

**COVID-19 Student-Parent Handbook Insert**  
**Norwell High School**  
**2020-2021**

For the hybrid model to be safe and successful, it is imperative that staff members, students, and families continue to follow the social distancing guidelines set by the Governor outside of school hours and on weekends. In person learning is dependent on the Norwell school community following the guidelines with regularity, in order to keep the positivity rate low. We must continue to support one another in adhering to these guidelines and we ask that families emphasize the importance of these procedures through discussion with their student(s).

**Note: The sections of this COVID-19 Handbook Insert supersedes sections of the Student-Parent Handbook for 2020-2021 until rescinded.**

Procedures:

NPS Health Protocol for COVID-19

Prior to attending school, staff and families must complete the COVID-19 Pass located on the district and school websites (link). Staff and students must have a COVID-19 clearance approved for school pass to attend. Each school will provide information on how the approved clearance pass is processed. This is a daily reminder for families to only send their children to school when they are cleared.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves.

- Fever (over 100.0° Fahrenheit), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

Scenarios for when staff and students should remain home and notification processes:

<b>Situation</b>	<b>Response</b>	<b>Requirement to Return to School</b>	<b>Notifications</b>
Child/Staff member displays symptom(s) of COVID-19 in school	School nurse is called to assess the student in the current location, if necessary the nurse will accompany the	If student is sent home due to COVID-19 concerns a note from Health Care Provider is required indicating the individual does	If symptoms result in positive test  School Community as directed

	student to the medical waiting room for further assessment.	<b>not</b> have COVID-19 (Testing must have been done and results back as negative)	by the Norwell Board of Health (protect individuals privacy)
Child/Staff member displays symptom(s) of COVID-19	Child/Staff member remains out of school and consults with their PCP	Note from Health Care Provider is required indicating the individual does <b>not</b> have COVID-19 (Testing must have been done and results back as negative)	None
Child/Staff member test <b>POSITIVE</b> for COVID-19, but is <b>asymptomatic</b>	Isolation of Positive individual  Investigate when symptoms began and when the person was in school  Identify close contacts over the 2 days before the positive test  Consult with Norwell Board of Health	10 days have passed since their positive test  Has not developed any symptoms  Clearance from the Norwell Board of Health or from the city/town that the individual resides	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health
Child/Staff member test <b>positive for COVID-19</b> , or is diagnosed by Health Care Provider as having COVID-19	Isolation of Positive individual  Investigate when symptoms began and when the person was in school  Identify close contacts over the 2 days before the positive test  Consult with Norwell Board of Health	At least ten days have passed since the symptoms first appeared <b>AND</b> Fever free (below 100 degrees) without the use of fever reducing medication for 24 hours <b>AND</b> improvement in respiratory symptoms (cough, shortness of breath)  Clearance from the Norwell Board of Health or from the city/town that the individual resides	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health
Child/Staff member exposed to COVID-19, <b>NO</b> positive COVID-19 test	Quarantine of individual  Monitor symptoms (including temperature) at home  Consult with the Norwell Board of Health	Excluded from NPS for 14 days from the date of the last exposure with the infectious person  Clearance from the Norwell Board of Health or from the city/town that the individual	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health

		resides	
Child/Staff member exposed, remains asymptomatic or tests negative for COVID-19	Quarantine of individual Monitor symptoms (including temperature) at home Consult with the Norwell Board of Health	Excluded from NPS for 14 days from the date of the last exposure with the infectious person  Clearance from the Norwell Board of Health or from the city/town that the individual resides	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health

**Quarantine**

Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. 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 are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it’s safe for them to be around others. 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).

A “**Close Contact**” is defined by the CDC and updated by DESE and DPH 8/19/20 as only those who have been within 6 feet of distance of the individual for at least 15 minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test. While previous guidance stated that all students in an elementary classroom would be defined as close contacts, this new guidance provides a narrower definition of a close contact which mirrors DPH guidance.

**Mask Policy:**

In accordance with School Committee policy, a mask or face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, while attending offsite school-sponsored activities, and on school transportation while at or within the six foot social distancing recommendations. If a mask is deemed to be inappropriate, the student will be given a disposable mask to wear in its place and instructed to refrain from the use of the inappropriate mask moving forward. It is the expectation of Norwell Public Schools that families ensure that their child arrives at school and/or boards the bus with a mask or face covering. A student’s mask or face covering is to be provided by the student’s family.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse.

Face masks or face coverings will not be required during designated times for eating or drinking when six foot social distancing is observed, nor when outdoors or during mask breaks when six foot social distancing is met or exceeded.

The district will supply disposable face coverings for students of families in need and in other instances of necessity.

If a student is in violation of this policy, and is not exempt by agreed upon exception, the student may not board a school bus, nor will the student be allowed in the school building, nor remain in the building for in-person learning, nor attend any offsite school-sponsored activity until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors are required to comply with this policy upon entering the school buildings and on school grounds.

### **Visitor Policy:**

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administration. In order to keep our students and faculty safe, visitors are permitted to enter the building **by appointment only**.

Visitors who have an appointment will:

- Complete the COVID -19 Pass located on School Websites
- Enter and exit **only** through the front entrance of the school
- Be briefed on school COVID-19 policies and school protocols
- Be asked to verify that they are symptom free
- Are required to wear an adequate face covering
- Will apply hand sanitizer upon entry
- Maintain social distancing guidelines while in the building

A visitor log will be maintained by the school's office staff for 30 calendar days and will include the date of visit, contact phone number, arrival/departure times, and the areas visited within the building if applicable.

### **Remote Learning Guidelines:**

During remote learning sessions the following guidelines will be in effect:

- Students will be encouraged to have their video on in whole class sessions, but may have a school photo (or another appropriate personal photo) displayed if uncomfortable with live video.
- The expectation is all are present at all times during a live lesson.
- Students will have their video on in small groups and one to one sessions.
- Students will have their first and last name as identifiers when in a live session.
- Students will have blank backgrounds or the environment they are in, students with distracting backgrounds will be asked to remove them.
- Students will set up a work space and commit to a location for the entire session. The work space should have all materials needed set up and ready for use.
- Attendance is expected at all sessions. Staff will take attendance (via survey/question).
- Recording of live lessons is prohibited.
- Students will abide by microphone etiquette that their teachers have outlined.

### Attendance Policy

- Teachers must take classroom attendance for the in-person co-hort at the start of the block using our Aspen system. (The system defaults as present. Only click absent if the student did not arrive to class for their scheduled in-person session.)
- By the end of the work day, teachers must update each classroom attendance in Aspen to identify the students who attended virtually.
- Virtual attendance will be determined by the completion of the asynchronous learning activity by the end of that class period.
- A student who completed the asynchronous assignment before the end of that class period will be identified as “VP” (Virtually Present).
- A student who does not complete the asynchronous assignment will be identified as “VA” (Virtually Absent).

### Entrances, Exits, & Open Campus Procedures

#### **Entering School:**

- In accordance with the school committee policy, masks must be worn as students enter the building.
- Students must enter school through the main doors in front of the office from either the parking lot or bus side of the building.
- Students should maintain a six foot social distance when they are in the parking lot, on a sidewalk, entering the building, and walking through the hallways.
- The school nurse, SRO, and administrative team will greet students each day. All students must have a cell phone or iPad visible to show their Covid Daily Pass to enter.
- Students who did not complete their Covid Daily Pass electronically must answer the screening questions with an office staff member.
- Students who arrive later must check in at the office and show their Covid Daily Pass to an office staff member before entering the building.
- Students who refuse to participate in self-screening may not enter the building until they agree to comply with this process.

#### **Exiting School:**

- Students will be permitted to use any exterior door as an exit to leave the building at 2:37pm.
- All students must depart the building following school or at the conclusion of a pre-arranged appointment with a teacher for late night. Late night is encouraged to be remote when possible.
- Students being dismissed early by a parent or leaving in accordance with our open campus policy must sign out at the main office before exiting the building. The parent should remain in their vehicle.

#### **Open Campus Policy:**

Designed to increase the school’s ability to maintain appropriate social distancing in the building, open campus provides families with the option of allowing their student to leave the school campus when they are not scheduled to be in class.

- Students are required to have a signed Covid Contract (parent permission and signed agreement of term) on file before they can participate in open campus.
- Parents are giving permission to students to be responsible for their own well-being and travel once they sign out of the building and/or campus.
- Students who do not receive permission from parents will be assigned a directed study that they must attend.
- Students are expected to abide by all social distancing guidelines set by the Governor when they leave for open campus.
- Students must check in or out at the main office each time they leave or arrive at the building and campus.
- When students do not have classes, they will be permitted to enter late or leave early.
- Participating students are not permitted to gather or socialize on campus.
- Students must abide by all driving and traffic laws when accessing open campus.

### Student Travel Between Classes

Students are expected to meet the social distancing guidelines at all times while entering, exiting, and moving throughout the building. Students are not permitted to gather in the hallways, cafeteria, or library areas at any time. Hallway traffic should flow toward one way stairwells and students should walk on the right side of all hallways.

- **Blue Wing:** The stairwell closest to the spine will be designated one way direction for movement toward the upper level and the far stairwell will be designated one way direction for movement down toward the lower level.
- **Gold Wing:** The stairwell closest to the spine will be designated one way direction for movement toward the upper level and the far stairwell will be designated one way direction for movement down toward the lower level.
- **World Language Wing:** The stairwell will be designated one way direction for movement toward the library.

### Lunch Procedures

- **Travel From Classrooms to Lunch:** Students should abide by the one way directions in each stairwell to enter the spine. They will then travel down the spine, past the office and enter at the first cafeteria entrance, closest to the office.
- There will be a ten minute gap after students have left 1st lunch before the bell will ring to move the 2nd lunch students to leave their classrooms. This exit stagger should prevent large groups of students from bottlenecking at any point in the travel to or from lunch.

#### **Lunch Seating:**

- Single desks will be used as seating for lunch and may not be moved by students. Seats will be set up to provide six feet between every student.
- Students will be permitted to remove their mask while they are seated during lunch.
- The choice of seat will be on a first come first served basis during each lunch.
- Outside seating only allows one student per table. Additional seating may be accessible outside on the patio when weather permits.

#### **Ordering and Picking Up Lunch**

- Any student or staff who plans to order the school lunch must do so during the first block of the day. Students who arrive late for school should do it online before entering the building. There will be a reminder as part of the morning announcements.
- When students arrive at their scheduled lunch, the line to “grab & go” their lunch order will start just in front of the main office. The line will be sectioned off from the remaining of the entrance to the cafeteria. Lunch will be picked up at what was formerly known as the school store. Students must continue to wear a mask and maintain distancing while in the lunch line.

#### **Lunch Clean Up:**

- Students will be responsible to throw away all trash before exiting the cafeteria. Any small surface spill or visible food item must be cleaned by the student. Spray and towels will be available for self serve cleaning.
- As students exit lunch, two custodial staff will be on duty to clean and spray the surface of each table with Betco disinfectant spray allowing the disinfectant to sit on the eating surface for the total of 12 minutes between the staggered lunches.
- Lunch Duty staff will have to announce the end of lunch to the cafeteria at the appropriate time as we want to save the bell to signal to the classroom that it's time to depart. This will allow large groups of students to avoid a bottleneck as they should not be in the hall at the same time.

### Visitors to the Building

Parents dropping off items for students during the school day are asked to leave the item in the designated covered location outside the building on the Lot A side.

Parents dismissing a student are asked to send a note with the student at the start of the school day and remain in their car at pickup. Parents who did not plan the dismissal should send an email to the attendance secretary and call the high school office 781-659-8810 when they arrive at the parking lot.

Mail and Carrier Services should ring a bell and an office staff member should receive the delivery at the doorway.

All service technicians should plan to meet custodial staff outside at the loading dock next to the cafeteria before abiding by all social distancing and mask policies while in the building. Vendors to be scheduled by appointment but can call the front office should a custodian be needed to greet the vendor. All academic vendors (textbook, software, etc.) should be met remotely.

Picture Day will be conducted outside and maintain all distancing guidelines. A student may remove their mask when being photographed.

### Classroom Expectations

- Teachers must maintain assigned seating to assist with contact tracing should a student be identified to be diagnosed with Covid.
- All teachers should maintain a bathroom signout form to assist with contact tracing should a student be identified to be diagnosed with Covid.
- All seating should exceed the state guidelines for distance and facing in the same direction and six feet from the front of the room where the teacher is located.
- Seating should not be moved by students at any point, unless directed by the teacher.
- When entering a classroom, students must go directly to their assigned seat.
- When leaving a classroom, students will be dismissed starting with the seat closest to the door.
- No student should leave their seat until after the bell.
- Chairs should remain down at the end of the day for disinfecting by the custodial staff after the building is cleared.
- All shared spaces will be disinfected nightly
- Students should bring in their own materials whenever possible to avoid sharing unnecessary materials. Additional pencils and pens can be given out by the teacher but should not be returned. Any shared technology equipment should be cleaned by the student upon its return.
- Students interested in receiving extra assistance from teachers will make an appointment for Late Night. Late night is encouraged to be done remotely whenever possible.
- Teachers are encouraged to utilize outdoor teaching space when appropriate.
- Students will be permitted to travel to classes with a backpack containing their belongings.
- No student is permitted to eat in class. Teachers may eat in class during the scheduled lunch block when students are in the cafeteria.
- Students are not permitted in the copy room and should not be sent by staff to copy or pick up materials. Ms. Holland can continue to provide photocopying service and delivery in a unique situation.

### Parking

- Teachers will continue to have a designated staff parking location.
- During the 2020-2021 school year, student parking fees will be waived and operate on a first come first serve basis in student designated lots and street parking spaces.

### Water Fountains

- The bottle fill up stations should be the only water fountains used until Covid guidelines are removed.

### Bathroom Procedures

- No more than one student can leave a classroom at a time for any reason that doesn't involve the office.
- Students must complete e-hallpass requests on their iPad (Clever) to use a bathroom or nurse. The system will track the number of students given permission at any one time to ensure occupancy and bathroom availability.
- All hallway travel and time out of the classroom will be recorded to help with contact tracing.
- Once a student receives a green pass they should show it to the teacher and place the iPad on a counter away from classmates. Red pass is telling the student that the pass is not available at that time.
- When a student returns they should end their pass and be seated.
- Teachers can have full control on the back end or automated at your discretion.
- Students must practice good hand hygiene and wash with soap and water for more than twenty seconds.
- Staff members are encouraged to check bathrooms to remind students of maximum capacity.

### Protocols for Students in Quarantine

- The family must communicate with their student's counselor.
- The student will be referred to the transition room.
- The transition support staff will help gather resources (to aid the student in acquiring new information regarding content).
- The transition support staff will help organize assignments and facilitate any assessment that can be completed remotely.
- Teachers can be accessed during scheduled remote late nights. The transition room support staff can help schedule late night remote appointments with teaching staff.

### Face Coverings & Mask Breaks

#### **Mask Breaks:**

- An additional ten minutes will be included during block 2 and block 4 for teachers to use for mask breaks at their discretion.
- When weather permits, mask breaks should be taken outside, with the teacher accompanying students and monitoring the door to ensure they do not get locked out.
- Teachers should use the closest exterior door and ensure it is secured shut when they return from the mask break.
- Teachers must remind students to keep 6 feet of distance in order to remove masks outside.
- When weather does not permit, mask breaks may be taken in the cafeteria, auditorium, and gymnasium depending on use. Distancing must exceed 6 feet to remove masks.
- Any student who refuses to wear their mask correctly will immediately be sent to the office.
- Should the student not be willing to comply with the mask policy they will be sent home. If a student does not drive and a parent is not available to pick up their child, they will be isolated in the "Calm Corner" until they are picked up from

school.

- Teachers are asked to use a portion of the mask break for Calm Classroom.

### Grading System

It is important that our grading structure does not change regardless of the learning format (full, hybrid, remote.)

All teachers would carry a category weight for participation:

- Engagement/Participation: 15%
- Everything Else: 85% (can be categories or total points inside this 85%)

Each teacher must clearly identify the remaining categories/points to their classes in the start of the year syllabus.

### **Year End Calculation (Transcript Grade)**

$$(\text{Term 1} + \text{Term 2} + \text{Term 3} + \text{Term 4}) / 4$$

**Final Exams:** We will not run a formal week long final exam program in an effort to allow more time on learning. However some departments may use a “final exam” type of an assessment to gauge students' year end understanding to inform curriculum needs for the following year. Any department based assessments will be considered part of term four grading.

### Student Engagement Expectations

Engagement expectations would remain regardless of the learning format (full, hybrid, remote).

- Students must attend class, remote session and return digitally when directed, and/or complete the asynchronous learning activity.
- Student must contribute to class discussion and/or topic questions
- When applicable, students must keep the camera on when remote and be clearly visible at all times, unless directed otherwise by the teacher. Students who have concerns in whole class sessions may have a school photo (or another appropriate personal photo) displayed if coordinated with their counselor.
- When applicable, student must keep microphone on when remote, as directed by the teacher

A two point assignment will be added to schoology for every class, asynchronous activity, or online session within the engagement category. If the student meets all applicable expectations they will receive two points. If a student does not meet all applicable expectations they receive zero points relative to engagement for that session.

### Excused Engagement

- If a student cannot attend a session or class, an email from a parent to teacher can excuse the engagement grade for that singular session.
- Once a student exceeds three excused engagements, they should be directed to counselor to discuss the concerns impacting ability to participate.
- Medical concerns may excuse for longer periods of time when communicated with counselors.
- Students requiring accommodations for the engagement expectations should be discussed with counselors.

### **Asynchronous Learning Expectations:**

- Staff will provide an asynchronous learning activity for any school day where the student is not scheduled to report to class.
- Students will be expected to engage in learning during the regularly scheduled hours of the school day (7:55 - 2:37).
- Students must submit work via schoology by 2:37pm.
- Assignments may last for multiple sessions but a daily engagement assignment will be completed to ensure the student's virtual attendance.
- Students who miss deadlines will be penalized for the grading of that assignment.
- Students requiring additional time must communicate needs through support staff in advance. Even when additional time is provided, independent learning activities must be completed before the student arrives at the next live session for that specific course.
- Any student who has a scheduled meeting with a counselor or support staff would have until 5:00pm on that day to complete any asynchronous assignments.

### **Deadlines**

- Students are expected to meet teaching deadlines as directed by teaching staff
- Since deadlines may occur online and not necessarily during a class or session, a student's lack of attendance would not excuse the student's responsibility to meet the deadline.
- During 2020-2021 a student can receive a two day excuse extension to deadlines with an email from parent to teacher before the day it's due. Extensions will only be given up to three times during the school year. Students requiring more time or a higher frequency must discuss concern with the counselor.
- Students may only complete late or missing unexcused work for a grade at the discretion of the department policy.
- Medical concerns may require unique extensions coordinated between student, teacher, and counselor.
- Students requiring accommodations may receive extended deadlines upon request or with communication with support staff.