

2020-2021

NHS Parent and Student Handbook COVID 19 Addendum

The following addendum to the 2020-2021 Nantucket High School Parent and Student Handbook has been developed to provide a safe learning environment for all students and staff. As students and staff return to face-to-face instruction, their traditional environment may look different due to enhanced safety and health protocols. This new normal will require an adjustment for all, but ultimately these changes will keep health and safety of staff and students the top priority.

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Arrival (Safety Protocols p. 9)

Schools will open in the morning at 7:45am. Students who are walking, getting dropped off or self-driving should plan to arrive at school no earlier than 7:30am. We know in the past students have been able to arrive at school well before the start, however in an effort to minimize students clustering together for periods of time, we ask that arrival of students not occur before 7:30am. Staff members will be positioned to receive students and to direct them according to school procedures. The following arrival and dismissal procedures are designed to minimize crowding and transmission of COVID-19, including drop-off and pick-up points for walkers and bike riders. Special education students and bus riders will be prioritized to decrease foot traffic.

At 7:35 students who require breakfast will be allowed into the building, issued a face mask if they do not have one, and directed to head to the cafeteria to receive and eat their pre-packaged breakfast. All other students will remain outside, maintain social distancing and face coverings, until they are permitted into the building at 7:45.

Bussers, bikers and walkers will enter the building through the front entrance and will be greeted by NHS staff. All drop-offs, self-drivers (cars/ mopeds/motorcycles), and walkers coming from the back will enter through the rear entrance by the auto shop and will also be greeted by NHS staff. Once students are given permission to enter the building at 7:45, they will head directly to their first block class.

NHS students will not be permitted to use the CPS cafe entrance and will only be allowed to enter the NHS through the front or back door. Designated bathrooms will be available to students waiting for the start of school.

Please note that any individual, upon entering our school building, may be asked to remove their mask at a safe distance for the purpose of identification. It is important that school personnel are able to properly identify all individuals on our school campus.

Attendance (Handbook p. 2-4; Safety Protocols p. 13)

At Nantucket Public Schools, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and instruction, as well as important discussions and exchange of various ideas. The Department of Elementary and Secondary Education (DESE) has stated that all schools must record both in-person attendance and remote learning attendance and this data will be reported to DESE. Students therefore are expected to be present for all in-person and remote learning sessions for the entire school day and attendance will be taken in every class.

When a student is going to be absent from a session, whether in-person or remote, a parent or guardian must call the school by 8:00am to report their student's absence. (508) 228-7280
Option 3

Attestation of Wellness (Safety Protocols p.14)

Before leaving home or getting on the bus, families should assess their child's state of wellness before arriving at school. A secondary screening will be conducted in a student's homeroom/first block class. If the student has any symptoms of COVID-19, they should not attend school. It is very important to keep everyone healthy and that anyone who doesn't feel well stays home.

The family should notify their school front office that their child will be absent and the reason for the absence. Families, please be specific on the absence call-in line with the reason your child is out of school, it is important in identifying illness trends. The school nurse will follow-up with the family regarding the child's symptoms, whether the child was seen by a medical professional and any testing that was done. The child can return to school once cleared by the school nurse and/or their PCP.

It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

These symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- GI Symptoms: Nausea, vomiting, diarrhea and/or abdominal pain

Students and staff with a temperature above 99 degrees should not attend school until they have been fever-free (under 99 degrees) for 24 hours and without the use of antipyretic medication, such as Tylenol, Motrin, Advil, or Ibuprofen.

Students and staff will check with the district's COVID Point Person prior to returning as well. A safe return to school is based on symptom status, duration of symptoms, test results, and clearance by their PCP or the Nantucket Infections Clinic.

Bathroom Procedures (Safety Protocols p.7)

Students will sign in/out to use the bathroom via a QR Code which will be posted in every classroom. Students will first check to see if there is a line for the bathroom before exiting the classroom. If the line looks clear students will then check to see if the bathroom is being occupied. There will be signage on bathroom doors and in bathrooms which remind students of safety protocols including face covering, distancing, hand washing and bathroom occupancy. Bathroom occupancy will be dependent on bathroom size and the number of stalls for use. There are two gender neutral bathrooms located off the NHS cafeteria across from the culinary lab Room 120. There are also designated staff bathrooms on each floor of the academic wing and the vocational wing. The two bathrooms located in the CPS cafeteria will be designated as bathrooms for the nurses' office and are in close proximity to the isolation room at each school.

Bus Transportation (Handbook p.7; Safety Protocols p.10-11)

Students will not be permitted on the school bus without a proper face mask. Disposable masks will be provided to any student who does not have one. Bus routes/pick-up times will be announced prior to the start of school. When buses arrive to the schools students will be directed by the bus driver to disembark by row to prevent the clustering of students. Bus drivers will also stagger the unloading of students so that not all buses are letting out at once. There will be a bus monitor on each bus to assist with transportation. Buses will not open their doors until 7:40 am to release students; dismissal from buses will be in a staggered fashion starting with the first bus in line.

Classroom Set-up (Safety Protocols p. 7-8)

Every classroom will be designed to maximize space and distance between each student. The number of students occupying each classroom will be dependent on the square footage of that space. Classroom furniture will be rearranged to provide additional space. Administrators will preview and approve classroom designs prior to the start of school, and throughout the school year as adjustments are required. Classrooms have been set up with the 6 ft. separation between student desks and all desks will be facing the same direction so that students are not facing one another. Teacher desks are now located near the smartboards to give teaching staff the 6 ft. of separation as well. Cubbies, bookcases and all other classroom furniture have been relocated to allow as much space as possible to accommodate as many students as possible.

Cleaning Learning Spaces (Safety Protocols p.9)

Each room will be stocked with cleaning supplies which will include: a spray bottle of disinfectant and/or a bottle of soap and water, disposable gloves, alcohol-based hand sanitizer, and masks. Touchless paper towel dispensers have also been added inside each classroom to ensure each staff member has access to any and all supplies they may need throughout the

school day. At the beginning and end of each class, students and staff will clean their personal work space, materials used and any high touch/communal surfaces before transitioning. This will be done in classes that travel to different classrooms in the building. When the cleaning of learning spaces is required of students, gloves will be provided.

Dismissal (Handbook p. 13; Safety Protocols p.10)

Dismissal procedures will include transition directives and pathways that limit the mixing of cohorts of students. Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds. All students must leave the school building by 2:30pm unless meeting with a teacher or participating in a supervised event. Students will not be allowed to linger in the building after 2:30pm. Schools will clearly message families regarding times when supervision is available and when students are permitted on campus.

We will begin to dismiss students at 2:15pm. All bussers will be dismissed first at 2:15pm. Juniors and seniors who self-drive will then be dismissed at 2:20pm followed by walkers, bikers and pick-ups. The buildings will be closed to staff on Mondays, Thursdays and Fridays at 3:00pm. On Tuesdays and Wednesdays the building will be closed to staff at 4:00pm.

After School Hours

All student clubs and activities will be held virtually until further notice. All students must be out of the school building by 2:30 so that Facilities staff and get to work deep cleaning and sanitizing for the following school day. Please refer to the Athletic Department page of the NHS school website for specific information as it pertains to athletics.

Emergency Procedures (Handbook p. 20; Safety Protocols p. 11)

Fire Drills

Fire drills are mandatory and must be conducted annually a minimum of four times throughout the school year. Fire drills will be conducted while maintaining safety protocols, including face covering and social distancing when possible. Staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. Once outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NFD clears staff/students to reenter the building. In the event of an actual fire emergency NHS fire procedures as outlined in our Parent Student Handbook would be followed to safely evacuate the building and assemble students once out of the building.

Lockdown/Evacuation Drills

Staff and students will be notified in advance of a lockdown/evacuation drill and will follow established procedures and protocols for each building. Drills will be conducted while maintaining safety protocols for drills and active situations/scenarios. Face masks will remain in place, social distancing will also be adhered to whenever possible throughout the drill. If required to evacuate the building staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. If evacuated outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NPD clears staff/students to reenter the building. Safety supplies including gloves and masks will be added to all classroom "Go Bags".

Face Mask Requirements and Compliance (Safety Protocols p. 2-4)

Students, staff, vendors and visitors will be required to wear face masks on campus at all times with the exception of the following circumstances:

- Designated and supervised mask breaks
- During designated meal times (Breakfast, Snack, Lunch)
- During supervised outdoor play including recess and PE/Wellness when students can maintain 10ft. Distance.
- During supervised music classes that occur outside when students can maintain 10ft. distance
- When staff are working alone in a closed space (classroom or office) within the school
- When staff are working outside and can maintain 10ft distance

Approved masks include cloth masks with **a minimum of two layers, n95 masks, kn95 masks, or a disposable dual layer surgical masks**. Students shall wear face masks during extracurricular activities, as well as on school buses. Guidelines and protocols for athletics will be set in accordance with DESE and MIAA guidelines and are explained in the Athletic Department section of the reopening plan. Student face masks must be school appropriate and shall not interfere with the district's dress code policy. Masks must meet [CDC guidelines](#). Face masks must cover both the individual's nose and mouth at all times and face shields may not be used in lieu of face masks. Based on new evidence gaiters and face masks with a valve will be prohibited to be worn in Nantucket Public Schools as they present safety concerns. Gaiters and masks with valves have been deemed ineffective in the prevention of COVID 19 transmission. So, please for everyone's safety no gaiters or masks with valves allowed.

School administration or staff will be stationed at entry points throughout each campus to remind students to wear face masks prior to entering the school building. In instances where reusable face masks are left at home, a disposable mask will be provided for the day.

Administration and staff will provide education around the need for masks while in school to ensure the safety of others, and restorative practices will be utilized to ensure student compliance. Students who are not able to comply due to behavioral/SE reasons will be directed to the Assistant Principal. Assistant Principals will use an educational approach when working with students around protocol compliance. An addendum will be written for the Parent/Student Handbook stating the policy as approved by the Nantucket School Committee. The nurse at each school will be the COVID Point Person for their building. The District COVID Point Person will work collaboratively with school nurses and school administration regarding any compliance issues at the school level.

Food Service (Handbook p.20; Safety Protocols p. 19)

Breakfast Service

At NHS pre-packaged breakfast meals will be picked up by the students in the Café, students will provide their Pin# to the cashier, and they will then eat in the cafeteria until it is time to transition to their first block class. All NHS Students will be served and dine with social distancing and safety protocols in place. Students who require breakfast will be allowed to enter the building at 7:30 to receive and eat their breakfast in the cafeteria before going to their first block class.

Lunch Service

Lunch will be pre-packaged and delivered to the classrooms in insulated, sanitized bags by Food Service personnel. Lunch will be eaten in classrooms to maintain proper social distancing. Remote learners will be able to pick up meals at a specified location from a Food Truck. Access to sink/bathroom for hand washing before and after meals will be provided in a way that maintains social distancing, i.e. keeping students 6 feet apart. Staggered access to sinks/bathrooms will be considered to ensure social distancing is maintained. Students will be responsible to clean their space after their meal. Extra trash barrels will be available to collect lunch trash including food, packaging and utensils. Facilities personnel will clean thoroughly after school day is over.

Eating in the Classroom

Students must remain in their classrooms during lunch unless given permission to see the nurse or use the bathroom. Face masks will be removed while students are having lunch and once face masks are removed students must remain in their seat. Once finished, students will be required to put their mask back on. Students will not exchange or share utensils/plates/cups and will remain at their desks while having lunch.

Food Allergies

Meals for students with allergies will be clearly marked with the student's name on the package to ensure the health and safety of children. Any student or parent/guardian who has concerns

regarding allergies should contact their school nurse prior to the start of school or as soon as aware of the concern. The nurse will work with administration, food service staff and the teaching staff to create plans for students who have allergy concerns.

[Safety for Children with Food Allergies](#)

Immunization Requirements (Handbook p.22)

All students entering any of the Nantucket Public Schools are required to have an up-to-date immunization history with medical records to verify this. The following immunization requirements for all students, grades 7-12 include:

- 4 doses of DTP or Td (contact the school nurse if never previously administered)
- 2 doses of MMR
- 3 doses of Hep B
- 1 dose of Varicella vaccine, or 2 doses if over age of 13 when the series started (or physician certified history of chicken pox disease)
- 1 dose of Td (if 5 or more years since last dose)
- [Influenza vaccine](#) by December 31, 2020 (unless either a medical or religious exemption is provided. Also exempted are K-12 students who are homeschooled and higher education students who are completely off-campus and engaged in remote learning only)

Immunization Waiver

- Religious: A Parents/Guardians must submit a signed statement that immunizations are contrary to their religious beliefs.
- Medical: A physician must sign a statement that an immunization is medically contraindicated.

Note: *Children who are not in compliance must be excluded from school until the school receives documentation of immunization (MGL, Ch. 76, Sec. 15)*

Inclement Weather (Safety Protocols p.11)

School-based teams will establish an inclement weather plan. All arrival and dismissal plans will allow for social distancing where possible. Students will be supervised by staff throughout arrival and dismissal procedures. Students will always be required to wear their face mask during arrival and dismissal and while on school campus. At NHS we will utilize the gymnasium as well as the front lobby, Hall of the Whale and cafeteria spaces to shelter students during inclement weather while maintaining appropriate safety measures including face covering and 6ft.distance. It will be important that students not arrive at school before 7:30am to minimize the time that they are outside waiting for the doors to open.

Library (Handbook p. 23, Safety Protocols p. 6-7)

The NHS Library will be closed for regular use until further notice. The library will be used for Virtual High School classes and for alternative work spaces for classes in need. The library will also not be open to students during lunch. If a student needs to access a resource within the library they are to make an appointment with Mrs. McKay our Library Media Specialist and she will accommodate students as needed.

Lockers (Handbook p. 23, Safety Protocols p. 6-7)

NHS lockers will not be assigned to students to start the year. When it is deemed necessary and appropriate we will assign lockers to students by request.

Movement Within the Building (Safety Protocols p. 6)

Students will walk only on the right-hand side of all hallways. Schools will utilize signage on walls to encourage proper movement to limit contact, as well as floor signage to encourage 6-foot distancing where possible. School administration will establish one direction hallways and stairways (where available) to assist with the flow of student movement. Staff members will monitor hallways and escort class changes when possible to ensure steady flow of students with no congregation in hallways. Students will be encouraged to adhere to social distancing guidelines when walking in the hallways. At NHS in person classes will be of longer duration and there will be fewer transitions as compared to the typical schedule (3 compared to 6), which will minimize the amount of time students will be traveling in the hallways during class transitions. Staff will monitor hallways during each transition of classes. In the event of an emergency the quickest evacuation route will be used according to the location.

Nantucket High School [COVID 19 Safety Protocols](#) 2020-2021

- Face mask procedures
- Handwashing and hand sanitization
- Illness of staff or student during the school day
- Notifying health officials and close contacts
- Building Cleaning and Sanitization
- Personal Protective Equipment Preparedness
- HVAC System Maintenance and Assessment

Nantucket High School [Parent and Student Handbook](#) 2020-2021

Social Distancing (Safety Protocols p.6)

It is our goal that as we reopen schools and welcome children into a new year of learning, that we mitigate the health concerns with which we are faced, and focus on providing high-quality instruction and engagement for every student despite the circumstances. While in theory social distancing is antithetical to modern educational practices, it is perhaps one of our most important tools in reducing the spread of COVID-19 and it will be included in each aspect of campus life. Students will be asked to maintain a distance of 6 ft. between individuals while on school campus. An increased distance of 6ft. may be required during specialized activities such as band, chorus and physical activities.

Social Distancing Guidelines

- The CDC recommends 6 feet of distance between individuals.
- Per the CDC, the more closely you interact with others and the longer the interaction time the higher the risk of COVID-19 spread.
- [Poster for Social Distancing](#)
- [Video for Teens on Social Distancing \(30 seconds\)](#)

Student Expectations for In-Person Learning (NPS Re-opening Plan p.26-27)

In-person Learning Expectations for Students in Cohort A, B & C on in-person days:

For the 2020-2021 school year, both in-person and remote learning attendance, participation, and assignments are mandatory and will be graded, just as they are for students attending school in person.

Required

- Students will physically come to their school for their learning, depending on which cohort that they are in.
- Students should attend all group/class meetings.
- Students will physically see and interact with their teacher(s) and classmates and follow a class/course schedule each day.
- Students and families must review wellness protocols to ensure students are well and symptom-free prior to coming to school on their in-person days.
- Students will be expected to complete and submit assignments as determined by the assigned teacher.
- Students will wear masks/face coverings during the day and will be provided mask breaks, during the day.
- Students should bring their school-issued devices to school to access their curriculum and assignments via Schoology.
- Students will participate in any local or state assessments as scheduled.

Suggestions for Success

- Be ready to participate in the class and on independent work.
- Complete all assignments on or before appropriate due dates.
- Conduct yourself with integrity and honesty when completing assignments.
- Avoid multitasking during class.
- The Code of Student Conduct and traditional school expectations will be appropriately refined to reflect the new school model and will remain in effect for all students. All technology expectations remain in effect.
- Students will be provided with grade-level, standards-based instruction that aligns with the expectations outlined in the Massachusetts State Standards and Frameworks, including learning activities that encourage choice and engagement.
- Student course work will be evaluated using assessments which are aligned with the Massachusetts Standards and Frameworks. Students will be provided feedback in an effort to support continued growth and understanding whether work was completed in the remote or in person models.
- Teachers and instructional support staff differentiate and adjust instruction to meet the individual needs for student learning within the remote and in-person settings.
- Teachers will provide student make-up work, flexibility, and support if students are out of school for any reason.
- Students will be issued an electronic device and any associated materials such as books, art supplies, manipulatives, hands-on kits where possible.
- Classroom spaces will be arranged to maximize social distance to at least 6 feet and minimize any shared items. In addition, in-person collaborative activities may look different or be lessened to ensure the safety and well being of the school community.
- Large group gatherings will be eliminated.
- Lunch schedules will be modified to maximize social distancing and students will remain with learning cohort small groups to eat (could be in classroom or outside).
- Students who are eligible for free and reduced lunch will have access to that on both in-person and remote learning days.
- SPED and ESL services will be provided as outlined by state guidance and student specific plans.
- School counseling support services provided for students on campus or remotely as appropriate

Student Expectations for Remote Learning (NPS Re-opening Plan p. 28-29)

Remote Learning Expectations for students in Cohort D and students in Cohorts A, B & C on remote days:

For the 2020-2021 school year, both in-person and remote learning attendance, participation, and assignments are mandatory and will be graded, just as they are for students attending school in person.

Required

- 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 use their school-issued devices to access their curriculum and assignments via Schoology. Live interaction may occur via Zoom or Google Meet, but links will be provided in Schoology.
- Students should adhere to daily attendance guidelines, log in, and attend class during the designated times.
- 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.
- 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 respond within 24 hours to faculty emails.
- Students will participate in any local or state assessments as scheduled.

Suggestions for Success

- Students should develop a daily schedule, including classes and breaks.
- 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. They should utilize teacher office hours to seek clarity or questions.
- Students should complete all assignments on or 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 technology expectations remain in effect.
- When working remotely, students will be provided with synchronous and asynchronous learning activities that are aligned with the Massachusetts State Standards and encourage choice and engagement.
- Student course work will be evaluated using assessments which are aligned with the Massachusetts Standards and Frameworks. Students will be provided feedback in an effort to support continued growth and understanding whether work was completed in the remote or in person models.
- Teachers and instructional support staff differentiate and adjust instruction to meet the individual needs for student learning within the remote and in-person settings.

- Students will be assigned a liaison to help facilitate remote learning, and this person will check-in regularly.
- Students will be graded and given feedback on assignments in alignment with the expectations outlined in the Massachusetts State Standards and Frameworks. In addition, students will receive feedback regarding their engagement in remote learning activities.
- Student course work will be evaluated using assessments which are aligned to the standards. Students will be provided feedback in an effort to support continued growth and understanding whether work was completed in the remote or in person models.
- Students will be issued an electronic device and any associated materials such as books, art supplies, manipulatives, hands-on kits where possible.
- Students who are eligible for free and reduced lunch will have access to that on both in-person and remote learning days.
- SPED and ESL services will be provided as outlined by state guidance and student specific plans.
- School counseling support services will be provided for students on campus or remotely as appropriate.

***No recording of Zooms or Google Meets or other live sessions held electronically.**

***No taking screenshots during Zooms or Google Meets or other live sessions held electronically.**

Traffic Flow (Safety Protocols p. 10)

Given the limited number of seats on busses, students are encouraged, especially our older students, to walk or ride a bike to school if and when possible. This will minimize the traffic flow in and around NPS during drop-off and. It will be important for parents/guardians who are driving their student(s) to and from school to adhere to the drop-off and pick-up guidelines established for each of the four schools. Please be mindful of bus drop-off and pick-up zones so as not to increase the number of students in those areas and to not impede the movement of buses. Please also exercise patience when navigating the traffic on the school campus as we anticipate that it will take time to fully develop this new routine for students and parents/guardians.

Parent/Guardian drop off and pick-up for all CPS and NHS students will be at the rear of the building. NHS student drop-off and pick-up will be at the rear entrance of NHS by the Auto Shop. The CPS drop-off and pick-up entrance will be at the CPS Cafeteria door. NHS students will not be permitted to enter through CPS and CPS students will not be permitted to enter through NHS.

Visitors to the Building (Safety Protocols p.12-13)

Each front main office will have a designated table outside of the main office which will be supplied with hand sanitizer, disinfectant wipes, gloves, masks as well as blue painter's tape and sharpie pens.

Parents/guardians are not allowed inside school buildings without authorization from administration. Parents/guardians can communicate with front office staff through the intercom in the vestibule of each school building.

- Unless for an emergency
- If a student is going home sick, the child must be dismissed by the nurse and exit the building to their parent/guardian through a proximal exit to reduce movement through the building.
- There will be a designated phone for students to use to call home for necessary reasons only or students can use their cell phone if not during class time.

Drop-Off tables will be located outside the main office of each school for parents/guardians to drop off items (lunch, homework, clothes, etc...). Blue painters tape and sharpie pens will be provided for parents to label items with their child's name. Children will be notified to retrieve their items off the table themselves with permission from their attending teacher.

Visitors

- **No visitors will be allowed in buildings unless coordinated with administration.**
- **No volunteers will be permitted on the NPS campus until further notice.**

Meetings in the School Building

- When possible meetings will be held virtually. When meetings are required to take place in-person within the school building, they must be approved by administration and a designated meeting room will be made available at each building.