HILLSBOROUGH HIGH SCHOOL

COVID-19
ADDENDUM

to the

STUDENT/PARENT HANDBOOK
2020-21

TABLE OF CONTENTS

HILLSBOROUGH HIGH SCHOOL

466 Raider Boulevard
Hillsborough, New Jersey 08844

Dear Parents/Guardians and Students,

The traditional Parent/Student Handbook is available on the Hillsborough High School website. Because of the unknown nature of the year ahead of us, the full handbook addresses matters in the context of a traditional school year.   However, as a result of the COVID-19 pandemic, this addendum serves to provide clarification to several items and is subject to change throughout the year as the circumstances warrant. Please note that the most recent information provided to parents and students, such as through SchoolMessenger or other means of communication, will reflect the most accurate information since that will be in response to any time-sensitive situations pertaining to school during the pandemic.

This year, we share the same goal we always hold for our students with an added layer of importance due to the health crisis. We strive to provide a learning environment that not only gives students access to a first-class educational experience but keeps students physically and mentally healthy while building the memories that will last a lifetime. It will not be a typical year by any stretch of the imagination, but our Raider strength and school spirit will see us through the pandemic together.

Sincerely,

Karen A. Bingert
Principal

ATTENDANCE

Students must register as Present-Virtual or Absent each day of virtual learning. This can be done through the Parent or Student Portal in Genesis.

- From the Student Data page, scroll down to "Notify Attendance Office" or open the Attendance tab and click "Notify Attendance Office."
- Select "Present-Virtual" from the dropdown menu when attending classes virtually for the day or "Absent" when ill or unable to attend classes virtually for some other reason. If absent, provide the specific reason for the absence and, if ill, provide the specific symptoms to help identify health trends or COVID-related illnesses.
- **Hit SUBMIT!**

Please contact the attendance officer, Mrs. Kimmelman, with any questions or concerns via email at rkimmelman@htps.us. Mrs. Kimmelman should also be the first contact for any attendance discrepancies or corrections, followed by the appropriate school counselor.

Teachers will also be taking class attendance every time a class meets virtually or in person. Questions about class attendance should be directed to the teacher first, then the counselor and vice principal.

LOCKERS (Hall) and LOCKER ROOMS (Physical Education)

Until further notice, students will **not** be using lockers in the corridors, gyms, or team rooms to reduce hallway congestion and cut down on frequently touched areas. Students will not change for physical education and must wear to school clothing that is appropriate for their physical education activities.

TAKE-HOME FOOD SERVICE

Although breakfast and lunch will not be served as it traditionally has been, food will be provided in keeping with the most recent state and federal guidelines. Detailed information can be found on the Hillsborough Township Public School's website under the Food Services section.

MATERIALS DROP-OFF AND PARENT ACCESS

To minimize the number of people and materials coming in and out of the building each day, only critical materials can be dropped off at school if forgotten (such as Chromebooks or rescue medications, like inhalers and epinephrine pens). Other convenience items will not be accepted at this time. Should this provide any issue for a class, the students should email the appropriate staff member to explain the situation and work out a resolution with that staff member.

Parent visitors are also limited to those with scheduled appointments. Where possible, all parent meetings will be conducted virtually or by phone. Any visitor coming into the building for any reason must also wear a mask at all times and practice social distancing.

ATHLETICS, CLUBS, AND ACTIVITIES

Athletics will continue where possible based upon current health trends and guidance from the NJSIAA. **Clubs** will meet virtually. In-person club meetings will be decided on a case-by-case basis as circumstances allow with the pandemic and based upon the needs of the club. **Activities** such as dances, proms, Spirit Night, etc., are subject to postponement or cancellation based upon the pandemic. The school will do everything possible to continue to offer the high school experiences that are so important to our students, but expect that decisions will need to be made very close to the events themselves based on what is possible/persissible with the health emergency.

SCHEDULE - HYBRID

Teachers will present instruction synchronously (at the same time) for in-person and virtual students when possible and practical along with their online instructional resources that support all student learning asynchronously (at different times) from home.   Although the "scheduled" instructional components of each day as shown in the diagrams below conclude at 12:00 PM on A/B days and all-virtual Wednesdays, the expectation is that students will continue with their independent work on specific assignments during the afternoon.   This is true for those students who attend in-person on a given day and for those working from home (virtual).   The afternoon is flexible for teachers to follow-up with individual students or groups of students working from home who may have additional questions or needs that day.

We have intentionally divided the days into A and B days to allow teachers and students to focus on fewer subjects per day and have more time in which to engage with topics via online resources as well as through Google Meet or other video conferencing/collaboration tools.

Typical Five-Day Week Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
	A-Day	B-Day	All Students	A-Day	B-Day
Red Cohort	In Person	In Person	Virtual	Virtual	Virtual
Gold Cohort	Virtual	Virtual	Virtual	In Person	In Person

*Note that there is a calendar of the schedule for hybrid and virtual days. In weeks with fewer than five days of school, the schedule will be different, in accordance with what is outlined on the calendar.

Schedule for Hybrid Cohorts - A/B Day Bell Schedule

A Day Bell Schedule			B Day Bell Schedule		
Period	**Times**	**Length**	**Period**	**Times**	**Length**
1	7:30 - 8:40	70	**4/5/6**	7:30 - 8:06	36
2	8:48 - 958	70	**6/7/8**	8:14 - 9:24	70
3	10:06 - 11:16	70	**9**	9:32 - 10:42	70
4/5/6	11:24 - 12:00	36	**10**	10:50 - 12:00	70

Schedule for Wednesdays & All-Virtual Days (unless Informed Otherwise)

Pd.	Time	Minutes
1	7:40 - 8:12	32
2	8:18 - 8:50	32
3	8:56 - 9:28	32
4/5/6	9:34 - 10:06	32
6/7/8	10:12 - 10:44	32
9	10:50 - 11:22	32
10	11:28 - 12:00	32

Example of a Typical Student Day with the Hybrid Schedule

On **A-Days**, students will follow the A-Day schedule and meet with teachers in-person or virtually for Periods 1 through 4/5/6, for half of the latter class. On **B-Days**, students will begin the day with the second half of Period 4/5/6 and continue with their schedules through Pd. 10. On **All-Virtual Days**, such as a Wednesday in a five-day week, students will utilize the half-day schedule that includes Periods 1 through 10. PLEASE NOTE that the calendar and bell schedules are subject to change based on decisions made throughout the year in response to what works best for our school, so adhere to the specific calendars and schedules shared through SchoolMessenger. Each school day begins at 7:30 AM and ends at 12:00 PM for direct instruction.

Afternoons: Direct instruction concludes daily at 12:00 PM. Teachers, staff and students may have lunch from 12:00 - 12:45 PM. The time from 12:45 - 2:25 PM will be time for teacher planning as well as office hours in which teachers can follow-up with student questions, conduct individual or small group chats and videoconferences, hold parent conferences, provide extra help, conduct make-us assessments, etc., while students are working on assignments at home. The full school day still runs from 7:30 AM to

2:25 PM, and students must be available to school staff during that time to conduct any necessary school business.

For weeks that include only four school days due to a scheduled holiday or teacher in-service day, the "all-virtual" day schedule on Wednesdays will be dropped to allow for either the Red cohort or Gold cohort to complete their full A/B cycle that week. In other words on a week with a Monday holiday, the Red cohort would have in-person instruction on Tuesday and Wednesday (instead of Monday/Tuesday) followed by the Gold cohort for in-person instruction on Thursday and Friday. Again, the most recent communications via SchoolMessenger will outline the specific schedules for the marking period.

MASKS & SOCIAL DISTANCING

All students, staff, and visitors are required to wear face coverings at all times in the building and when on school buses unless otherwise directed by a staff member. Individuals will observe social distancing of 6 feet or more whenever possible. Students are not to congregate in hallways during passing time but should move directly to classrooms following hallway directional arrows. Students are encouraged to bring multiple face coverings to school. Recommended masks include 3-ply cotton knit or surgical masks. Gaiters and bandanas have been shown to be less effective and are not permitted. Vented masks, which expel air outwards, are prohibited. Face coverings must be appropriate for school environments and comply with all applicable dress code regulations as well.

Failure to wear a face covering in school/ on buses or interfering with another individual's face covering will result in the following consequences*:

School Bus	1st Offense:	Warning/contact home
	2nd Offense:	Two (2) week bus suspension. Administrative-parent conference required prior to return to transportation.
	3rd Offense:	Full loss of transportation services for the school year.
School	1st Offense:	Warning/contact home
	2nd Offense:	Two (2) week suspension from in-person instruction. Administrative-parent conference required prior to return to in-person instruction.
	3rd Offense:	Transfer to all-virtual instruction for the remainder of the school year.

The administration reserves the right to suspend or remove a student from transportation services or in-person instruction immediately and at any time based on the nature or severity of the infraction that otherwise places students or staff at undue health risk throughout the duration of the state health crisis.

Accommodations for students, including students with disabilities, who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

Exceptions to the requirement for wearing face coverings include:
- Doing so would inhibit the individual's health.
- The individual is in extreme heat outdoors.
- A student's documented medical condition or disability as reflected in an Individualized Education Program (IEP) precludes the use of a face covering.

A doctor's note is required and must specify a reason why a child cannot wear a face covering. The school physician will review all exemptions for face coverings.

School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility will be denied.

INSTRUCTION
(SYNCHRONOUS & ASYNCHRONOUS)

Google Classroom is the district standard for organizing and presenting class work. Students will utilize Google Classroom as the access point for each course. Teachers also may utilize other services beyond Google Classroom including online texts and ancillary materials. Google Meets will serve as the district provider for videoconferencing and virtual classes. Students are expected to maintain appropriate school behavior and online etiquette at all times. Even students working virtually are subject to school rules; whether engaged in learning at home or in the building, each student must behave as if he/she is sitting in a classroom.

Students are strongly urged to have their cameras on during virtual learning to make the class more engaging and to allow teachers to monitor student learning better. Students are also encouraged to turn on the background blur feature to provide more privacy in the home setting. Students should utilize the other Google Meet tools like hand-raising and the chat (when permitted by the teacher) to communicate effectively and as a group to make the online time together productive.

Google Meet etiquette is required. The following chart of expectations gives a good overview of what works best. Largely speaking, students should be productive -- not disruptive -- members of the class and pay close attention to the best ways to communicate effectively and smoothly in an online environment.

Learning will occur synchronously (at the same time) or asynchronously (not at the same time). Students are urged to plan their asynchronous learning times just as they would a specific time commitment like a job or meeting so that they hold themselves to a planned schedule. Doing this will help avoid procrastination and will help get work done in a timely manner.

If a student is struggling in class or for any class issue, contact the teacher first. This will <u>always</u> be the best and most accurate resource for any class situation. If additional assistance is needed, then contact the school counselor, department supervisor (academic issue), vice principal (behavioral issue), principal, assistant superintendent, superintendent, then Board of Education, in that order.

ACADEMIC INTEGRITY

Expectations for academic integrity are no different in virtual learning than in-person learning. Students are expected to do their own work ALL THE TIME.

COVID RESPONSE

Screening Procedures for Students and Staff
Parents will screen students at home using a universal screening tool which specifies that students should not come to school if they answer yes to certain questions. Visual screening will occur as students enter and throughout the day for visible symptoms of illness. Parents will be instructed to be alert for signs of illness in their children and to keep them home when they are sick. Staff will screen themselves at home using a universal screening tool which specifies that staff should not come to school if they answer yes to certain questions.

Protocols for Symptomatic Students and Staff
If a student becomes ill in their classroom, the teacher will immediately notify the nurse that an ill student is on his/her/their way to the nurse's office. Nurse will ask for additional information from the teacher. Any symptomatic students and/or staff entering the nurse's office will be assumed to be exhibiting possible signs of COVID-19 and will be isolated. As in all areas of the school, a face covering must be worn upon entrance to the health office and throughout the duration of the visit.

If a nurse determines that a student is exhibiting possible signs of COVID-19, parent/guardian/emergency contact(s) will be called to pick up his/her/their child. The expectation is that parents/guardians/emergency contacts will arrive within one (1) hour to pick up the ill student. Students must be escorted out to a parent, to the greatest extent possible. The staff member will bring a clipboard with Suspected COVID-19 release form for the parent to sign upon pickup indicating the child is being released home to his/her/their parent due to suspected COVID-19, will include date/time of pickup and will include a checkbox that indicates the information sheet was reviewed outlining the next steps to be cleared for return to school. Staff who are sent home for illness will be given an information sheet outlining their next steps to be cleared for return to school (or emailed to them if they are sent directly home).

Control of Communicable Disease will be governed by Policy 8451 and the Department of Health and may be case-specific depending on each situation's unique circumstances. When a student/staff member is sent home by the nurse for possible COVID-19, s/he/they must quarantine in line with CDC guidelines. The asymptomatic student/staff member may return to school after quarantine in alignment with CDC

guidelines. If a symptomatic student/staff member does not go to a health care provider, he/she/they will be presumed to have COVID-19, will be required to stay home for 10 days, and will be fever free without fever reducing medications for at least 24 hours before being permitted to return to school (same as if they tested positive). If a symptomatic student/staff member who was sent home is not back in school, based upon CDC guidelines, any siblings/children of staff members will be presumed infectious and will be excluded from school.

If a student/staff member is positive for COVID-19, all household contacts are considered contacts during that person's infectious period (10 days). Household contacts will have to be quarantined for 14 days from the last direct contact with the infectious person. If he/she/they are not truly able to isolate the infected person, the household members will be on quarantine until the infectious person is no longer contagious, then 14 days longer (incubation period). If a student/staff member tests positive for COVID-19, students/teachers in the classroom of an infected student/staff member attended will also be quarantined. (Contacts of the quarantined siblings/children of staff members do not need to be quarantined as long as that sibling/child is well.) The Department of Health will be contacted for guidance on the length of quarantine and exclusion of siblings/children upon suspicion or confirmation of positive cases.

Daily COVID Screening Forms for Students
Parents are required to submit a Daily COVID Screening Form through Genesis each day the student will be in school in person. A daily email reminder will go home at 5:00 AM. Parents must complete the form prior to 6:50 AM, at which point a report will be run that automatically activates a High Importance alert that will go to phones and email addresses through SchoolMessenger starting at 7:00 AM. Any student who reports to school without the form being completed will be sent to the office to contact a parent to complete the process before returning to class. Repeated failure or refusal to complete the form may result in forfeiture of the hybrid option, relegating the student to a fully virtual learning environment.

Reporting Positive COVID Cases
The school and district community will be informed of positive COVID cases through an alert directing people to the district website, which will maintain an ongoing report of positive cases in each school. In the event of a positive case in a school, contact tracing will occur to inform anyone who may have been in close contact with the infected person. Decisions related to opening/closing school(s) or holding/canceling activities will be made based upon the circumstances at hand and in conjunction with the Department of Health.

HILLSBOROUGH HIGH SCHOOL
Home of the Raiders