep your child at home if sick with any illness.**

If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.

- Be prepared if your child's school or childcare facility is temporarily dismissed.**

Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.

IF YOUR SCHOOL/CHILDCARE PROGRAM IS DISMISSED

- Keep track of school dismissal updates.**

Read or watch local media sources that report school dismissals or stay in touch with your school.

- Talk to your school about options for digital and distance learning.**
- Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.**
- Seek guidance from your school administrator to determine when students and staff should return to schools.**

Duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific situation in your community. Students and staff should be prepared for durations that could last several days. Administrators should work with their local health authorities to determine duration of dismissals.



Children who have COVID-19 may be asymptomatic or present with many symptoms that are similar to other childhood illnesses. Because it is hard to differentiate, during this time, please **keep your child home if they have a:**

Fever 100.4 or higher

Cough

Sore throat

Fatigue

Body aches

Diarrhea

Nausea or vomiting

Headache

Shortness of breath

Congestion or runny nose

Pink eye

Loss of smell or taste

purple toes or fingers

Tested positive for COVID -19 or exposure to someone with COVID-19 (unless cleared by their primary care provider or the department of health)

When to call you primary care provider:

Your child has shortness of breath or trouble breathing

Exposure to someone with know COVID-19

Concerns that symptoms may be caused by another cause ie asthma, strep throat, seasonal allergies

Concerns about your childs health

When to return to school:

Fever free without fever reducers for at least 72 hours AND all other symptoms improving

Symptoms have been attributed to another cause as documented by your primary care provider and cleared to return to school

To be determined by the Department of Health if COVID 19 exposure or COVID positive test

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face covering in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

COVID-19 SPECIAL EDITION:

Support for Parents and Children

Your children's world has changed dramatically over the course of just a few weeks. They're home from school, missing their friends and activities, worried about what's happening in the news—and unsure of when life will return to normal.

As a parent, you may feel overwhelmed and uncertain about what to do. Use this guide as a starting point for supporting your youngsters emotionally and academically during the coronavirus pandemic.



Editor's note: Guidelines are changing rapidly. Make sure to follow all local, state, and federal laws and recommendations on social distancing and other practices when using these ideas.

Boost well-being

Your children are likely experiencing conflicting emotions. They're probably happy to be home with you—but bored because they can't go anywhere or have anyone over. Here are ways to keep life as close to normal as possible.

Find the positives. Look for bright moments each day. For instance, maybe you're not commuting to your job right now, so you have time before work to snuggle up and read with your youngster. Or perhaps a family birthday party was canceled, but now even people who live far away can celebrate with you ... via video chat.

Stay physically active. Go for runs or bike rides, and play backyard games. Have everyone put on comfortable clothes and gather in front of the TV or computer for a free fitness class. Try a site like [youtube.com/user/CosmicKidsYoga](https://www.youtube.com/user/CosmicKidsYoga) or [lesmills.com/us/workouts/youth-training/](https://www.lesmills.com/us/workouts/youth-training/). Your child's dance or martial arts classes may even be continuing online.

Encourage play. Children need plenty of time to play—and this is especially true in difficult circumstances. Pull out old toys they may not have played with in a while. It'll be like getting brand-new toys! They can also turn household items into toys. A cardboard box could become a bear cave, a school bus, or an art studio



(they can color the inside with crayons or markers). A blanket might be a cape, a tent, or an island.

Enjoy the great outdoors. Spending time in nature is a proven stress reliever. Take family walks and observe animals, trees, and flowers along the way. Plant a garden. Try stargazing at night or bird-watching in the daytime. Have picnics in the backyard or on your balcony.



Do for others. Thinking of others gets your children outside of thinking about the situation they're in. They might make cards for people who are working hard to help us, such as nurses, doctors, and paramedics. They could also use chalk to draw pictures and leave uplifting messages on the sidewalk for delivery truck drivers and mail carriers.

Manage family time. Being together 24/7 and unable to leave your home can cause tension among family members. Encourage siblings to play separately when they've had enough of each other's company. Also, it's healthy for parents to have some time to themselves, so relax with a cup of coffee before your child wakes up, or plan at-home date nights with your spouse.

continued

Reduce anxiety

It's normal for youngsters—and adults—to feel stressed when their schedules change or life is unpredictable. Consider this advice for helping your children cope.

Provide reassurance. Having some control over a situation can limit anxiety. Talk to your child about what your family is doing to stay safe—and to help others be safe.



Examples include washing hands often, staying at home, and social distancing (staying at least six feet away from people who don't live with you).

Stick to routines. Stick to your youngster's regular bedtime and wake-up times. Also, encourage her to dress in regular clothes. If she asks to stay in pajamas, consider setting aside a special PJs day

each week. Wearing daytime clothes on other days will contribute to a sense of normalcy. And plan regular mealtimes rather than letting everyone snack all day.

Limit access to news. It's important to stay informed, but news coverage can make children feel anxious. Keep the news off, and set certain times each day to check for updates. If you have a young child, you might consider tuning in only after he goes to bed.

Keep reading!

Reading every day is one of the best ways for your child to keep up skills in all subjects. Try these ideas:

- Set aside time each day to read with your youngster. You could enjoy favorites from your bookshelves and also download e-books from the public library. Encourage him to choose a variety—fiction, nonfiction, poetry, biographies, how-to books, and more. Let him pick books he can read on his own as well as more challenging ones for you to read aloud to him.



- Together, watch authors, teachers, and librarians read aloud online. (Try storylineonline.net or search YouTube for “read alouds.”) Then, suggest that your child make her own story-time videos—complete with props or puppets.

Learning and working from home

When your children do schoolwork at home, you may wonder what your role is, especially if you're working remotely, too. Keep in mind that teachers don't expect you to homeschool your youngsters—but you can offer support and encouragement, just as you would with regular homework. Here's how.

Get set up. Have your child find “office space” and gather supplies. She'll need to work in an area without background noise and where she won't disturb you if you're working, too. If she's participating in classes online, make sure she logs in on time—a few minutes early is ideal in case there's a glitch. She should close browser windows and tabs and put away devices she's not using for school.



Create office hours. Help your youngster make a schedule that includes class time and independent work time. If you're working from home, let him know what your hours are. Schedule a lunch break and a snack break so you can eat together. *Fun idea:* Ask your child to make and decorate signs with office hours for each of you. He'll be proud of his signs and may pay more attention to the “posted hours.”

Offer assistance. Try to be available in case your youngster gets stuck with her work. If she needs help during your office hours, she could write you a note. Then, provide help when you can take a few minutes away. *Tip:* Show interest by asking what she's learning and looking over her work.

Stay in touch

Combat social isolation while you are social distancing. Use these suggestions for staying in touch with family and friends via Skype, FaceTime, or other video-chat platforms.

Spend time with relatives. Invite grandparents, uncles, aunts, and cousins to participate in family game nights. It's fun—and it helps to reduce loneliness, especially for people who live alone. Play charades, Pictionary, or name-that-tune.

Hang out with friends. Encourage your child to plan online get-togethers. It will feel great for classmates to see each other in real time! They could perform a concert by singing or playing instruments. Or they might make up dance routines. Another idea is to hold a craft party—they can chat while crafting (making jewelry, knitting) and share their works-in-progress with each other.

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