

Shawsheen Valley Technical High School
Supplement to the 2020-2021 Student Handbook
Re: Changes in Response to Covid-19
September 2, 2020

The purpose of this supplemental document to the 2020-2021 Shawsheen Valley Technical High School Student Handbook (SVTHS) is to communicate changes to rules, procedures, and expectations under the restrictions in place due to Covid-19. Everything established in the 2020-2021 SVTHS Student Handbook still applies unless otherwise noted in this document. Information is subject to change. Changes will be posted on our website and communicated to students and parents/guardians.

Special Section A: General Health & Safety Expectations due to Covid-19

Students are expected to comply with all rules & procedures put in place to maximize safety at SVTHS in response to Covid-19. This includes expectations that have already been outlined in the district's Fall Reopening Plan, the summary of expectations outlined throughout this document, as well as new and/or modified expectations that are developed and communicated throughout the school year.

Before you leave your house: The single most important thing to do if any of the following symptoms are present is to STAY HOME. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed.

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

- Fever (100.0° Fahrenheit or higher), 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*

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.

According to DESE's June 25th Initial Fall School Reopening Guidance, COVID-19 spreads when people are in relatively close proximity, through respiratory droplets generated through coughing, sneezing, or talking to an infected person. Among the most effective measures – when used consistently and in combination – are mask/face coverings, physical distancing,

handwashing, and cleaning frequently touched surfaces. As a result, all students and staff will be required to observe the following health and safety protocols:

- **Mask/Face covering.** All students and staff are required to wear a mask/face covering that covers their nose and mouth. Face shields will be considered only for those students or staff with a documented medical or behavioral challenge that makes them unable to wear masks/face coverings.
 - *Students must receive approval in advance to report to school without a mask and utilize a face shield instead.* Parents/guardians of students who fall into this category must contact the nurse's office with medical documentation prior the start of school and as soon as possible to provide us with adequate time to review the information, follow-up as necessary, and ensure accommodations can be made.
 - Occasional mask breaks may occur throughout the day, but only when students can be at least 6 feet apart and ideally outside or at least with all of the windows open.
 - Mask/face coverings must be provided by the student/family, but extra disposable face masks will be made available at the school for students who need them.
 - Students who refuse to comply with expectations for wearing masks/face coverings will be subject to disciplinary consequences which may include emergency removal and suspension from school.
- **Physical Distancing.** While the CDC has recommended maintaining a physical distance of six feet between individuals, the World Health Organization (WHO) guidance calls for approximately 3 feet. In their June 25th Initial Fall School Reopening Guidance, DESE “encourages districts and schools to aim for six feet of distance between individuals where feasible. At the same time, a minimum physical distance of three feet has been established when combined with the other measures outlined in this list of safety requirements.” In accordance with DESE guidance, all Shawsheen students and staff should aim for a physical distance of six feet when feasible with three feet being the minimum distance allowed.
 - Additional safety precautions are required for school nurses and/or any staff who supports students with disabilities who require close-proximity support, when distance is not possible. These staff precautions include wearing eye protection (face shield or goggles) as well as a mask/face covering. Precautions may also include gloves and disposable gowns or washable outer layer of clothing depending on the duration of contact and especially if the individual may come into close contact with bodily fluids.
- **Hand Hygiene/Washing and Sanitizing:** Students and staff are required to exercise hand hygiene (handwashing or hand sanitizing) upon arrival to school, before and after eating or drinking water, before putting on or taking off their masks and before dismissal.
 - **Handwashing:** When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with an individual disposable towel.
 - **Hand sanitizing:** If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand

sanitizer will be placed at key locations throughout Shawsheen, including building entrances, cafeteria, classroom and shops).

Cleaning and Sanitizing Shared tools and Materials

Students will be expected to clean and sanitize shared tools, laptops, and other materials before and after each use throughout the day, using cleaning materials provided by the school.

Special Section B: Student Code of Conduct/Expectations for Remote Learning

Under the Hybrid Model, remote learning is an integral and essential part of each student's school year. Unlike remote learning that took place during the 2019-2020 school year, during the week when students are attending their academic classes remotely, we will be maintaining our traditional bell schedule and student/teacher schedule for classes. Students learning remotely will follow the Shawsheen 8-period schedule connecting to each class at the same time they would arrive at the class were it being held in-person. Teachers will meet with students in Microsoft Teams and take attendance in Aspen at the start of each period and student attendance is required, again just as it is for in-person classes.

Also, under the Hybrid Model, all work done in the remote learning academic week will be graded – the same as work completed were instruction conducted in-person. Because the academic week remote learning will not begin until September 14 (when school officially reopens) academic teachers will have a month to review their curriculum and alter their instructional approach to ensure the work being performed at-home is well suited for remote learning. Finally, unlike expectations set for the 2019-2020 COVID-adjusted school year, students will be receiving the full academic course curriculum.

The same school rules and expectations outlined in the 2020-2021 SVTHS Student Handbook apply in all remote learning environments, but some rules and expectations require additional clarification given the new structures and requirements in place to reduce the chances of transmission of Covid-19. Those clarifications are outlined below and throughout this document.

For the 2020-2021 school year, remote learning attendance, participation, and assignments are mandatory and will be graded, just as they are for students attending school in person. Remote Academic classes will take place in the Microsoft Teams platform. Students who have opted for 100% remote instruction may be assigned to different platforms for their shop.

During remote learning, students are expected to adhere to the following requirements:

- When working remotely, students will engage in synchronous and asynchronous learning activities that are aligned with the Massachusetts State Standards and encourage choice and engagement.
- Students will adhere to all school rules regarding, but not limited to conduct, dress code, attendance, and dismissals.
- Students will use their devices to access their curriculum and assignments via Microsoft Teams and other assigned platforms. Live interaction will occur via Microsoft Teams, and links will be provided through each student's calendar and email.

- Students must adhere to daily attendance guidelines, log in, and attend class during the designated times, following the school’s bell schedule, starting with their first period class at 7:50am – students do not have to log into a homeroom block;
- Students must be available by audio and video the entire class period
- Camera should be facing the student. Students should not walk around with their cameras on.
- Microphone should be muted but available when needed to ask or answer questions.
- Students should be dressed appropriately for school.
- Student’s workspace should be set up in a school-appropriate location in their house, such as a desk or table (for example, students cannot attend class remotely while lying in bed);
- Students are expected to comply with school rules regarding audio/video recordings – specifically, students may not audio or video record any part of a remote learning session without the knowledge and permission from the teachers and all participants in the remote class session;
- Students are expected to wear headphones during remote class sessions when family members or other individuals who are not students enrolled in that course section are nearby and would be able to overhear the class – this is to ensure student privacy for all students in that class session.

Failure to comply with the rules outlined above, and established throughout this document, will result in disciplinary consequences.

Suggestions for Success:

- Students should participate in remote classes as they would in person.
- Students should be aware of their surroundings in terms of their laptop cameras.
- Students should be ready to participate in the class and on independent work.
- Students should check email daily and email teachers whenever they have questions or concerns about assignments.
- Students should complete all assignments on our before appropriate due dates.
- Students should conduct themselves with integrity and honesty when completing assignments.
- Students should avoid multitasking during class.
- The Code of Student Conduct and all components of the 2020-2021 SVTHS Student Handbook, including all technology expectations remain in effect.

PART 2. GENERAL PROCEDURES

With the exception of students arriving to school by bus, students may not enter the building before 7:25am and masks must be put on and worn (covering the nose and mouth) before students exit their personal/family vehicles. Students will be provided with set drop-off, building entry, and building exit points based on their shop and classroom locations. When students arrive at school they must immediately report to their assigned areas. Students may not congregate on the patio, in the parking lot, or in the hallways during this time. While passing in the hallways, students and staff must follow the floor markings and signage to ensure safe passing and adequate physical distancing at all times.

2-1 Bus Transportation

Safely transporting our students to and from school is an essential component to maintaining staff and student safety. Students who utilize district-provided “yellow bus” transportation to and/or from school will be required to observe the following safety practices:

- Masks. All staff and students on the bus, regardless of age, are required to wear masks (covering their nose and mouth) at all times while on the bus. Exemptions for students due to medical issues must be approved in advance by the School Principal. Students who are not on the exempt list and are not wearing one will be denied entry onto the bus.
- Distance. Students will be seated no more than one student per bench, alternating sides for each row, which allows students to maintain approximately 3 feet of physical distance. Students FROM THE SAME HOUSEHOLD may sit together and in closer proximity.
- Ventilation. Bus windows will remain OPEN at all times during bus operation, unless not possible due to extreme weather conditions.
- Seat assignments. Students will be required to sit in the same seat every day. This will assist public health experts if proximity testing is required.
- Bus monitors. While DESE recommends that K-12 districts add bus monitors, given the age of Shawsheen students, students are expected to strictly follow these health and safety requirements. Failure to do so will have school disciplinary consequences, including at a minimum, denial of future access to bus transportation.

2-2 Car Transportation & Student Parking Passes

Parking passes will be issued to all eligible students, regardless of grade-level, while the school is operating under a hybrid model. Parking pass fees will be waived for the 2020-2021 school year.

2-3 Late Transportation

At the time that this document was written, the district was still assessing transportation needs and finalizing decisions and schedules for late bus transportation. That information will be shared separately.

2-5 Homeroom

In lieu of a traditional homeroom assignment, students will report directly to their first period class/shop when they enter the building between 7:25am and 7:45am where daily attendance will be taken.

2-7 Bell Schedules and Lunch Schedule

On remote learning days, students will follow the bell schedule for periods 1-8. Students must be logged into their 1st period classes by 7:50am so daily attendance can be taken before 1st period begins officially at 7:51am.

On in-person learning days, students will be allowed in the building starting at 7:25 am and must immediately report to their 1st period classes/shop for the given day. We will have a staggered

drop-off/entry schedule (which will be published separately and is subject to change) and all students must be in their 1st period classes/shops by 7:50am or they will be considered tardy.

2-9 Use of Lockers

In order to ensure that proper physical distancing can be accomplished, students will NOT be assigned hallway lockers until the physical distancing rules are relaxed further or eliminated. Shop lockers may be assigned to a specific student and access to these lockers will be staggered to ensure physical distancing requirements are maintained.

2-10 Student Passes and Student IDs

All students will be issued school IDs and are expected to have their IDs on them while at school or attending school events. Students will be expected to bring their IDs to the cafeteria to purchase lunches (using our cashless lunch system) to further promote health and safety during those transactions.

All students will be issued school lanyards but the rule to wear lanyards/IDs will not be enforced during this time.

Students will not be using their agenda books as passes this year. Instead, staff will provide students with one-time-use paper passes if students have to leave shop/class for an approved reason. Students will only be given passes to leave their classrooms/shops for approved reasons. To the extent possible, students will be expected to remain in their assigned areas at all times to further limit interactions between cohorts of students.

2-11 Lavatory Policy

Depending on the location of the classrooms/shops students are in, specific bathrooms will be assigned for them to use. Multi-stall bathrooms will have capacity limits posted on the doors and students must comply with those limits.

2-12 Food and Beverage Regulations

Break during shop weeks is suspended until further notice. Eating and drinking is not allowed in any location other than designated lunch areas.

Students may drink water in accordance with the following guidelines:

- Students can only fill water bottles using the touchless water fountains.
- Students must stand in designated areas in classrooms/shops to drink water and must be at least 6 feet from all others when doing so.
- Students should wash or sanitize their hands before removing their masks to drink water and again after putting their masks back on.

Food can only be consumed during lunch while students are in their designated lunch areas, in accordance with the following guidelines:

- Since students must unmask to eat, there will be a STRICT requirement of 6 feet of physical distance between each student at all times during lunches.
- Students must remain in their seats for the duration of lunch and may not visit students at other tables – seats may be assigned.

- Students must wear their masks until they are seated and must replace their masks before they leave their seats when lunch ends.
- Students are expected to wash or sanitize their hands before removing their masks to eat and again after putting their masks back on.

2-16 Visitors

To maximize the safety of our students and staff, no outside visitors or volunteers will be allowed access to the building, with the exception of:

- contracted service providers for the purpose of special education, required support services, or program monitoring as authorized in advance by the Director of Student Services;
- contracted service providers for the purpose of performing building or equipment maintenance as authorized in advance by the Assistant Superintendent/Business Manager;
- or other essential visitors as authorized in advance by the Principal or Superintendent-Director.

Any visitor must first report to the main office where they will be visually screened and logged in. For any visitor who must enter, after gaining approval they will be briefed on Shawsheen's COVID-19 policies and verify that they do not have symptoms of COVID-19. Visitors must wear a mask covering their nose and mouth at all times. In accordance with DESE protocols, Shawsheen will maintain a log of all visitors for a minimum of 30 days, with the date, contact phone number, arrival/departure times and areas visited within the school during their visit.

All other building visitors will be required to meet with staff members remotely in lieu of meeting in person, unless an exception is made on a case-by-case basis.

2-17 Field Trips

Field trips are suspended until further notice. Any exceptions will be made at the discretion of the Principal.

2-18 Video Surveillance and Audio Recording

Students may not audio or video record any part of a remote learning session, using any recording device (including but not limited to cell phones), without the knowledge and permission from the teachers and all participants in the remote class session. Failure to comply will result in a disciplinary consequence.

3-1 Attendance Rules

A parent/legal guardian must call in a student absence whether it is on a day the student is scheduled for in-person or remote instruction.

3-2 Validated Absences

If a student is absent due to any of the reasons listed below the absence will be validated and marked as excused. In some instances, medical documentation may be required:

- Student is required to quarantine after being exposed to a confirmed case of COVID-19.

- Student is exhibiting symptoms of COVID -19 (students will then need clearance from a medical professional to return to school).
- Student tests positive for COVID -19 -Add in new exceptions related to COVID symptoms, quarantine, and potential exposure.

If a student falls into one of the above categories on a day they are scheduled for remote instruction and feels healthy enough to participate remotely, they will be marked present for that day.

3-4 Dismissals

On days that students are learning remotely, parents must call in or email dismissal information at the start of the day to Heather Tate at 978-671-3634 or htate@shawtech.org. Dismissal notes and related documentation can be submitted electronically or hard-copies can be submitted in-person by students the next time they are in the building.

3-5 Tardy

Students will be considered tardy for the day after 7:50am for both remote and in-person learning.

4-8 Extra Help Sessions and Make-Up Policy

Teachers will still be available twice a week after school for extra-help, Mondays-Thursdays. All teachers will be available remotely to provide extra-help and most will be available for in-person extra-help well. Students will be required to sign-up with their teachers in advance if they plan to report for in-person extra-help and indicate whether or not they will require late transportation. This will enable us to track how many students are in the building and determine if we have adequate late bus transportation.

4-11 Cooperative Education Program and Procedures

Our Cooperative Education Program (“Co-op”) is a privilege that provides an opportunity for qualified Seniors to enhance their vocational-technical training through work experience in industry on a job related to their program of study. While the impact that COVID-19 has had on the job market is significant and somewhat unpredictable, our Co-op Office will continue to seek opportunities for our students for meaningful work and will also coordinate co-op assignments with employers that rising seniors may already be working with during Summer 2020.

To ensure student safety while on Co-op assignments, DESE has issued the following guidelines, which Shawsheen will follow:

- Complete routine safety checks prior to students beginning programs. These checks, including completing the COVID-19 compliance checklist provided by DESE, must be completed prior to students beginning their Co-op assignment. Add a COVID-19 specific checklist (mask requirements, equipment disinfecting protocols, handwashing/disinfecting stations on site, etc.) to existing safety checks.
- Programs should aim to keep students at least 3 feet apart with no extended close contact.
- Train students in COVID-19 safety and operational procedures. Students must be trained in these protocols prior to entering the workplace for their programs.
- Incorporate COVID-19 practices into regular inspections. As outlined in the Manual for Chapter 74 Vocational and Technical Cooperative Education, Co-op coordinators or

instructors must inspect the work facility. This inspection should include a review of COVID-19-specific safety processes and practices. These inspectors should follow their school's recommended safety protocols when visiting workplaces.

- Consult with program advisory committee members for industry-specific information.

[Source: DESE Career/Vocational Technical Education Reopening Guidelines, July 29, 2020]

5-2 Detentions, Elimination of Privileges, Suspensions, and Expulsions

Failure to comply with school rules and expectations put in place to reduce the chances of transmission of COVID -19, as outlined in this document, and as communicated if adjustments are required moving forward, will result in disciplinary action including but not limited to assignment of detentions, exclusion of privileges, suspension, and/or, as provided for under M.G.L. c. 71, §§ 37H and 37H1/2, expulsion.

PART 7. EXTRA-CURRICULAR ACTIVITIES

Decisions regarding extra-curricular activities, including but not limited to athletics, clubs, and activities, will be communicated separately.