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**COVID-19 Student Handbook Insert**  
**Hanover Middle School**  
**2020-2021**

For the HMS 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 upon the Hanover school community following the guidelines with regularity and attentiveness. 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Note: The sections of this COVID-19 Handbook Insert supersede sections of the Student Handbook for 2020-2021 until rescinded.

**Hanover Public Schools Health Protocol for COVID-19**

**Health and Safety Expectations for Parents and Guardians**

- ☐ Attend Health Services trainings
- ☐ Read all correspondences for updated information
- ☐ Review health and safety expectations with their child
- ☐ Send child with a clean, cloth face mask that securely covers the nose and mouth, every day
- ☐ Assess student every day before sending their child to school
- ☐ Do not send child to school when ill, especially if experiencing symptoms of Covid-19:
  - ☐ Fever (100.4 F or higher), chills, shaking chills
  - ☐ Cough (not due to other known source)
  - ☐ 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, 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

For protocols for when a student becomes sick at school or tests positive for COVID-19 please refer to the HPS School Opening Plan at this [link](#).

### **Quarantine**

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the 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 doctor, and state and local health department.

### **Isolation**

Isolation is used to separate people infected with COVID-19 (those sick and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is 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 use a separate bathroom (if available).

### **Close Contact**

A “Close Contact” is defined by the Center for Disease Control (CDC) and updated by the Department of Elementary and Secondary Education (DESE) and Massachusetts Department of Public Health (DPH) on 8/19/2020 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.

### **Face Coverings**

Face coverings are required for all students and staff in the Hanover Public Schools. In accordance with guidance from the CDC, the DESE and the DPH, the following requirements are in place until further notice.

A multi-layer cloth face covering that covers the nose and mouth and secures with ear loops must be worn at all times by all individuals in school buildings, on school grounds, and on school transportation, except in the situations listed below. In all cases, appropriate six foot physical distancing is required:

- during designated mask breaks based on guidance from the Director of Health Services;
- while eating or drinking;
- during physical education classes when outdoors, when activities can occur with 10 feet of distance between individuals.
- while outside if securely seated 6 feet from other individuals.

Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. A mask [Mask Medical Waiver](#) form must be signed by your child’s primary care provider. The

exemption must be approved by the building principal in consultation with the school nurse. 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 or in the event a mask is damaged during the day. Masks have at least two layers of material that do not restrict breathing. Single layer gaiters, bandanas, masks with one way valves and comparable items do not comply with this policy.

Students who knowingly violate this policy are subject to discipline as outlined in the COVID-19/Remote Learning student handbook. Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

### **Visitor Policy**

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. 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:

- ☐ Enter and exit only through the front entrance of the school
- ☐ Be asked to verify that they are symptom-free
- ☐ Are required to wear a face mask or face covering
- ☐ Will apply hand sanitizer upon entry
- ☐ Maintain social distancing guidelines while in the building

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

### **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 in front of the main entrance.
- ☐ Parents dismissing a student are asked to send a note with the student at the start of the school day or email homeroom teacher & Brenda Carven [bcarven@hanoverschools.org](mailto:bcarven@hanoverschools.org). Please email Brenda Carven with unplanned dismissals as well.
- ☐ 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 maintain all social distancing guidelines. A student may remove their mask when being photographed.

### **Overall Learning Expectations**

- ☐ Students will be expected to engage in learning during the regularly scheduled hours of the school day (7:40 - 2:15).
- ☐ Students are expected to meet teaching deadlines as directed by teaching staff
- ☐ Staff will give students a weekly plan for assigned work. This plan will run from Wednesday to Tuesday of each week.
- ☐ 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.

### **Remote Learning Guidelines**

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

- ☐ Students must attend the entire class, remote session, and return digitally when directed, and/or complete the asynchronous learning activity.
- ☐ Students will be encouraged to have their video on in whole class sessions but may have a school photo displayed if uncomfortable with live video if agreed upon by teacher.
- ☐ All students are to be present at all times during a live lesson.
- ☐ Students will have their video on in small groups and one to one sessions unless agreed upon by the teacher.
- ☐ Students will have their first and last names as identifiers during each 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 workspace and commit to a location for the entire session. The workspace should have all materials needed set up and ready for use.
- ☐ Attendance is required at all sessions. Staff will take attendance utilizing Aspen for both in-person and remote students.
- ☐ Recording of live lessons is prohibited. Any use of a teacher or other students' images is always inappropriate.
- ☐ Students may use the chat feature to communicate with the class when "mute all" is on. Expectations for conduct extend to the chat feature.
- ☐ HMS Cell Phone Policy applies to remote learning sessions.
- ☐ Students will abide by class rules and expectations that their teachers have outlined.

### **Attendance Policy**

- ☐ The HMS Attendance Policy applies to both in person and remote learning classes.
- ☐ Per the Massachusetts COVID-19 Travel Order dated August 1, new students enrolling at HHS that are coming from non-low-risk states must either quarantine for 14 days or produce a negative COVID-19 test result to attend school.

- ☐ Per the McKinney-Vento Act, 42 USC § 11432(g)(3), requires school districts to “immediately enroll” homeless students in school while documents (e.g. health records, education records) are located. Students coming from non-low-risk states must either quarantine for 14 days or produce a negative COVID-19 test result to attend school.

### **Entering School**

- ☐ In accordance with the School Committee policy, masks must be worn as students enter the building.
- ☐ Students must enter the school through their Grade Level doors. Grade 5 door A-3, Grade 6 door A -4, Grade 7 door A-5, Grade 8 door B-1
- ☐ 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.
- ☐ Students who arrive late must check-in at the front desk in the lobby.

### **Exiting School**

- ☐ Students will be permitted to use their grade level door when they leave the building at 2:15 pm.
- ☐ All students must depart the building following school or at the conclusion of a pre-arranged appointment with a teacher.
- ☐ Students being dismissed early by a parent must sign out at the front desk in the lobby before exiting the building. A parent/guardian must enter the main entrance to dismiss a student.

### **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. Students should walk on the right side of all hallways and staircases.

- ☐ Hallways and staircases will be clearly labeled with directional markings which will encourage safe passage.

### **Lunch Procedures**

Travel From Classrooms to Lunch:

- ☐ Students should abide by the one way directions in each hallway and stairwell to enter the cafeteria or gymnasium for lunch.
- ☐ Students will be responsible for cleaning their individual tables after they eat.

Lunch Seating:

- ☐ Students will be permitted to remove their masks while they are seated during lunch.
- ☐ Seats at lunch will be assigned.
- ☐ When possible, students will be able to eat lunch outside maintaining 6 feet between students.

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 will be administered by adults and paper towels will be available for self serve cleaning.
- ☐ Students will be dismissed by an adult, in an orderly fashion, ensuring adherence to social distancing guidelines.

### **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 sign out 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 face 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 seats.
- ☐ When leaving a classroom, students will be dismissed starting with the seat closest to the door.
- ☐ No student should leave their seat until dismissed.
- ☐ 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 with their teacher.
- ☐ 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 unless deemed medically necessary. 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.

### **Water Fountains**

All HMS water fountains will not be used until further notice. Students are expected to bring their own water. HMS will of course have water bottles on hand if any student forgets their water for the day.

### **Vaping and Smoking**

Vaping and smoking present a clear and present danger to all students and staff related to the spread of COVID-19 in addition to other serious health issues. The consequences of this unlawful behavior could be catastrophic and it is completely avoidable. Under no circumstances will this be tolerated. Any student using e-cigarette or smoking products on campus will be subject to all penalties under the code of conduct and excluded from in-person learning for the remainder of the school year and will forfeit participation in all extracurricular activities and school sponsored events.

#### **Bathroom Procedures**

- ☐ No more than one student can leave a classroom at a time for any reason that does not involve the office.
- ☐ All hallway travel and time out of the classroom will be recorded to help with contact tracing.
- ☐ Students must practice good hand hygiene and wash with soap and water for more than twenty seconds.
- ☐ If more than one student is found in a bathroom there will be disciplinary action that could include in school suspension or external suspension from school.

#### **Protocols for Students in Quarantine**

- ☐ The family must communicate with their student's counselor.
- ☐ Educational opportunities will be delivered remotely.

#### **Face Coverings & Mask Breaks**

Mask Breaks:

- ☐ The timing and location (in classroom or outdoors) of the mask breaks will be at the teacher's 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 must remind students to keep 6 feet of distance in order 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 to the office. Appropriate support and education on the importance of wearing a mask at school will be attempted. Should a student still refuse to comply parents will be called and the student will be sent home. Every effort will be made to work with the student and keep them in school.
- ☐ If a parent is not available to pick up their child, they will be isolated in the Main Office until they are picked up from school. Students who willingly fail to comply with the mask policy will be prohibited from in-person learning.

#### **Important Links**

1. [Hanover Public Schools Health Services COVID-19 Infection Control Procedures](#)
2. [Mask Medical Waiver](#)

