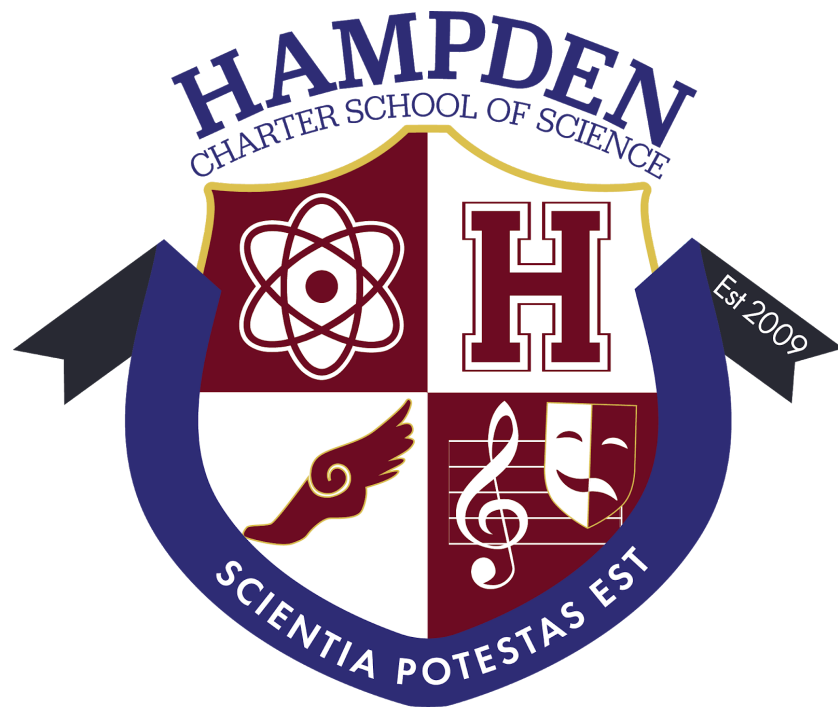


HAMPDEN CHARTER SCHOOL OF SCIENCE EAST - WEST



Addendum to Student Handbook and
Code of Conduct for Remote/Hybrid
Learning
2020-2021

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It is assumed that any student who attends HCSS as well as their parents have read, understood, and agreed with the content of the remote/hybrid school addendum, the student handbook and the student code of conduct.

HCSS reserves the right to delete, add, and amend any provision of this addendum. Any changes to this addendum will be posted on the school website.

In accordance with M.G.L. c. 76, s. 5, Hampden Charter School of Science East shall not discriminate nor tolerates harassment based on race, color, national origin, creed, sex, ethnicity, gender identity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. HCSS has a zero tolerance for harassment based on these areas

1. Introduction

The following items have been added to reflect the changing times we live in. With Remote and Hybrid Education, new scenarios have come up that require new policies. This addendum is given in addition to our current Student Handbook as well as the Student Code of Conduct, both of which can be found on our website. Given the constantly changing circumstances, all HCSS policies are in effect, but are subject to change. The following additional policies will apply during Remote and Hybrid Education.

2. Communication

With limited ability to have face to face conversations, communication becomes even more important. The administration and staff will use all means necessary (virtual meetings, mail, e-mail, phone calls, text messaging etc.) to communicate with the parents and students. In the event of a change of address, phone number, or e-mail address, please notify the school office immediately.

- Parents may send an email to teachers at any time. Email addresses can be provided upon request.
- Parents can and should use PowerSchool and/or Canvas to see your child's academic progress and conduct.
- Usernames and Initial Passwords are assigned at the beginning of the school year by the IT Department. If you lose or forget your login credentials, IT can send them to you.

Please note that it is the Parent's or Guardian's responsibility to monitor their student's progress and conduct

3. Visitors

HCSS is not permitting external visitors to enter school district facilities until further notice. HCSS will minimize parent/family visits and require them to occur only in the school office and/or outside spaces, if appropriate. In-person meetings are discouraged. Meetings will continue to take place in a virtual setting whenever possible.

4. Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on the previous days, and to grow as an individual. It is also the law in the state of Massachusetts.

HCSS will be following its full Attendance Policy located under Attendance in the Student Handbook for both Hybrid and Remote Education.

All students are expected to attend all classes. This includes both hybrid and online students. All teachers will take attendance and parents will be notified if the student misses a class.

All hybrid students will be given the opportunity to attend classes remotely if they have appointments, illness, or other mitigating circumstances. Please contact the main office to inform the school.

5. Appearance of students and their surroundings

HCSS is a dress code school. Both Hybrid and Remote students will be expected to follow HCSS dress code policies.

Dress Code

Hybrid students while in the building must wear the official HCSS uniform. (see student handbook pg. 8).

Remote learning students are expected to be in school appropriate clothing during video sessions (see HCSS student handbook dressdown uniform pg. 11). Clothing should be appropriate in both messages as well as modest in appearance. Pajamas will not be allowed. Students are not are not expected to wear the school uniform pants or shirt while in remote learning. Remote students should not have inappropriate items, images or displays in the background when on a video session.

6. Classroom expectations & student discipline

Students are expected to actively listen, participate, and engage throughout remote and hybrid learning. All lessons require proper student behavior, and all work should be done in an appropriate manner as it would if in person learning was taking place. Video sessions are not meant for students to be communicating with one another. Alternative disciplines may be used to address misbehaviors including but not limited to requiring students to write a reflective essay or attend a virtual mediation session with other students. For more serious violations that would generally result in suspension, HCSS may require a

formal discipline hearing once the school building reopens. Schools will still provide proper legal notification shortly after the infraction occurs.

Teachers will utilize in classroom management techniques to maximize the learning experience, including verbal redirection, DPS/ PBIS, counselor visits and possible classroom removals

7. Chromebooks

For new students, Chromebooks will be distributed at the beginning of the school year.

Returning students should have their Chromebook from last year. When the chromebook is distributed, the chromebook will be registered and the condition of the chromebook will be noted. When the student returns the chromebook, its condition will be checked. **IT IS HIGHLY RECOMMENDED THAT PARENTS PURCHASE THE INSURANCE FOR THE COMPUTERS TO COVER REPAIR EXPENSES IN THE EVENT OF AN ACCIDENT.**

Each student as well as their parent/guardian will be held responsible for the condition of the chromebook issued. Students should take care to see that the chromebook is not lost, stolen, damaged, or defaced. If at any point the Chromebook is not working properly, IT should be contacted to help with the insurance repair process as well as issue a loaner Chromebook. Please note: there is a limited supply of loaner Chromebooks, and HCSS cannot guarantee one will be available for every student. If damaged, students will have to submit their chromebook to the insurance company for repair or pay to replace any chromebook that is damaged beyond repair. See **Chromebook Handbook.**

FINAL REPORT CARDS, TRANSCRIPTS, AND/OR WITHDRAWAL FORM WILL NOT BE ISSUED UNTIL ALL FEES, TEXTBOOKS and CHROMEBOOKS ARE RETURNED IN GOOD CONDITION.

8. Acceptable use policies

Whether in person receiving their education through Hybrid or Remote Education, HCSS strives to use technology as an educational tool. Although HCSS will attempt to regulate non-educational material, students may access computers with internet access as well as educational applications. Everyone in the HCSS community is expected to use technology, and specifically the internet, ONLY for educational purposes. Student use of computers and the internet will be under the supervision of HCSS staff.

Acceptable Use of Technology:

- Research for school assignment
- Word processing or database software for a school assignment

- Educational application

Unacceptable Use of Technology

- Revealing personal information about self or others
- Accessing material that is defamatory, inappropriate, harassing or illegal
- Violating copyright laws
- Using the internet for any illegal activities
- Tampering with or altering the computer system
- Personal Email/ Instant Messaging/Internet Chat
- Accessing other students' files, as well as any directory that you have no right to, and maliciously deleting them or altering them in any way

Consequences

Any student who violates these rules will be subject to administrative action up to and including suspension. A meeting will take place between the student, their parent/guardian, and administration to discuss the student's actions as well as consequences.

9. Personal Electronics

Students learn best when focused on their work. Personal electronics provide a serious distraction and reduced quality of work. HCSS recommends all personal electronics to be put away during instruction.

Hybrid students' personal electronics are to be shut off and placed in student backpacks for the duration of the school day. If a student is not following the Personal Electronic Policy, students will be provided only one warning before the electronic may be confiscated.

10. Remote Learning Expectations

Attendance: All remote learning students are expected to attend all classes. Attendance will be taken for each block and parents will be notified if a student fails to attend classes. Below are the designations of attendance.

Attendance Designation	Definition
Present	Student is on time for class and stays for the duration of the class block
Excused Absence	Student is absent with a valid excuse (see Student Handbook for valid excuse)
Absent	Student does not attend the block and school was not notified in advanced with a valid excuse (see Student Handbook for “valid excuse”)
Tardy	Student is tardy if they are five minutes or more late to a course without a valid excuse (see Student Handbook for valid excuse)
Excused Tardy	Student is late for class with a valid excuse
Skipping Class	Student misses 10 minutes or more of a class, but attends a portion of the class.

School Day: For all remote students and hybrid students on their remote days, the school day starts at 8:00am and ends at 1:48pm. A lunch break is scheduled for each grade level during the 3rd block. See bell schedule below.

	Start	End
Block I	8:00	9:22
Block II	9:22	10:44
Block III	10:44	12:06
Lunch	12:06	12:26
Block IV	12:26	1:48
Dismissal 1:48		

Class Transitions: Students will follow their academic schedule each day. To enter into a class, students will go to their Canvas account, click on the course, and click the Zoom link. Canvas Calendar will also display student schedules and Zoom links.

Course Requirement: Students are expected to attend all courses and complete all assignments. This includes core courses and elective courses.

Zoom: HCSS will be using Zoom Professional Accounts this school year for online classes. This secure program only allows HCSS students to enter into a class. Students will use a secure link which monitors their activity.

Camera Usage: Remote learning students will be expected to keep their **cameras on at all times** with their face in view to the teacher. Students with their cameras off will be removed from the classroom and marked Absent.

Participation: Remote students are expected to fully participate in their classes and in-class discussions.

Dresscode: Students are expected to be in school appropriate clothing during video sessions (see HCSS student handbook: dress-down, uniform, pg. 11). Clothing should be appropriate in both messages as well as modest in appearance. Pajamas are not appropriate. Students are not expected to wear the school uniform pants or shirt while in remote learning.

Remote Workspace: Students should have a workspace that is conducive to learning. They should not have inappropriate items, images, or displays in the background when on a video session.

Breakfast and Lunch: HCSS will provide locations of grab and go lunches and breakfast locations on our website for all sending districts.

Counseling: HCSS will provide access to a school adjustment counselor who is available to see students regarding problems that they may be experiencing at home. Counselors will have assigned and published times to meet remotely with students; they will also be available through email. Parents and students are encouraged to discuss concerns with counselors.

Nurse: HCSS will provide access to the school Nurse by appointment. The school nurse will have assigned and published times to meet remotely with students; they will also be available through email.

School Activities: During Remote and Hybrid Learning School, HCSS will offer several different virtual clubs and extracurricular activities. Students who have poor performance in their classes either academically, behaviorally and/or attendance may be excluded from participating in these activities.

Technical Difficulties: HCSS students are expected to purchase insurance for the Chromebook. Students with technical difficulties may contact HCSS IT department for further assistance.

Contacting Teachers: Students and Parents/Guardians can contact teachers directly via the teacher's school email.

11. Hybrid Safety Measures

Social Distancing

Students, staff, and any person on HCSS property will be required to practice social distancing on school grounds by standing, sitting, or walking six feet apart.

Masks

Students, staff, and any person inside of the HCSS building will be required to wear masks at all times. Masks will be available for those who do not bring their own.

Approved masks include the following: Disposable Surgical Mask, Cloth Mask, Neck Gaiters, and N95. Respirators Face shields do not constitute a replacement for a mask. Face shields may be worn in addition to an approved mask.

To dispose of a reusable mask or if a mask breaks and needs to be thrown out, it will be placed into the nearest trash can by the individual who wore the mask. The individual should immediately put on a new mask after washing or sanitizing their hands. Instructions and reminders will be provided to students by staff members.

Mask breaks

Students will be given mask breaks in accordance with state regulations.

Symptom screening:

HCSS is requiring parents and guardians to check for symptoms each morning, before students arrive at school, is critical and will serve as the primary screening mechanism for COVID-19 symptoms. If a student becomes sick during the day, they will not be permitted to travel home via school bus.

Hand washing and hand sanitizing

Students and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, after coughing or sneezing, before and after eating, before putting on and taking off masks or gloves, before and after physical education, before and after using shared equipment, after bathroom use, and before dismissal. If hand washing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content will 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 (e.g., building entrances, cafeteria, classrooms).

Signage

Signs are posted in highly visible locations (e.g., school entrances, restrooms, eating areas, hand washing/hand sanitizing stations, hallways, classrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands, properly wearing a cloth face covering, and keeping 6' distance). Regular announcements will be broadcasted on behaviors that prevent the spread of COVID-19. This will also be communicated to staff and families through emails, Facebook, and school messenger.

Classroom expectations:

All students will be assigned seating spaced 6 feet apart and facing in the same direction. Students will be required to wear masks/face coverings during the day. Students will not be allowed to share materials. Students will be provided with mask breaks during the day. Students will not be permitted to leave their desk area without permission. Students will not be able to touch or be in direct contact with another student or staff member.

Student work will be submitted digitally wherever possible.

Every effort will be made to implement accommodations and services as outlined in Individual Education Plans. If there is a change in delivery of services, parents will be notified. Flexible solutions for reducing the mixing of student groups will be considered to ensure students with disabilities are receiving services safely in the least restrictive environment in accordance with their IEP.

Bus expectations:

Students must maintain appropriate physical distancing at the bus stop/while waiting for the bus. Throughout the bus experience students are required to maintain social distancing from others, unless they are members of the same household while riding the bus. For transportation, this means one student per bench, alternating sides for each row.

- Students will be required to wear a mask before entering the bus and for the full duration of the bus ride, both to and from school.

- Students will face forward at all times and refrain from eating, shouting, singing, or sharing items while in transit.

Bus drivers or bus monitors (if applicable) will be appropriately trained to observe students upon entry. If students appear symptomatic, and a parent/caregiver is present to take them home, they will not be permitted to enter the school bus. If a parent/caregiver is not present to take them home, bus monitors or the bus driver will refer students who may be symptomatic to the school healthcare point of contact immediately upon arrival. If a student who may be symptomatic must board the vehicle, they will be spaced at least six feet from other students as feasible. Close off areas used by the student, and do not use those areas again until after cleaning and disinfecting.

If children become sick during the day, they will not be permitted to travel home via school bus.

To increase ventilation windows on the bus will be kept open at all times during operation, unless not possible due to extreme weather conditions. Even in cold or rainy weather, bus windows will be kept open at least partially (a couple of inches), if possible.

Student arrival will be staggered between 7:40am and 8:00am with one bus dropping off students at a time. Students will exit the bus practicing social distancing and walk in a single line 6 feet apart.

Hallway

Hallway transitions will be highly monitored by HCSS staff. Students' transition between classes will be regulated. Students and staff will follow placards in hallways maintaining physical distancing.

- If students need to leave the classroom, teachers will notify the proper staff. Students will wait for their escort and follow all social distancing and mask requirements. .
- For whole group transitions, HCSS will stagger hallway transitioning to avoid crowding in hallways. Groups of students will leave the classroom on a scheduled basis. HCSS will have facility monitors or class monitors to ensure students wear masks, maintain 6 feet social distancing, and do not linger in the hallway.
- HCSS hallways will be marked for proper movement direction and social distancing reminders.

Restrooms

Restroom occupancy will be limited. There will be limited toilets and sinks available based on the student population and student needs. Spaces outside of restrooms will be marked on the floor in order to maintain appropriate physical distancing. Students will not be allowed to congregate inside or outside of the restroom. Staff and students will be required to wash/sanitize their hands after using the restroom

Medical waiting room

The medical waiting room is a separate space from the nurse's office. The medical waiting room will be used when a student presenting COVID-19 symptoms. The medical waiting room will be monitored by a staff member.

Lockers - There will be no lockers allowed until social distancing is lifted

Backpacks in the classrooms

Students will be allowed to have their personal belongings in their backpacks, but are to have all school items needed out on the desk. All personal belongings will be kept in the backpack for the entire school day. This includes all hygiene products and personal electronics.

12. Student Pickup and Drop off

- Students that are picked up and/or dropped off while entering and exiting the vehicles will practice social distancing by standing or walking 6 feet apart.
- Students will be required to wear a mask before entering the building.
- No visitors/parents are allowed in the building during drop off and pickup.
- Parents or Guardians picking up students at non dismissal times should provide the school with notice. Parents or Guardian will need to park the car in the visitor parking lot and call the main office when they arrive. Students will be escorted to the car maintaining all social distancing rules.

Arrival and Dismissal

Before leaving home, we are asking parents/guardians to complete the wellness checklist every morning and contact the School Nurse as needed. Please make sure that your child(ren) has thoroughly washed/sanitized their hands, have their mask/face covering on or available and remind your child(ren) there is no sharing of personal materials at school or on the bus.

- **Arrival** - Students will go directly to their classroom through the designated entrances following social distancing rules and regulations. All students will be monitored for mask compliance and handwashing/hand sanitization upon entrance to the building.

- **Dismissal** - Dismissal will be supervised by school staff and will be staggered in order to limit the number of students in the hallways. Parents/Guardians and students **will not** be allowed to congregate outside of school buildings. Any changes in a student's typical dismissal must be communicated to the main office.
Students will exit the building using the designated exits following social distancing rules and regulations. Dismissal will be one bus at a time through designated exits following social distancing rules and regulations. Students that are to be picked up will be announced and dismissed. All students will be monitored for mask compliance and handwashing/hand sanitization upon exiting the building.

13. Breakfast and Lunch

For Remote learners HCSS will provide a list of grab and go lunches and breakfast locations on our website for all sending districts.

HCSS students will be provided a free breakfast and lunch to students during hybrid learning. Breakfast will be eaten in the classroom. Lunch will be eaten in the cafeteria and when possible outside.

- HCSS water fountains will not be in service. HCSS will provide water to students during mealtimes.
- It is highly recommended that students bring in their own pre-filled water bottle that is clear and see through.
- Individuals must properly wash or sanitize hands before and after eating.
- Teachers at HCSS will ensure proper removal and placement of masks before eating. Students will be instructed to remove masks by handling the ties or back/ear areas of the mask once seated. Students should not touch the outside or inside of the part covering the face. While eating, masks should be placed on a napkin, paper towel, or other container on the table, with the inside of the mask facing up. Masks should be put back on before leaving the seat.
- Individuals must be at least 6 feet apart at all times when masks are removed.
- Garbage barrels will be placed around school, outside of classes. Staff per respective classrooms will be responsible for ensuring cleaning areas and disposal of breakfast and lunch materials.
- Students are expected to clean-up their own eating area after the meal, if safe to do so.

Breakfast will be picked upon arrival at the designated breakfast pick up area. Students will be picking up breakfast just after entering the building from the bus and bringing it immediately to the classroom for consumption.

Lunch - During morning attendance students will indicate if they would like a school lunch to the teacher. Lunch will be promptly picked up by students upon entering the cafeteria and students will immediately sit down.

14. Counseling services

HCSS will provide access to a school adjustment counselor who is available to see students regarding problems that they may be experiencing at school or at home. Counselors will have assigned and published times to meet remotely with students as well as be available through email. Parents and students are encouraged to discuss concerns with counselors.

Hybrid students while in the building will have access to the counselor following all escort and social distancing policies. Educators will consult with counseling staff before sending students to the guidance office. Students will not be allowed to congregate inside or outside of the guidance office and will have to maintain appropriate physical distancing while in guidance offices. It is recommended that students make an appointment with the guidance office prior to their visit.

15. Cyber bullying & bullying prohibited

At HCSS, any and all bullying or cyberbullying are prohibited and may result in disciplinary action. Cyber-bullying is described as bullying through the use of technology or any electronic communication. It can include any writing or images sent through internet communications, as well as the knowing impersonation of another person if the impersonation creates any of the conditions of bullying. This handbook policy is published in conjunction with the Board of Trustees Policy prohibiting bullying and harassment. For more information please refer to the Bullying Plan available on our website.

16. School activities

During Remote and Hybrid Learning School, HCSS will offer several different virtual clubs and extracurriculars activities. Students who have poor performance in their classes either academically, behaviorally and/or attendance may be excluded from participating in these activities.

Hybrid students will not be permitted to change for gym. Gym class will be modified to accommodate the HCSS school uniforms. During gym class, social distancing rules will increase to 10 feet and students will

have an option to remove their masks. At any time when a student is not following the 10 feet social distancing rule a mask will be required.