



2020-2021
CORDOVA MIDDLE OPTIONAL SCHOOL
IN-PERSON & VIRTUAL LEARNING REENTRY HANDBOOK

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OUR MISSION

Cordova Middle Optional School provides a safe and challenging climate that enables all learners to experience high quality instruction by fostering collaborative interactions with each other and among all teachers who use research based instructional strategies to ensure all learners are College and Career Ready.

Executive Summary

Welcome back parents! We at Cordova Middle Optional School hope that you and your families have been doing your best to stay safe during these difficult times.

Because we are committed to ensuring that your child has a safe, efficient return to school for in-person learning, please carefully review the following information contained in this guide concerning critical information ranging from safety protocols to social-emotional support.



This handbook is intended to serve as a guide for parents and students, as we transition back to in-person learning. Most concerns will be addressed in this handbook, but any additional questions or concerns should be directed to CMOS Principal, Charisse Wooding.

School Hours

- Bell Time is 7:15-2:15 beginning March 1
- Students may begin arriving at 7AM. Due to COVID 19 Restrictions and mandatory monitoring, students can not be dropped off before 7:00 a.m. and can not be left unattended after school after 2:30.
- No early check outs after 1:30.
- Late arrivals will check in at the office and have their temperature taken
- If the temperature is below 100.4 and the student shows no sign of illness, they will proceed to their classroom

Materials

- All students will be required to wear a face mask that fully covers their nose and mouth. Face shields are permitted but are not to take the place of a mask.
- Bring a fully charged device each day (charging station availability is limited)
- Headphones will be provided for those who needed
- Bring all workbooks and textbooks to school- there may be some that will be able stay at school
- Students will have their own place in the classroom to store materials- nothing will be shared. Lockers **will not** be issued
- Students must have clear or mesh material backpacks.
- Students are encouraged to bring a bottle of water- the water fountains are turned off
- **SCS nor CMOS is responsible for personal devices (personal laptops, cell phones, tablets, ipad, watches) brought to school.**

Day in the Life of an In-Person Middle School Student During COVID-19

6:45 –7:00 am

- Students travel to school.

7:00 –7:15 am

- Students arrive to the building, enter the building and get their temperature checked at the front door **with their mask on**.
- Students proceed to a designated area to eat breakfast (classroom).
- School will practice social distancing to the extent possible.
- Students arriving late to school will report to a designated area to have their temperatures checked and to sign in.
- Cafeteria Guidelines–Cafeteria workers will have prepared grab-and-go breakfasts.
- Classroom Guidelines–Cafeteria workers will have “go bags” prepared for each administrator/hall monitor to pick up prior to homeroom. Pre-printed rosters will be available for homeroom teachers to complete for breakfast and for monitors to complete for lunch.

7:15 –10:15 am (Morning Instruction)

- Step 1 –Students will utilize hand sanitizing stations found in the hall and/or in individual teacher’s classroom to wash their hands before entering the classroom.
- Step 2 –Students will enter the classroom and find their **assigned seat** for instruction.
- Step 3 –Students **MUST** wear their masks throughout the lesson.
- Step 4 –Students will receive instruction from their teacher through their devices with their headsets on, even though teachers and students will be in the building. Students will still sign into TEAMS regardless.
- Students will receive synchronous and asynchronous instruction.
- Students **MUST** wear their masks in the hallways.
- Adults will be placed strategically in the hallways to monitor social distancing and PPE implementation to the extent possible.
- Throughout the morning instruction, students will go to the restroom during designated periods assigned to each teacher during morning instructional hours.

10:15 –11:15 am Lunch (depends on school schedule)

- Students will wash their hands and eat lunch in a designated area.
- After lunch, students will utilize the hand sanitizing stations found in the hallways and/or in individual teacher’s classes to wash their hands before entering each classroom.

11:15 am –2:15 pm (Afternoon Instruction)

- Same as morning instruction.
- When students prepare to go home and exit the building, there will be staggered dismissal times in the following order (as appropriate) 1). Bus riders; 2). Walkers; 3). Car riders

Day in the Life of a Virtual Middle School Student During COVID-19 (Home)

6:30 a.m.

- Students will wake up from a good night’s rest and prepares to start their day.

7:15 –10:15 a.m. (Morning Instruction)

- Students log on to TEAMS.
- Students will receive instruction from each of their teachers via TEAMS. They will switch between classes according to their schedules.
- Students will receive synchronous and asynchronous instruction.
- Students will be permitted to take stretch breaks during class transitions.

10:15 –11:15 a.m. (Times pending)

- Students will eat a healthy lunch.

11:30 –3:00 p.m. (Afternoon Instruction)

- Students will log on to TEAMS.
- Students will receive instruction from each of their teachers via TEAMS. They will virtually switch between classes according to their schedules.
- Students will receive synchronous and asynchronous instruction.
- Students will be permitted to take stretch breaks during class transitions.

2:15 p.m.

- School is out, and students must exit the campus by 2:30. There is NO After Care at this time.

Morning Arrival

- Specify entry point(s) by grade level.
- Student temperature checks upon entry.
- Temperatures must be under 100.4 degrees.
- Children of faculty/staff who arrive before 7:00 a.m. must remain in their parent's vehicle until 7:00 a.m..
- School specific procedures will be in place for temperature checks for all early arrivals including teachers and students.

Arrival Procedures

(Car Riders, Walkers, Bike Riders, and Day Care Riders)

- Parents will check student temperatures before leaving home.
- Parents **will not** be permitted to walk their students to class.
- Parents must become familiar with drop off times and locations (vary by campus, i.e., staggered drop-off and dismissal; school map will be provided as a visual).
- Students (car riders and walkers) will enter building at entrances specified by school personnel.
- Students will be required to wear masks at the bus stop and before entering the building while outside.
- Students must stand 6 feet apart at the bus stop and while waiting to enter the building according to school procedures.
- Students will sit in assigned seats on the bus. Siblings will be allowed to sit together.
- Students will unload and enter the building according to schools' procedures.
- Upon arrival, students will undergo temperature check(s) at the school.
- If students are found to have an elevated reading after two checks, they will be escorted to the isolation room, and parents will be contacted to pick up their child.
- Students will be dismissed according to school procedures.
- Buses will be cleaned and disinfected between morning and afternoon pickup, between routes, and at the end of each day.

Afternoon Departure

- Specify departure point(s) or staggered departure times.
- School specific procedures will be in place.

Departure Procedures

(Car Riders, Walkers, Bike Riders, and Day Care Riders)

- Parents must become familiar with pick up times and locations (vary by campus, i.e., staggered drop-off and dismissal; school map will be provided as a visual).
- Students (car riders and walkers) will leave building at locations specified by school personnel.
- **Students will be required to wear masks at all times while on school grounds and at the bus stop.**
- Students must stand 6 feet apart while waiting to leave the building, according to school procedures, and at bus stops.
- Students will sit in assigned seats on the bus. Siblings will be allowed to sit together.
- Students will be dismissed according to school procedures.
- Buses will be cleaned and disinfected between morning and afternoon pickup, between routes, and at the end of each day.



Bus Transportation & Drivers

- School bus routes will remain the same.
- Buses will be cleaned and disinfected between routes and at the end of each day.
- Bus monitors will be on all Special Education buses.
- Bus Safety and PPE Protocol
- Drivers are required to wear disposable or clean reusable masks (screened daily).
- Buses will be cleaned inside with disinfectant spray twice daily between each route (AM & PM).
- Hand sanitizer will be available on all buses for student and driver usage.
- Bus drivers will be provided with additional masks for distribution to students as needed.
- Use of natural ventilation (i.e., opening windows) to increase outdoor air dilution of indoor air will be practiced when environmental conditions allow.
- Drivers will disinfect high-touch surfaces throughout the day and use gloves when touching surfaces.

- Drivers will ensure first row of bus is empty to encourage social distancing.
- Drivers will wear a mask while driving unless it causes a safety concern (glasses fogging).
- Drivers will be required to wear a face shield in addition to a disposable face covering when securing wheelchairs, car seats, and seatbelts.
- Temperature checks for students will be implemented at school when students first arrive in the AM.
- Siblings and students in the same household will be encouraged to sit together.
- Students will be seated two to a seat and masks will be required as the goal is to maintain social distancing when feasible.
- Bus pass files will be emailed to Principals and designees.
- Transportation handbooks and bus rules will be sent to all schools.
- SCS Code of Conduct will be enforced on buses.

Daily Attendance

- Virtual Daily Attendance processes via Teams will be followed.
- Teachers will call roll using Microsoft Teams and record attendance in Power Teacher Pro within the first 15 minutes of every class period.
- Students' absences will be indicated by the Absent by Teacher (AT) code.
- If students have internet/power outages, the parent must email or call our Attendance Secretary, Mrs. Barton-Smith

School Meals

- Expect a combination of grab-and-go meals, and lunch consumed in the designated areas.
- Breakfast –Consumed in classrooms during Homeroom.
- Lunch –consumed in designated areas.
- Normal operation with social distancing when feasible.
- Virtual parents will still be able to pick up meals at school sites on the designated days.

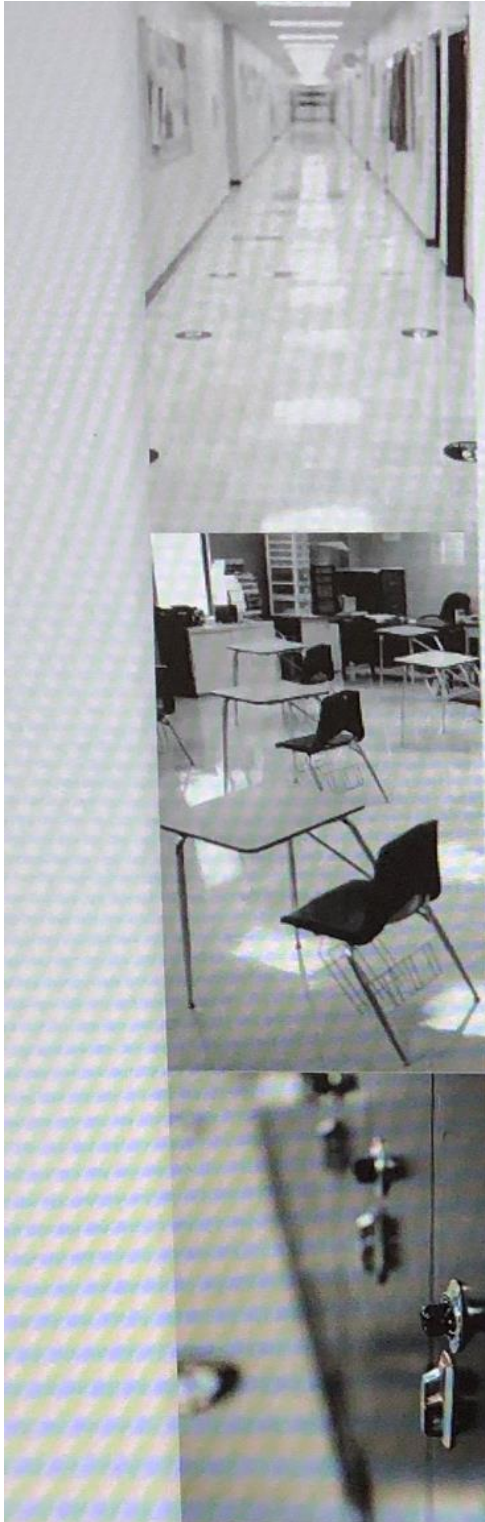
Student Devices & Classroom Instructional Expectations



- Students will bring their fully-charged **SCS devices and power cords**, daily.
- Students will be assigned dedicated headsets that will be cleaned with disinfectant, daily and left at school for personal use only- **no sharing of any materials is permitted.**
- Instructional content and curriculum will remain the same.
- Students with individual instructional technology needs will be assisted as needed.
- Teachers instructing in-person or virtually will continue to use Microsoft Teams to deliver instruction.
- Quarantined/sick students who opted for in-person learning will revert to virtual learning.

Saferoom Protocols

- Individuals who present infectious symptoms will need to be evaluated and isolated for a short period of time in school's designated Safe room until the person has been dismissed.
- The following general procedures should be followed to create a safe environment for students and staff to help mitigate the risk of transmission.
- The school safe room checklist is a list of recommended measures on how to approach possibly infected faculty, staff, and students during the COVID-19 pandemic.
- The parent/guardian will be immediately notified of the status of a symptomatic student upon the student's entry into the Safe room.
- School staff will ask the parent/guardian to immediately pick up their student from school and seek medical attention.
- The school team will follow emergency medical protocol if conditions warrant.



REPORTING CASES OF COVID-19

PROTOCOLS & PROCEDURES

In preparation for the reopening of schools for in-person learning, Shelby County Schools (SCS) has implemented extensive procedures to address positive cases of COVID-19. This process includes investigating schools and mitigating a plan of action to protect students and employees. SCS follows all appropriate protocols for reporting cases based on Shelby County Health Department (SCHD) guidance.

SELF REPORTING FOR FAMILIES/STAFF

Parent/guardian or employee self-reports positive case to the school principal/site administrator.

Principal/site admin. notifies the SCS Contact Tracing team and initiates in-school contact tracing.

SCS Contact Tracing team reports the case to the SCHD to implement mitigation strategies.

SCHD NOTIFIES SCS OF A CONFIRMED CASE

SCHD notifies the SCS Contact Tracing team of a confirmed case.

SCS Contact Tracing team notifies principal/site admin. of confirmed case.

Principal/site admin. initiates in-school/site contact tracing and implements mitigation strategies.

To report a case or ask questions about contact tracing, parents should contact their child's school during regular hours.

CONTACT TRACING

The investigative process includes reviewing the student's schedule, determining whether the student rode the school bus and participates in athletics or extracurricular activities, and confirming if there are any members of the household at other District schools/facilities.

MITIGATION STRATEGIES

- The school building/facility will be sanitized thoroughly following CDC and SCHD requirements.
- Anyone at the school or location recognized as being in close contact with individuals who tested positive for COVID-19 will be contacted directly by the school principal or designee.
- The principal or designee will also inform the school community, including parents and employees, whenever there is a positive case.

CRITERIA FOR SCHOOL CLOSURES

The health and safety of individuals in the school building are essential. The decision to close a school is based on the local health authorities' guidelines, recommendations, and District safety protocols, which will be made individually. These decisions are made with care, involve investigation/data gathering, and may not be the same for every school. A determination will be made on an individual school-by-school basis due to various factors that can affect the concluding decision. Below are some factors to consider, but are not limited to:

- Number of positive COVID-19 cases of student and staff
- Possible exposure to other students and employees identified through contact tracing
- Capability to sanitize the school site prior to the return of students and staff
- Cases that are linked within the same school

Cordova Middle Optional School Uniform Policy

The Uniform Policy will be followed by all students who are in the building.

- Black, white, green or gray collar/polo shirt. Solid colors only; small emblems are permissible.
- Black, navy, or khaki slacks or uniform pants/uniform shorts/uniform dresses. Uniform dresses or skirts must be knee length.
- Jackets, sweaters, and coats, **MUST** be black, white, green or gray solid color. No designs/emblems/writings/multi-colors unless it is a CMOS purchased jacket or sweater.
- **NO** jeans (except on designated days; announced in advance). Jeans must not have rips, tears or holes in them)
- **NO** leggings, jeggings, skinny pants, sweat pants, or pajama pants.
- **NO** cargo pants, joggers, or tapered-end pants.
- **NO** open-toe shoes of any kind (flip-flops, Nike slippers, slides, house-shoes, athletic sandals, etc.).
- **The ONLY Hoodies permissible to be worn in the school building are CMOS purchased hoodies.**
- Hoods must be pulled off head upon walking in the school entrance.





Cordova Middle Optional School Cell Phone Policy

- ALL Students must turn their cellphones or personal electronic devices **OFF** before entering the building and store them.
- ANY cell phone seen or heard will be retrieved by the teacher, turned into the Main Office, and held until the following school day and possibly until the following Monday at 2:15 (No matter what day it is confiscated).
- ANY student who refuses to turn in their cell phone will receive a 1-3 Day Out-of-School Suspension for Violation of School Rules and School Personnel.
- At the end of the school day, students are permitted to be on their cell phone upon exiting the building.
- ANY student who repeatedly has their cell phone confiscated will be added to the cell phone list.
- SCS nor CMOS is responsible for personal devices (personal laptops, cell phones, tablets, ipad, watches) brought to school

BEHAVIOR

Virtual Behavioral Expectation Matrix CORDOVA MIDDLE OPTIONAL SCHOOL

We are the Key to Pride, Academics, and Well-Rounded Students

| COUGAR  | Virtual Learning Classroom (Home/School) | Cafeteria/ Eating Areas | Restroom | Hallway | Bus |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>P</p> <p>Practice Respect</p> <p>#Respect </p> | <ul style="list-style-type: none"> *Follow Instructions 1st time. *Remain muted. *Raise hand to be acknowledged by monitor. *Use "Hand Feature" to speak. *Keep hands, feet, & objects to self. | <ul style="list-style-type: none"> *Use voice level 2. *Keep hands, feet, & objects to self. *Listen when an adult is speaking. | <ul style="list-style-type: none"> *Use voice level 1. *Knock/Listen/Enter. | <ul style="list-style-type: none"> *Use voice level 0. *Keep hands, feet, & objects to self. *Remain in one-way path exiting classroom. | <ul style="list-style-type: none"> *Follow directions the 1st time. *Use Voice level 2. *Keep hands, feet, & objects to self. |
| <p>A</p> <p>Act Responsibly</p> <p></p> | <ul style="list-style-type: none"> *Remain in assigned group. *PPE: Must always wear mask above nose/mouth. *Be at your quiet work area with camera on 5-10 mins. before virtual lesson begins. *Refrain from eating/drinking during class. *Bring ALL supplies daily!!! *Charge device nightly. | <ul style="list-style-type: none"> *Get all items the 1st time. *Remain seated in assigned area. PPE: Must always wear mask above nose/mouth. *Place trash in garbage. * Push chair under table. | <ul style="list-style-type: none"> *Flush. *Wash/Sanitize Hands. *PPE: Must always wear mask above nose/mouth. *Social distance at least 6 feet apart. | <ul style="list-style-type: none"> *Get permission to go into hallway. *PPE: Must always wear mask above nose/mouth. *Social distance at least 6 feet apart. | <ul style="list-style-type: none"> *Pick up trash. *Keep ALL belongings in backpack. *Exit bus promptly at your stop. *PPE: Must always wear mask above nose/mouth. |
| <p>W</p> <p>Work Together</p> | <ul style="list-style-type: none"> *Actively Participate/Take turns *Use classroom materials as instructed. *Use kind language. *Pick up trash. | <ul style="list-style-type: none"> *Talk to peer with mask on. *Pick up all trash. *Sit only at assigned table. | <ul style="list-style-type: none"> *Pick up trash. *Place trash in garbage. | <ul style="list-style-type: none"> *Always remain with assigned group. *Remain in one-way path. *Place trash in garbage. | <ul style="list-style-type: none"> *Share seats only with family members; otherwise seat one to a seat. |
| <p>S</p> <p>Stay Safe</p> <p></p> | <ul style="list-style-type: none"> *Sit in assigned areas. *Social distance at least 6 feet apart. *Log-off when finished. *Wash or sanitize hands often. *Keep password private. | <ul style="list-style-type: none"> *Sit in designated area. *Social distance at least 6 feet apart. *Eat your own food. *Always Walk. | <ul style="list-style-type: none"> * Wash hands with soap & water. *Sanitize. * Always walk. | <ul style="list-style-type: none"> *Always walk. *Remain in one-way path. *Face forward. | <ul style="list-style-type: none"> *Remain seated. *Face & feet forward. *Place personal property between feet. *Social distance at least 6 ft. apart. |

FAQs

When does in-person learning start?

- In-person learning will start March 8th.
- Students learning virtually will have asynchronous (on their own) instruction March 8th and 9th and then all students will resume instruction via TEAMS March 10th.
- Students learning In-Person will still be learning via TEAMS in the classroom
- Once selections are confirmed and classes begin, you will not be able to make changes to your child's learning option unless you have an extenuating circumstance. In-person students are expected to be in-person for the remainder of the school year. Virtual students are expected to be virtual for the remainder of the school year.

What are the school hours?

Beginning March 1st, CMOS will revert to its original bell times, 7:15-2:15.

Will I be able to walk my child to class?

Unfortunately, no. We must limit the amount of people coming in and out of the building in an effort to avoid any cross contamination.

What do I do if I need to schedule a conference with the teacher?

Just like we have normally done, if you would like to schedule a conference please reach out to the teacher via e-mail or class communication app. Please respect teacher's weekends and evenings and allow 24-48 hours for a response. All conferences will be virtual.

How will Clue, Sped, Speech, and ELL work?

Students with IEP and 504 plans will still receive services, whether they are in-person or virtual. Your child's caseworker will be in touch with you.

How can I communicate with the teacher if my child doesn't understand something in the lesson?

Throughout parts of the lesson, the teacher will be able to see student work in real time and address misunderstandings. Please email the teacher if your student is still struggling. There will also be portions of the day reserved for small groups.

What do I do while my child is in class? Can I help/participate?

Please be nearby to ensure your student has logged in correctly and is engaged in the lesson. Parents and other family members will not participate in the lessons.

Can I come up to the school to pick up something?

Please adhere to the scheduled dates/times shared for picking up various items. If you need to come outside of these scheduled times, please call and notify the front office and you will receive further instruction.

Procedure for if your child gets sick during the day:

- Adult in the learning location notifies the office a child is sick
- Student is escorted to the Safe Room for temperature check
- If the student has a temperature above 100.4 or is showing signs of illness, they will be take to the school clinic
- Students in the clinic or Safe Room will be supervised by an adult until they are picked up
- Parent/guardian will be called to come pick up the child
- The child must be picked up as soon as possible after receiving notification from the school

Procedure for if a student or staff member tests positive for Covid19:

- When a school experiences exposure to the virus, the District will consult with public health officials to determine if the school needs to close completely or if a portion of the school needs to be blocked off for deep cleaning
- When schools close, all students will learn virtually on the device provided to them with Microsoft Teams and their classroom teacher
- Principals will advise teachers and parents of the daily virtual learning schedule should the school have to close
- Teachers will provide live instruction each day, provide and grade assignments, etc., just as they would in a regular school day.

What will my child's day look like?

- Instruction will continue to look like it has so far this school year. In-person students will experience the same delivery of instruction, just from their classroom instead of home/learning center. All lessons will be delivered through Teams, all students will receive instruction through Teams.
- Desks will be distanced as much as possible. If students are sitting at tables, they will be 6 feet apart.
- CMOS will provide a clear tri-fold for each child that will separate the students but still allow them to see their classmates and teacher
- Once students arrive in their learning space, they will remain in the same classroom all day. There will be scheduled bathroom breaks throughout the day.
- All students, including those with accommodations in IEPs/504s, will be given as many movement breaks as possible throughout the day while still remaining socially distanced
- Attendance will be taken each morning and logged into PowerSchool. Students will be marked for present, absent, and early dismissal. Parent and doctor's notes will still need to be submitted to excuse absences. Notes must be submitted within two days. Parent/doctor's notes can be sent via e-mail to our Attendance Secretary, Mrs. Barton-Smith. **Our Teams analytics allow us to see the times students login and logout every class.**
- All students should be coming to school with a fully charged device each day and their chargers.

How many students will be in my child's classroom?

- We will know more once we are able to return to the building and get final numbers. Some classes could have as few as 5 students, and some could have up to 14.
- All students will continue to receive IEP, 504, ESL, and RTI services
- Students may notify their teacher if they are in need of speaking with our Counselors for personal reasons. Counselors will limit in-person meetings with students and continue meetings via Teams whenever possible.

Cordova Middle Optional School 2021 Reentry Class & Bell Schedule

| 6 th Grade | | 7 th Grade | | 8 th Grade | |
|--------------------------------|--------------------|--------------------------------|--------------------|--------------------------------|--------------------|
| HOMEROOM 7:15 – 7:25 | | HOMEROOM 7:15 – 7:25 | | HOMEROOM 7:15 – 7:25 | |
| 1 st | 7:30 – 8:25 | 1 st | 7:30 – 8:25 | 1 st | 7:30 – 8:25 |
| 2 nd | 8:30 – 9:25 | 2 nd | 8:30 – 9:25 | 2 nd | 8:30 – 9:25 |
| 3 rd | 9:30-10:25 | 3 rd | 9:30-10:25 | 3 rd | 9:30-10:25 |
| LUNCH | 10:30-11:15 | LUNCH | 10:30-11:15 | LUNCH | 10:30-11:15 |
| 4 th | 11:20-12:15 | 4 th | 11:20-12:15 | 4 th | 11:20-12:15 |
| 5 TH | 12:20-1:15 | 5 TH | 12:20-1:15 | 5 TH | 12:20-1:15 |
| 6 TH | 1:20-2:15 | 6 TH | 1:20-2:15 | 6 TH | 1:20-2:15 |