



Wayland-Cohocton Middle and High Schools

Reopening 2020

Excellence Starts Here!

Where has the time gone? It's hard to believe that we will be starting the 2020-2021 school year in a couple of weeks. We hope that you have been able to make the most out of these challenging times and are as excited as we are to reconnect as the school year gets underway.

As we ready for the new year and our hybrid approach to teaching and learning, we wanted to thank our families for their continued understanding, support and patience as we work to ensure a safe and organized return to school. While we know this year will be unique and has brought about a number of changes in our approach to schooling, we want to reassure our families that a number of things will remain consistent, such as:

- ★ our commitment to each student's safety and well-being, as well as academic growth and progress.
- ★ our desire to partner with our families, keeping first what is in the best interest of our students.
- ★ our willingness to think creatively to offer the best instructional program for our students whether accessed in-person or remotely.

Some things have temporarily changed with building leadership between the two buildings. Josie Steiner, High School Principal, moved on to another position outside of the district this summer. To cover the responsibilities of the high school, Scott Manne, Middle School Principal, became the interim Principal for both buildings grades 5-12. To offer further support, Jennifer Biollete, High School Counselor, became an interim Assistant Principal for the High School. Wendi Snyder, Middle School Assistant Principal, and Justin Stuck, High School Assistant Principal continue in their respective positions. We worked collaboratively as a unified team to develop the plans to reopen both buildings. As of September 21, 2020, Jason Oliver (former Cohocton Elementary Principal) will assume the role of High School Principal and all other interim positions will return to their regular roles.

As you read through the rest of the document we wanted to highlight a few changes which occurred due to the COVID-19 safety requirements. Student start and end times have changed for both buildings. ***The earliest students can enter the buildings is 7:30 and Middle School dismissal will begin at 2:00, High School at 2:08.*** This is necessary to assure that the drivers are back to campus in time for the elementary school bus runs. There will not be a homebase in the middle school and upon arrival, students in both buildings will be expected to head directly to their first period class. If they need breakfast they will be able to pick up a meal as they make their way to class. There will not be any second run bus options for students in the morning or afternoon due to social distancing requirements on the bus. This means that we will not be able to offer 13th period for remedial purposes. If students need additional academic support they can connect with their teachers during their virtual office hours on Wednesday which are outlined in the [Continuity of Learning Plan](#). Parents and students can continue to request additional support directly with the teachers by phone and email as well.

If your student is attending in person and they need medication distributed within the course of the school day please contact MaryLou McKelvey at mmckelvey@wccsk12.org to arrange a time to drop off the medication.

Our staff is getting very excited to welcome our new and returning students to the 20-21 school year! Let's remember, another school year means new opportunities. We are proud to have another opportunity to partner with our parents in new and improved ways this year to help our students achieve their utmost potential.

Educationally Yours,

Scott Manne, Wendi Snyder, Justin Stuck and Jennifer Billotte
Middle and High School Administrative Team

Arrival & Dismissal

Doors open:

- ❖ The doors open for both buildings at 7:30 am.
- ❖ Parent Drop Off: MS student drop-off will be in the two parking lots in the front of the building, and the HS drop-off is around the back at the Fieldhouse entrance.

Students should not arrive prior to this time without specific arrangements with a teacher, as there is no supervision available and student safety is our top priority. A *Grab & Go Breakfast* will be provided to any interested students.

Classes begin at 7:35 am for all MS/HS students.

Please note, students who arrive at school after the times mentioned above will be marked tardy. Additionally, MS/HS students cannot ride the second bus run if they miss the first run. This is also true for dismissal; middle and high school students can only ride the 2:15 bus run. If you miss your bus, you will need to come back into the building and call your parents to be picked up.

Dismissal Times for Monday/Tuesday and Thursday/ Friday

- ❖ 5th and 6th grade dismiss at 2:00 pm
- ❖ 7th and 8th grade dismiss at 2:03 pm
- ❖ 9th and 11th grade dismiss at 2:08 pm
- ❖ 10th and 12th grade students dismiss at 2:10 pm

Attendance

Regular attendance is essential to student success. As we reopen schools for the 2020-2021 school year, we will take regular attendance for in-person and remote learning.

- ❖ **In-Person Learning:** Attendance will be taken each day via SchoolTool and students arriving after 7:35 am will be considered tardy and must check-in at the attendance office. The MS attendance office is now located in the MS Office.
- ❖ **Remote Learning:** Students will be required to log into their Google Classroom every day to engage in, and submit assignments. Daily attendance will be taken via a Remote Daily Check-in Google Form. To access grade level links for Remote Daily Check-ins, click on the following link: [Remote Attendance](#)

Back-to-School Event/ Open House

Open House event information will be sent home in the near future. We are teasing out details this week regarding our approach (i.e. in person, virtual or a combination of both). Please mark your calendars for **Thursday, September 10th** for our Open House (whether in-person or virtual).

First Day of School

The first day of school for **All Wayland-Cohocton Students** is Monday, September 14th.

Please see more specifics regarding the first week below:

- ❖ Cohort A: In-person (M/Tu) | Remote (W-F)
- ❖ Cohort B: Remote (M-W) | In-person (Th/F)
- ❖ Cohort C: In-person (M/Tu & Th/F) | Remote (W)
- ❖ Cohort E: Out of District- Please follow program specific letter
- ❖ Cohort F: Remote (M-F)

Please be mindful that regular attendance is critical to student learning. This holds true whether your child is accessing his or her learning in-person or remotely. We appreciate all you will do to ensure your child arrives at school on time each day and stays the duration of the day.

5th Grade Building Tours

On September 10th, we will be offering guided tours of the middle school to our incoming fifth graders. In order to maintain safety protocols, we have split the fifth graders into four groups based on the students' last name. These time frames are listed below.

Tours will begin promptly at the times listed below and will take roughly 25 minutes.

A-C: 9:45am-10:15am
D-J: 10:15am-10:45am
K-P: 12:45pm-1:15pm
Q-Z: 1:15pm-1:45pm

Please Note: You must complete the health screening (on the front door of the Middle School entrance) prior to entering the building and must also wear a face covering at all times.

9th Grade Building Tours

On September 10th, we will be offering guided tours of the high school to our incoming freshmen. In order to maintain safety protocols, we have split the freshmen class into four groups based on the students' last name. These time frames are listed below.

Tours will begin promptly at the times listed below and will take roughly 25 minutes.

A-C: 9:45am-10:15am
D-J: 10:15am-10:45am
K-P: 12:45pm-1:15pm
Q-Z: 1:15pm-1:45pm

Please Note: You must complete the health screening (on the front door of the High School entrance) prior to entering the building and must also wear a face covering at all times.

Breakfast and Lunch

Breakfast and lunch menus will be available every month on our website and Facebook page listing the meals to be served by our cafeteria. The USDA has extended the summer meal program through December 31st, 2020. This allows **all students** to receive breakfast and lunch at no-cost.

- ❖ **Food Service Manager:** [Contact Information](#)
- ❖ **Menus:** [Menus and Information](#)
- ❖ **MySchoolBucks:** [Online Payments](#)
- ❖ **USDA:** [Summer Food Program Extended](#)

This year, school breakfasts will be served **Grab and Go** style and be consumed in classrooms.

Class Schedules

Class schedules are close to being completed and will be posted to students' SchoolTool Portal in the coming days. This has been the most complicated year of creating a master schedule!

Code of Conduct

All Wayland-Cohocton students will be expected to follow our District' Code of Conduct to ensure a safe and orderly learning environment for all. Each year our updated Code of Conduct can be found on our Wayland-Cohocton Central School District webpage at the following [Code of Conduct](#).

Currently a COVID-19 Addendum is being added to our Code of Conduct and the above link will be updated for the 20-21 school year. In the meantime, please feel free to access the 19-20 document as a reference tool, as well as a draft copy of our COVID-19 Addendum and signature page, which is located at the following [Code of Conduct Addendum](#).

Continuity of Learning Plan

A Continuity of Learning Plan has been established by the school district to outline our approach to teaching and learning and a safe reopening. [District Continuity Plan](#) [MS/HS Specific Plan](#)

General reopening information and resources can be found on our district webpage at the following web link: [Reopening Information](#)

Daycare (YMCA)

The Cohocton building will host a YMCA- sponsored all day daycare program for families in need. This daycare program will be available to students who are enrolled in the hybrid learning model only. The program will run from 7 a.m.- 6 p.m. M/Tu for registered Cohort B students' remote learning days and Th/F for registered Cohort A students' remote learning days. Please note the following:

- ❖ YMCA Daycare is only available for students up to age 12.
- ❖ YMCA Daycare is not available on Wednesdays, although a remote learning day, as school facilities will be closed for deep cleaning.
- ❖ Parents must provide transportation to and from YMCA Daycare, as bus transportation is not available.
- ❖ The 2-day cost of this program will be \$52.00.

Families interested in registering their child(ren), must complete a Daycare Enrollment Form and Registration Form. These are available in the Main Offices of Wayland Elementary School and Cohocton Elementary School. **Daycare only operates when school is in session. Daycare will now be located in room 109 in the Cohocton building. If more than one daycare room is needed, the YMCA will post vacancies and work to hire more providers.**

Health & Wellness

All pertinent medical information about students should be shared with building nurses and updated as needed throughout the year.

Immunizations:

- ❖ All immunizations need to be current before the first day of school or a note must be received by a medical doctor stating the date of appointment to receive immunization.

Medications:

- ❖ Medication orders and Emergency Action Plans must be updated each school year. All medication must be brought in by an adult and in a container labeled by the pharmacy.

Student Information

As we begin a new school year, please help us maintain the most current information for your child:

- ❖ If you have or had a change of address, phone number, or emergency contact, please notify the school office.
- ❖ If you have any custody situation updates, we count on you to notify the school office right away and provide the most current court paperwork.

Remote Learning Support Center

A Remote Learning Support (RLS) Center that is free of charge has been established by our Wayland-Cohocton School District to provide remote learning support for selected families whose students are participating in the Hybrid Learning Model and indicated a need for daycare or support when completing the Student Registration Form earlier this summer.

Our RLS Center will run from 8:30 a.m.- 3:20 p.m. Our RLS Center is staffed with Wayland-Cohocton Paraprofessionals who will support remote learning. Please note the following:

- ❖ Families of selected participants will be notified by the school prior to the start of the school year if their child(ren) was (were) selected to participate.
- ❖ Our RLS Center support is not available on Wednesdays, although a remote learning day, as school facilities will be closed for deep cleaning.
- ❖ Parents must provide transportation to and from the RLS Center, as bus transportation is not available.
- ❖ Parents must consistently have their child(ren) picked up on time to utilize this service.

Safeguarding Instructional Time

Every effort is made to protect instructional time from outside interruptions. Emergency telephone calls and personal visits with students or staff are permitted ONLY if approved by the principals. Teachers are unable to answer outside phone calls or emails during instructional time. Please note our teachers have a responsibility to all children in the classroom from the time of his/her arrival to the end of the day and cannot stop instruction to talk with unannounced parents or visitors. We appreciate your help in ensuring we make the most out of every instructional minute for your child's learning success!

School Supplies

Required school supplies (with the exception of a backpack, sneakers, etc.) will be provided to students this year by the school district. This holds true whether a family will be accessing learning for their children using a 100% remote model or hybrid model. Students will have their own individual school supplies and materials to use for safety reasons. Students participating in a hybrid model are required to bring the following materials to/from school each day in their backpack:

- ❖ Fully-charged Chromebook & charger
- ❖ Textbooks, books, notebooks for each class if applicable
- ❖ Individual school supplies; pencils, pens, etc.

Support needs for Chromebooks should be sent to Chromebooksupport@wccsk12.org.

Student Information

There are many links in this document. For a digital version of the MS/HS Continuity of Learning Plan please visit:

<http://bit.ly/ContinuityPlan20-21>