



Qualters Middle School
2020-2021 COVID 19 Handbook Addendum

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Health and Safety

Face Coverings

All persons entering QMS are required to wear a face covering. Face coverings can be disposable or reusable and will need to fully cover the nose and mouth and secure under the chin, be made with at least two (2) layers of breathable material, fit snugly but comfortably against the side of the face, and be secured with ties or ear loops.

Based on guidance from health authorities, the following items below will not be considered appropriate face coverings:

- open-chin triangle bandanas
- face masks containing valves, mesh material or holes of any kind

Alcohol-based Hand Sanitizers

If soap and water are not available, alcohol-based hand sanitizers (with at least 60% alcohol) are an effective alternative for cleaning hands and are recommended as an alternative to soap and water by CDC and the Massachusetts Department of Public Health,

Hand sanitizers that are not alcohol based are not recommended. Approved hand sanitizer will be available to students in areas where hand washing is not accessible.

Please be advised that use of hand sanitizer as well as hand washing will be available to all students unless parents/guardians opt their child out of using hand sanitizer by sending a written notice to the school.

Health Services

There is a single point of entry with a triage nurse to direct traffic within the Health Office space to minimize exposure for students requiring routine health maintenance (chronic health problems and medication administration) or acute medical management while ensuring physical distance is maintained within the office.

Additional specific Health Service information can be found in the [MPS Reopening Plan](#).

Addendum to Administration of Medications in School – #JLCD, JLCD-R

Inhalers are recommended to be used with a spacer. A disposable spacer will be provided if necessary.

Nebulizer treatments can not be administered in the Health Office due recommended space and disinfecting requirements. Students requiring asthma medications administered by a nebulizer must have those medications at home. If a student develops asthma symptoms during the school day that do not improve with a rescue inhaler or a physician prefers a nebulizer then the student must be picked up for dismissal and the medication be administered at home.

Parents/guardians MUST have an adequate emergency plan in place for picking up your student if needed.

All emergency response protocols regarding respiratory issues would remain in effect and if necessary Emergency Medical Services would be called.

Flu Shots

The Health Services Department wants to make families aware that beginning with the 2020-2021 school year, *the Massachusetts Department of Public Health has mandated that influenza vaccine will be required for all students*. Influenza vaccine is always important to receive to reduce the risk of getting sick with influenza, reduce the severity of disease if one does get sick (including the risk of hospitalization) due to influenza, as well as preventing the spread of influenza to others. During the COVID-19 pandemic, influenza vaccine will be especially critical to reduce the overall impact of respiratory illness on the population, protect vulnerable populations from severe illness, and decrease the overall burden on the healthcare system.

Student Health and Wellness

Families are encouraged to review the [Mansfield Public Schools COVID 19 Resource Page](#) for health and wellness information.

Remote Learning

During the COVID-19 pandemic, the District will be providing students with remote learning opportunities, which may include analog materials, telephone calls, video conferencing, pre-recorded lessons, and other online services. Students are expected to participate in these services if possible, and will be provided with grades. Please reach out to us as soon as possible if you anticipate or become aware of any issues with your child accessing the remote opportunities provided by the District.

In accordance with state and federal laws, including the Massachusetts Wiretapping Act and FERPA, parents and students must refrain from recording any and all remote lessons. Exceptions may be made on an individual basis due to special circumstances, and only with the consent of everyone involved in the lesson. In addition, while parents/ guardians are permitted to observe online instruction in a non-disruptive manner, to the extent that remote learning opportunities provide access to confidential student information, all participants agree, by participating in this remote learning opportunity, to refrain from disseminating any confidential student information about other student participants with any and all third parties. By participating in the remote learning opportunities, consent to this request is hereby provided.

Similarly, we ask everyone in our school community to recognize that video conferences and other online services will be taking place in the homes of the educators and students who participate in the calls, and to be mindful of everyone's right to privacy. To that end, we remind our students to dress appropriately and choose an appropriate location in their home from which to participate in any and all remote learning opportunities, particularly those with a video component. Parents/ guardians should take all precautions to safeguard personal or private information that they do not wish to be disclosed.

Students will be expected to behave in accordance with school rules of conduct while participating in remote instruction. Cyber-bullying, harassment, discrimination, and abuse of the remote learning process will not be tolerated and may result in suspension from remote learning, as well as additional consequences when school resumes. The District also encourages its staff and students alike to limit disruptions to remote lessons to the extent feasible (while also recognizing that sometimes pets, small children, and technical difficulties cannot be prevented from disrupting a lesson that happens at home).

Special education teachers and individual service providers will be in contact with parents/ guardians of students with specialized learning needs regarding necessary modifications to the remote instruction opportunities offered to other members of an individual student's class, as well as to discuss direct and group service provision.

Student Privacy and Remote Learning

During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, health data, economic status, and other such information as may be considered confidential by law.

Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions

Family and Community

Conferences

Parent/Teacher conferences will be held in January for the 2020-2021.

Curriculum Night

Curriculum Night will be held virtually in 2020.

Visitors & Volunteers

Volunteers in the schools will be suspended until further notice.

All visitors must make an appointment with the school office. Visitors will be required to wear a face covering and sanitize their hands before entering the school.

Parents should contact their school health office directly if they need to drop off medications.

Daily Operations

Attendance

Students, with the assistance of families, must be monitored daily for COVID symptoms.

If answering YES to any of the listed symptoms, staff and students must remain at home.

COVID-19 Daily Self-Checklist

Do you have a:

- Fever (temperature over 100.4 F) without having taken any fever reducing medications, chills or shaking chills?
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache, in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, in combination with other symptoms
- Nasal congestion or runny nose, (not due to other known causes, such as allergies) in combination with other symptoms

Have you:

- Had close contact (within 6 feet of an individual for at least 15 minutes) with a person with confirmed COVID-19?
- Traveled to or come from an area where the local/state health department is reporting large numbers of COVID-19 cases?

If a student is absent in either a remote or in-person setting, parents/guardians should follow normal procedures for reporting an absence. For the 2020-2021 school year, a parent/guardian note or email will be accepted as appropriate documentation for attendance purposes.

Student attendance will be tracked each period in either remote or in person learning. It is expected that students attend their remote learning classes as scheduled. Absenteeism will be addressed considering guidance from the Department of Elementary and Secondary Education.

Physician documentation may be required upon return for individuals who have symptoms as described in the Covid-19 daily self-checklist, test positive for Covid-19, or are contacts for a Covid-19 case. DPH protocols will be followed.

If a student is directed to quarantine and if they are not sick themselves, they should attend school remotely. When they attend remotely, they will not be marked absent.

Homeless Students

Students who are homeless will be offered in-person instruction 4 days per week whether the district is fully in-person, hybrid, or remote, unless there is a state ordered school closure or district school closure.

Vacationing Students

Students returning from vacation are expected to comply with current Massachusetts travel orders. <https://www.mass.gov/info-details/covid-19-travel-order>. If students are 10 or younger and parents/guardians choose not to test their student but to attest to their health and that student has not been in close contact with a person positive for COVID-19 per the Massachusetts Travel Form, the student must stay home until parent/guardian receives their testing result. Results of student or parents PCR test needs to be submitted to the school nurse for return to school.

Arrivals

All students will enter through their team's designated entrance each morning and proceed directly to their first period class. Signs designating each team's entrance will be posted around the exterior of the school.

All students will sanitize their hands before entering the building in the morning and upon exiting the building at dismissal.

All school doors will be secured in an open position while students are entering and exiting the buildings during arrival and dismissal. This will eliminate passing the door from student to student. After all students have entered or exited, the doors will be locked. Staff will be located at entrances to ensure that only students are entering the buildings.

Student Support

ALC and Extra Help

The Academic Learning Center will be temporarily suspended for the 2020-2021 school year.

Students in need of support will find that need met during the Academic Support Block (ASB) - a period of time each day for teachers to provide extra help as needed. Students not participating in extra support can use this time to read, complete homework, and work on long term projects.

The Counseling office will be fully operational for all in-person and remote students.

Field Trips #JOA

For the 2020-2021 school year, field trips will be virtual.

After School Activities

After school clubs and activities will be offered virtually when feasible. Clubs will remain remote whether school is fully remote, hybrid, or in person until Massachusetts reaches phase 4 of the reopening plan.

Band, Chorus, and Orchestra

Ensemble meetings, practices, and performances will take place following all CDC guidelines.

Behavioral Expectations / Student Conduct

Student Discipline #JIC

In the remote setting, students are subject to the same rules and regulations in the QMS hand book. All code of conduct violations will be subject to progressive discipline, up to and including suspension, following due process.

Consequences during remote learning may include conferences between students and administrators, conferences involving parents, online detention, and Saturday detention.

Students who engage in gross violations of remote classroom expectations may have their video and audio turned off by the teacher; students may continue to listen to the lesson and receive instruction. A discipline referral will be submitted via the student management system for administrative follow up.

In the in-person setting, wearing a mask is mandatory. Any student who refuses to wear a mask will be considered insubordinate and will be subject to school discipline.

Backpacks

Students may not be assigned lockers and should plan to carry their backpack and Chromebook throughout the day.

Beverages and Food

Water bottle fill stations will be available to students. Water fountains will not be functional. Hand sanitizer will be available at each bottle fill station and students will sanitize before and after each use. Eating will be confined to designated lunch times and mask breaks.

Corridor Traffic

Flow of student traffic through hallways, bathrooms and common areas will be organized and marked in a way that fully complies with DESE guidance. Care will be taken to explain and allow students to practice new patterns and protocols for maneuvering through our shared learning environment prior to reentry. Clear and age-appropriate signage will be posted. Social distancing markers will be used.

Library Use

All students will have access to the library during academic classes. Visits will be arranged by faculty.

[Cafeteria](#)

Cafeteria Seating

All seating will be placed 6-feet apart, facing in one direction. Traffic patterns and necessary floor markings will be established to maximize distancing upon entering the cafeteria, while in the serving line and leaving the cafeteria. Masks are required at all times except when seated to eat meals.

Purchasing Breakfast and Lunch

All families will be encouraged to use a cashless system and deposit funds into their child's [MySchool Bucks](#) account. Cashiers will still be able to accept cash at the register. Cashiers will use a face shield and mask or divider to separate themselves from the students/ staff. Qualters Middle School will use a barcode system with the scanners currently available at the registers. Pin Pads will not be used in order to eliminate the touch-point.

The USDA has temporarily extended a waiver that allows our school lunch program to serve breakfast and lunch to all students, at no charge, from the start of school through 12/31/20.

Touchless Service

Service will be touchless for the faculty, staff and students. All items will be individually packaged and assembled on a disposable cafeteria tray by the cafeteria staff.

[School Safety](#)

Fire Drill

For safety precaution, it is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible, while making their best effort to remain socially distant. The teacher in each classroom will give instructions to the students and the students are expected to stay with the teacher in order that attendance may be taken.

Lockdown drill

When an announcement has been made that the building is in a lockdown, the teacher will give instructions to the students. Any student not in a classroom should immediately go to the nearest classroom. All students are expected to remain quiet, try to remain socially distant and follow all teacher directives, until an announcement has been made that the situation has been resolved. Disregard any fire alarms, only during a lockdown.

[Student Transportation Services / School Buses #EEA, EEAA](#)

Masks

All staff and students on the bus, regardless of age, are required to wear masks at all times. Exemptions for students due to medical and/or behavioral reasons - and associated protocols will be followed.

Social Distance

Students will be seated *no more than* one student per bench, alternating sides for each row. Children from the same household may sit together and in closer proximity (e.g. two students per bench). Connolly Bus Company will equip their busses with appropriate signage so that students know where they cannot sit.

Ventilation

Windows and/or hatches will be open at all times during operation, unless not possible due to extreme weather conditions.

Seat Assignments

Students will be assigned to a single bus and a particular seat.

Additional specific transportation information can be found in the [MPS Reopening Plan](#).