



*To empower all students to excel
as citizens in a changing world*

Central Square Central School District Handbook for Instruction During COVID-19

General Explanation

This handbook is a supplement to the CSSD Coronavirus Information link located on our website at <https://www.cssd.org/domain/207>. It is a general summary of information related directly to students and instruction during the COVID-19 Instructional Period. All items and information in this handbook are subject to change based on adjustments made to accommodate new guidelines from the New York State Department of Education, Department of Health, Executive Order of the Governor and the CDC.

In order for us to communicate this plan, and any changes that will occur throughout the year, we will use the following tools:

- Website
- Email
- Social media
- Print copy mailings
- Blackboard Mass Communication tools (text, email, phone)
- Traditional media outlets
- Student Management System (SMS) - SchoolTool
- Learning Management System (LMS) - Canvas

Central Square School District's Communication Plan

| Communication Tools | Purpose | Who Communicates | What Types of Information Can I Expect | I have a question about... | Contact (All contact information is located on the District Website) |
|--|---|--|---|---|--|
| Website | The website contains most of the district/building information in a readily available format to anyone with internet access. The website can also be accessed on any mobile device. | Superintendent | News and updates pertaining to District wide initiatives All updates related to COVID-19 as they relate to the CSSD | COVID related issues and school reopening | Superintendent |
| Blackboard Mass Communication Tools and our Mobile App | The Blackboard Mass Communication Tool allows CSSD to push communications to all stakeholders through email, texts, and automated phone calls. | District Office Personnel Building Principals | News and update pertaining to specific areas such as food service, facilities, instruction, technology, athletics, budget, transportation | District Policy Registration Transportation | Assistant Superintendent Student Registration Director of Transportation |
| SchoolTool | SchoolTool is our Student Management System. Through SchoolTool the District/buildings can email the parents/guardians of our enrolled students or the | Building Principals | News and updates pertaining to a specific school building | Student Discipline School Events | Building Principal |

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|---------------------------------------|--|---------------------|--|------------------------------------|-------------------|
| | students themselves. | | | | |
| Email | Email is used to contact parents, students, and community members who need specific information. | Instructional Staff | News and updates pertaining to individual classes and student progress | Student's school work and progress | Classroom teacher |
| Social Media, Facebook, Twitter, etc. | The District Facebook page and other social media is provided as a forum for the District and community to interact. | | | | |

Students must comply with all protocols related to spaces, PPE, hand hygiene, and social distancing. ALL expectations for student behavior included in the Code of Conduct remain in place as well.

Daily Screening and Posting of Signage Prior to Entering the Building

We will be posting signage on entry doors that review the screening protocols for all that enter any facility.

Daily Screening Process for Students and Students Returning to School After Diagnosis with COVID-19

- Parents/guardians should monitor students daily and take temperatures prior to arriving at the bus stop or entering a school building.
- Prior to entering the bus or school building, students will be screened for a temperature at or above 100°. Students presenting with a fever or other visible [COVID-19 symptom](#) related to COVID 19 will not be admitted and parents will be notified and required to take the student home. Students with a fever will not be permitted to board the bus.
- Parents/Guardians will read the COVID Screening Agreement form prior to students returning to school. Students and staff are not permitted to come to school/work if they:
 - Have tested positive for COVID-19 or a presumed diagnosis by a physician or other healthcare provider
 - Have been in “close contact” with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider, unless the student

and/or staff member are fully vaccinated and are exhibiting no [COVID-19 symptoms](#).

- It is strongly recommended by the NYSDOH, local health departments, and the CDC that students and staff exhibiting any of the [COVID-19 symptoms](#) (hyperlinked) remain at home and contact a healthcare provider for either an alternate diagnosis or receive a COVID-19 negative test result.
 - Staff members: Please notify your school nurse, district administration, building principal and/or attendance office of any COVID related absence.
 - Students: Parents/Guardians please notify the school nurse located in your child's school.

Universal Mask Mandate: At this time, all students and staff are required to wear a mask as per the recent Executive Order from the NYS Governor and the NYSDOH, seen here, https://drive.google.com/file/d/1OiyfNvUoY_fIHv94dXN3QHyc9gjecbSo/view?usp=sharing. If a student cannot medically tolerate wearing a mask, please provide your child's nurse with a physician signed statement explaining why your child cannot medically tolerate wearing a mask and we will make the proper accommodations.

If the Student Feels Sick While at School:

- Students will be isolated in a supervised area established in each building until a parent, guardian or authorized adult can pick the child up from school.
- The school nurse will contact the parent/guardian and make arrangements for the sick child to be immediately picked up.

Temperature Readings

Students who register a temperature at or above 100° will not be allowed on the school bus or in the school building. Students with temperatures between 99.5° and 99.9° will be monitored throughout the school day. If the student's temperature becomes 100 degrees F, the student will be sent home and documentation will be completed. If a student refuses to have his or her temperature taken, they will not be permitted to board the bus or enter their school.

Return to School/Work Protocol: It is strongly recommended by the CDC, NYSDOH, and local health departments that all NYS school districts follow the NYSDOH ToolKit and return to school/work protocols for all students and staff.

https://drive.google.com/file/d/1OiyfNvUoY_fIHv94dXN3QHyc9gjecbSo/view?usp=sharing.

Positive/Suspect Cases of COVID-19

Understand that no one with [symptoms](#) associated with COVID-19 should be present at school.

Close Contact with an Infected Person

- **Students will be considered “close contacts” by the Health Department if they are within 3 feet of a person with COVID-19 for a period of 15 minutes or longer.** Fully vaccinated students that are experiencing **no** COVID-19 symptoms **will not** be quarantined by the Health Department. If a parent/guardian discovers that their child has been exposed to someone with COVID-19, we ask the parent/guardian to contact their healthcare provider and/or local health department to verify if their child is considered a “close contact” that requires a mandatory quarantine.
- **Staff will be considered “close contacts” by the Health Department if they are within 6 feet of a person with COVID-19 for a period of 15 minutes or longer.** Fully vaccinated staff members that are experiencing **no** [COVID-19 symptoms](#) **will not** be quarantined by the Health Department. If an unvaccinated staff member either discovers, or is notified, that he or she has been exposed to someone with COVID-19, that staff member should immediately contact his/her healthcare provider and/or local health department to verify if he or she is considered a “close contact” that requires a mandatory quarantine. The same applies to fully vaccinated students and staff that are experiencing COVID-19 symptoms that may have been exposed to a person with COVID-19.
- **Revised Quarantine Guidelines for Oswego County and Onondaga County:**
 - Oswego County Schools:**
<https://drive.google.com/file/d/1J5ZpudrstTaOoakS2iL8HRvBXbF-oEUX/view?usp=sharing>
 - Onondaga County Schools (Brewerton Elementary):**
<https://www.scribd.com/document/520089380/K-12Guidance2021-22-1>

When a Student Tests Positive:

We will follow NYSDOH and Local DOH guidance. The following information will be provided to the parent/guardian of a student that is sent home:

- Healthcare locations and testing resources.
- During this period, if practicable, open outside doors and windows to increase air circulation in these areas.
- The notification of a positive case will come from the local health department, however, school district staff may be assisting the local health department because of the large volume of new COVID-19 cases and the time sensitive nature of informing parents/guardians and staff of their mandatory quarantine. Please follow their recommendations for contact tracing, isolation, and quarantine. **The Central Square Central School District does not conduct the contact tracing or quarantine anyone, we simply provide the classroom seating charts, bus charts, and duration of time each student was in a particular location, and the local health department then provides the District official with the names of the staff members and students that require a mandated quarantine.** The school district administrator (in collaboration with the

school nurse) immediately notifies the parents/guardians of any students that require a mandatory quarantine, as well as notifying any staff members that the health department has also determined “close contacts” requiring a mandatory quarantine. The local health department will then follow up by contacting all of those parents/guardians and staff members with specific quarantine instructions.

If a student is absent from school due to quarantine, the same process and protocol for any regular school absence will be followed. Please see the link outlining our board approved attendance policy. Students will absolutely have access to the education missed due to their absence. All work and time to complete the assignments will be implemented. Your child’s teacher will reach out to you to communicate the protocol our staff will utilize when delivering instruction to students in quarantine, whether the student is a “close contact” or actually has COVID-19. Our teachers are very understanding and will make sure that quarantine students all receive some type of visual instruction accessible via each student’s Chromebook or other school device and that there is two way communication throughout the child’s quarantine period.

<https://www.cssd.org/site/default.aspx?PageType=2&PageModuleInstanceID=191&ViewID=838b13a1-2ccb-4c74-83cb-0b9f098d6937&RenderLoc=0&FlexDataID=2620&SearchKeywords=>

Definitions

Quarantine - Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation - Isolation is used to separate people infected with the virus (those who tested positive for COVID-19 whether the person is exhibiting [symptoms](#) or not) from people who are not infected. People who are in isolation should stay home until their end of isolation date provided by their local health department has expired and it is safe for them to be around others.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

Social/Physical Distancing - Social distancing, also called “physical distancing,” means keeping space between yourself and other people. To practice social or physical distancing: Stay at least 3 feet from other people.

Additional Preparation

- Teachers, parents and students will be provided with resources of what supports we have in the building and local agencies that are available.

- Students who need additional support will be identified based on concerns from the previous school year and through a referral process initiated by any adult and reviewed by our LCMSW/Social Worker, School Psychologists and the School Counseling Department.
- Supports will be offered to these students in the form of mentorship, counseling, check-ins, home visits, small group and/or individual skill building sessions.
- We have social workers, social worker assistants, school counselors, and school psychologists who will be available daily to support our students as well.

Food Service

- Similar to last school year, students will not be charged for full meals. We will offer a la carte items, however, a la carte (individually purchased food items) will have a cost to the student. If the student does not want to be charged, they have to take a full lunch, which is not a Central Square rule, but one we must comply with, as seen here, <https://drive.google.com/file/d/1A5XhbCm3Sdzh5iAl2cB8kgQWxt70vbCK/view?usp=sharing>.

Communication Plan

- All stakeholders will receive communication through our Blackboard communication system where the same message can be delivered by phone message, text and email. If the alert is a District-wide alert, it will begin with CSSD. If the Blackboard alert is specific to a building, it will start with that school's name. This should help parents when receiving these alerts. In addition, the administration will continue to provide video messages addressing announcements, achievements, and information while promoting safety and wellness.

Athletics

- Masks will not be required for student participants or spectators during any **outdoor** athletic event.
- Both temperature checks and masks will be required for spectators coming to indoor athletic events. Athletes will also be required to wear masks. Spectators from different households will socially distance themselves at minimum of 3 feet from other spectators from different households.
- Opposing teams will be asked to come prepared as to limit potential exposure in locker rooms. When our athletes travel, we will also be expected to come to opposing schools prepared, without locker room access.
- Concessions will be available at both outdoor and indoor events. During indoor events, food and beverage will be consumed in the dry cafe where there will be room to

distance when masks are dropped down to eat and drink. There will be no food or beverages allowed in the gym.

Physical Education

- Students in grades 6-12 will **not** be required to change for physical education in an effort to limit locker room access and exposure. Students should dress appropriately for days that they are scheduled for PE so they can safely participate in the activity. We ask that if students normally do not wear sneakers to school that they make sure they bring sneakers for days they have physical education class. If a student wants to change for P.E. class, they can always utilize the single stall bathrooms located in their school to do so.
- Although we will be sharing equipment this year, our teachers will also be working to ensure that the equipment is being sanitized on a regular basis.
- All students should remember that NYSED is still requiring a set number of hours for participation in P.E. and it is also a graduation requirement to pass at the high school level.