



## Holbrook Public Schools

### Supplemental Handbook Information

*\*\*\*In the event that the COVID-19 procedures and policies are once again mandated this document will be updated/revised and implemented.*

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#### Monitoring for Symptoms

Parents/guardians and/or students must monitor themselves for symptoms daily. Students must stay home if feeling unwell. Below is the full list of symptoms for which caregivers should monitor their children:

- ***Fever (100° Fahrenheit or higher), chills, or shaking chills***
  - ***Difficulty breathing or shortness of breath***
  - ***New loss of taste or smell***
  - ***Muscle aches or body aches***
  - *Cough (not due to other known cause, such as chronic cough)*
  - *Sore throat \*when in combination with other symptoms*
  - *Nausea, vomiting, or diarrhea \*when in combination with other symptoms*
  - *Headache \*when in combination with other symptoms*
  - *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*
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#### Hand Hygiene

Students and staff are required to exercise hand hygiene (hand washing and sanitizing) upon arrival at school, before eating, before putting on and taking off masks, and before dismissal. Hand sanitizers will be placed at key locations (building entrances, cafeteria, classrooms).

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#### Face Masks

Holbrook Public Schools is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary

and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation. Exemptions to this policy are below.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

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 or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

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## **Mask Breaks**

A teacher may build a mask break into their day when necessary. If doing a mask break, a teacher should take students outside (i.e., courtyard). Ideal locations for mask breaks include the courtyard, the sports fields, and any grassy area around the building. Inside the building, the best location for a mask break would be the cafeteria and/or gymnasium (when not in use) or the common areas in each grade level wing.

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### **Water Fountains**

Water fountains cannot be used for direct consumption. High-touch surfaces on water fountains, jugs, or coolers will be cleaned multiple times a day. Students should bring their own water bottles to fill up. Cups will be provided upon request.

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### **Lunch**

Students are required to wear their masks to and from lunch but will be allowed to remove their masks while they are seated to eat. Students will be expected to remain at their table during lunch. Staff members will circulate to collect trash and assist students.

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### **Lunch & Breakfast**

At this time, lunch and breakfast are free for all students. Individual snacks and bottled water still cost money.

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### **Inside the Classroom**

Students will have assigned seats in all classrooms and areas of the building.

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### **Remote Learning Behavior Expectations (when/if necessary)**

During remote learning, students are expected to adhere to the behavior expectations outlined in the Student Handbook, as well as the following Google Meet learning expectations:

- Students are expected to mute their microphones, unless otherwise instructed.
- Students are encouraged to wear headsets to improve sound quality.
- Students are expected to keep their camera turned on.
- Students are encouraged to use the chat feature to ask the teacher a question or add a comment.
- Students will not use the chat feature to have side conversations with other students.
- Students will remain in one place, with their technology device positioned on a table or flat surface (not in their lap).
- Students will dress appropriately. Pajamas are not considered appropriate attire for Google Meet sessions. Please see the Student Handbook for additional language around appropriate attire.
- All other classroom behavior expectations should be followed during Google Meet sessions.

Failure to follow these procedures and expectations could result in the teacher removing the student from the group.

Students are not permitted to record a Google Meet session. See the Student Handbook for consequences related to video recording without permission.

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### **Remote Learning Technology Expectations (when/if needed)**

Students are expected to follow and adhere to the rules and procedures outlined in the Student Chromebook Contract and Acceptable Use Policy.

As stated in the Student Chromebook Contract, students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

School-issued Chromebooks should be used for educational purposes. Students are to adhere to the Acceptable Use Policy and all corresponding administrative procedures at all times.

Students are the intended users of Chromebooks. These devices are not intended to be used beyond the educational needs of the Holbrook Public School student. Chromebooks are not intended for personal, recreational, financial, business or employment needs by the student or any member of the student's family.

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### **Attendance**

Students are expected to attend class daily, whether in-person or remotely. Attendance is mandatory for all Google Meet sessions and students are expected to be on time. Teachers will take attendance at the start of each class. Students are expected to participate appropriately and remain in the session until the teacher dismisses students.

Parents should provide the appropriate documentation to the main office or health office when their student is absent, late, or needs to be dismissed. Communication is essential. Students should not come to school when they are exhibiting symptoms. We will work with students to get caught up on school work.

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### **Student Travel**

Holbrook Public School will adhere to the travel advisory and recommendations of the State of Massachusetts. Students and families are discouraged from traveling outside of the local area while attending school. All visitors and returning residents entering Massachusetts must follow travel orders. The Commonwealth has made great progress to slow the spread of COVID-19 and gradually re-open the economy, and all visitors have a responsibility to help keep transmission levels as low as possible.

Families choosing to travel must adhere to the state travel requirements in place regarding quarantine and COVID testing protocols. Any quarantine days resulting from leisure family travel will not be considered excused.

The latest guidance and information around COVID-19 travel orders from the Department of Public Health can be found here:

<https://www.mass.gov/info-details/covid-19-travel-order>.

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### **Grades**

Grades and feedback will be given on assignments completed in class as well as assignments issued through Google Classroom. Students and parents can access grades using the Aspen Family Portal. Progress Reports will be issued midway through the term and report cards will be distributed at the end of the term.

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### **COVID-19 Related Isolation Space (Bull-Pen)**

Schools are required to designate a COVID-19 related isolation space separate from the nurse's office or other space where routine medical care is provided. This isolation space will be located adjacent to the main office. After being assessed by the nurse, any student who shows COVID-19 symptoms during the school day will be moved to the specific room pre-designated for medical-related isolation (Bull-Pen) until they can be picked up by a family member. While inside the isolation room, students must remain six feet apart, wash their hands when they enter and leave space, and eat outside when possible. Staff members who supervise the COVID-19 isolation room will wear an N-95 mask, face shield, and remain six feet apart. Parents should arrive to pick up their students directly following a call from the nurse, and should discuss testing with their healthcare provider.

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### **Bus Transportation**

Students who are informed that they qualify for bus transportation will be assigned a seat on the bus; students may not change or trade seats with other students. Seats will be assigned according to the bus stop with students boarding the bus first sitting in the back of the bus. All students, regardless of age, will be required to wear a mask on the bus. Weather permitting, windows will remain open to provide ventilation.

Students will exit at the direction of the bus driver; students seated closest to the front of the bus will exit first. After departing the bus, students will remain socially distant and sanitize their hands upon entering the building.

Students will observe all the usual bus rules. However, students written up by the bus driver for standing, leaving their seats, touching another student, removing their mask, or spitting (violations which could increase potential student exposure risk) may be removed from the bus without a prior warning. A first bus removal will be for a minimum

of two school days, but a student who continues to break these specific rules will receive a bus suspension for an indefinite period of time.

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### **Visitors**

Due to health risks associated with COVID-19, parents/guardians will have very limited access into the building. If a parent/guardian has a question or needs to speak to any staff member, we encourage the use of email and phone as a primary source of communication. Walk-in meetings will not be allowed.

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