

## **Hingham Public Schools General (Interim) Policy on COVID-Related Issues (File: 1.13 Supplemental)**

The School Committee acknowledges the COVID-19 emergency; the resulting disruption of the traditional school day and year; growing concerns of students, families and the community; and the growing number of issues that will affect public education.

Therefore, the school committee establishes an emergency, interim policy to:

- Promote public safety and safety of students and faculty;
- Maintain to the extent possible the high and efficient level of educational services;
- Ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk;
- Comply with the emergency orders of the governor and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education and other agencies of state and federal government, and expedite the safest strategy for returning students to school, and;
- Comply with financial planning as mutually agreed with the Board of Selectmen and the Advisory Committee.

The School Committee will approve the final plan submitted to DESE which will outline its strategy for returning students to school and will, in collaboration with the Superintendent, make such modifications to the “back to school plan,” and district policy, and will authorize the superintendent to suspend, revise, or create protocols to facilitate the safe return to school.

The Superintendent will designate the appropriate staff members to oversee the safe administration of COVID-related policies during the period of the pandemic emergency and shall make such recommendations to the School Committee as needed.

The School Committee will authorize the Superintendent to act expeditiously in executing the “back to school” plan in accordance with current law and regulation and will, where noted, authorize the superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community.

The “back to school” plan shall constitute the policy of the school district during the pandemic emergency, and the superintendent shall exercise the authority provided in law to carry out the plan as needed.

### **General district goals affected by the pandemic (File 1.3)**

The superintendent, with the advice and consent of the school committee, may suspend or modify individual district policies to address the COVID-19 emergency as declared by the governor. Such suspension of policy shall expire upon the end of the emergency as declared by the governor.

The goal of emergency pandemic policies shall be to:

- ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;
- provide the most effective educational services as possible to students under the circumstances;
- authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;
- conduct the district business and operational functions of the district as efficiently and cost effectively as possible;
- allow the superintendent and staff to act quickly to carry out a “back to school” plan and,
- facilitate the re-establishment of a safe and productive school day and year.

### **Student assignment to schools (File 1.11)**

Subject to the guidance from the Department of Elementary and Secondary Education, the superintendent may suspend or revise the assignment of students to schools, including the assignment of new students for such a period as the emergency declaration is in force.

### **School calendar (File 3.11)**

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or revise the school calendar with the approval of the school committee.

### **Class size (File 5.4)**

In order to maintain healthy, safe, and effective classrooms, the superintendent may suspend district policy on class size, subject to the provisions of the collective bargaining agreements where applicable.

**Attendance (File 6.4)**

Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between attendance and grades when appropriate, chronic absence policies, and accommodations for students requiring special placements.

**Time on learning (File 3.10)**

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or amend requirements for time on learning for the duration of the COVID pandemic.

**Grading and retention (File 5.20)**

In accordance with guidance from the Department of Elementary and Secondary Education, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district for grading and retention of students.

**Local graduation requirements (File 5.20)**

In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district regarding graduation requirements.

**Special education (File 1.3, 6.25)**

The superintendent and school committee should be mindful that attainment of a high school diploma may render certain students ineligible for further services.

**Discipline and Suspension/Expulsion with Remote Learning rights (File 1.3, 6.18)**

The “back to school” plan recommended by the superintendent and subject to the approval of the school committee shall contain protocols for serving students who are disciplined or suspended during the pandemic emergency.

Further, the superintendent shall provide in these “back to school” plans provisions for students who were disciplined or suspended or who may elect to remain at home under the provisions of the policies, or who may elect remote learning in the interests of safety or health concerns.

**Exemptions for particular groups of students (i.e., use of masks for youngest children, high risk students) (File: 1.3)**

The superintendent shall provide protocols to principals and teachers regarding students who may require special exemptions from health and safety standards during the pandemic emergency. Such protocols may address exemption for utilizing support animals.

**Job descriptions (File 1.5)**

The superintendent may revise job descriptions for district staff, considering the provisions of current collective bargaining agreements, in order to secure the safety and health of students

and staff, establish effective communications between school and community, maintain facilities, transport students as needed, provide food services, and acquire necessary materials to operate schools safely and securely during the pandemic, or other requirements. The superintendent will inform the school committee of any such changes. Any changes to job descriptions shall expire at the end of the declared emergency situation.

**Students at Risk (File 1.13)**

During the COVID pandemic, the superintendent or principal of a school may revise or suspend provisions of policy to facilitate the education of students at risk or with special physical needs including, but not limited to, caring for or educating students with disabilities, illness, pregnancy, child rearing responsibilities, or special education needs consistent with law and regulation or their family caregivers.

**Privacy of Students (File 5.24, 6.22)**

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.

**Pivoting back to remote learning, or back to in-school instruction (File 1.13)**

The superintendent shall incorporate into the “back to school” plan protocols for modifying these plans including addressing the needs of students who may require reversion from in-school to remote learning modalities because of the pandemic emergency.

**Remote Learning/Home-Bound Instruction File IHBG (temporary), File 1.13, 6.26** (e.g., students with physical disabilities and remote instruction for students in quarantine)

The “back to school” plan shall provide for students who are temporarily homebound due to illness, quarantine, or disability.

**Public Safety Officers (including the school resource officer) (File 2.1)**

Subject to current law or regulation, the superintendent shall report to the school committee any change in status of the school resource officer. (If the district eliminates visitors to school during the school day, the SRO may be impacted.)

**Eligibility for participation in extracurricular activities, including sports (File 5.15.3, 5.22)**

Subject to law, regulation and standards established by the appropriate and legitimate regulatory body, the superintendent may propose changes to district protocols for participation

in extracurricular activities including sports subject to the rules established by the Massachusetts Interscholastic Athletic Association.

**Attendance vs. participation in events (File 5.15.3, 5.22 and Student/Athletic Handbooks)**

Subject to law, regulation or emergency declaration, the superintendent may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.

**Visitors in schools and buildings (File 6.12)**

Subject to current emergency declarations, the superintendent may propose suspension or modification to district policies regarding visitors to school buildings during the school day and after school hours.

**Illness and contact tracing (File: 1.3, 6.5)**

Subject to the provisions of the “back to school” plan, the superintendent may establish protocols for tracking student/staff contacts as a means of locating others who may be exposed to COVID 19. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of staff, students, their families, and other persons.

**Transportation and busing (File: 7.6, 7.6.2)**

Subject to current law and regulation, the superintendent may suspend or modify policies related to the transportation of students by the school district. Legal requirements relating to IEP’s that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district “back to school” plan.

**Operations and plant maintenance (File 7.1)**

Subject to the provisions of law, regulation and collective bargaining agreements, the superintendent may suspend or amend current policy to ensure the efficient operation of business functions and maintenance of school buildings and other offices that the district maintains.

**Recreational Travel & Mandatory Self-Quarantine Policy (File 1.3, 6.4, 6.10)**

COVID-19 Student Policy Update:  
Recreational Travel & Mandatory Self-Quarantine

Governor Baker has issued travel orders, effective August 1, 2020, that impact the Mandatory Safety Standards for Workplaces now in effect in Massachusetts. This policy update explains what is now required of all Hingham Public School (HPS) students to ensure compliance with these standards. The new travel orders primarily impact travel to other states during vacation times or weekends.

HPS students who choose to travel out of state for any reason must be aware that they will not be permitted to return to in-person school until she/he complies with the Governor's Order. A student who leaves the state must, upon return to Massachusetts, fill out a "Massachusetts Travel Form" and quarantine for 14 days. HPS is also requiring students, after completing the 14 day self-quarantine, to submit a completed *Self-Certification of No Symptoms Form* to their Building Principal, with a copy to the Superintendent, prior to the start of their first day upon returning to in-person school. The Governor and HPS will waive these conditions if the student travels to a COVID-19 lower risk state or he/she can produce a negative COVID-19 test result administered no more than 72 hours prior to arriving in Massachusetts. The lower risk states are stated on <https://www.mass.gov/info-details/covid-19-travel-order>

In order to ensure the safety of the Hingham Public Schools community during the period when the Governor's order is in effect, HPS is implementing two additional measures. First, if a student intends to travel to states that are not lower risk states, they must disclose such travel plans to their Building Principal and Superintendent. HPS absence policy remains in effect and the impact of the absence may impose consequences on course credit given that such travel will require the student to be out of school for an additional two weeks upon return. Students and families are therefore strongly urged to reconsider out-of-state travel plans. Second, if a student must quarantine due to out of state travel, HPS may allow the student to work remotely during the self-quarantine period. Whether a student is permitted to work remotely will depend on whether the essential functions of the educational program can be performed remotely. An individual learning plan will be determined for students who are not able to work remotely. Contact the Building Principal for information or any other related questions.

Students who are displaying symptoms of COVID-19 are instructed to not report to school.

Students are reminded that the use of masks or face covering at school and where individuals cannot socially distance from others remains **required**.

# COVID-19 Student Form: Self-certification of no symptoms

Student Name: \_\_\_\_\_

Building: \_\_\_\_\_

Grade \_\_\_\_\_

Date: \_\_\_\_\_

**Prior** to returning to the school, I hereby certify the following:

1. Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
2. Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
3. Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Student Signature: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

## Recreational Travel & Mandatory Self-Quarantine Policy (1.3, MOU?)

# COVID-19 Employee Policy Update: Recreational Travel & Mandatory Self-Quarantine

Governor Baker has issued travel orders, effective August 1, 2020, that impact the Mandatory Safety Standards for Workplaces now in effect in Massachusetts. This policy update explains what is now required of all Hingham Public School (HPS) employees to ensure compliance with these standards. The new travel orders primarily impact use of vacation time or weekend travel to other states.

HPS employees who *choose* to travel out of state for any reason must be aware that they will not be permitted to return to work until she/he complies with the Governor's Order. An employee who leaves the state must, upon return to Massachusetts, fill out a "Massachusetts Travel Form" and quarantine for 14 days unless exempt. HPS is also requiring employees, after completing the 14 day self-quarantine, to submit a completed *Self-Certification of No Symptoms Form* to their Supervisor, with a copy to the Director of Human Resources, prior to the start of their first day or shift upon returning to work. The Governor and HPS will waive these conditions if the employee travels to a COVID-19 lower risk state or he/she can produce a negative COVID-19 test result administered no more than 72 hours prior to arriving in Massachusetts or meets one of the limited exemptions. The lower risk states are stated on <https://www.mass.gov/info-details/covid-19-travel-order>

In order to ensure employee safety during the period when the Governor's order is in effect, HPS is implementing two additional measures. First, if an employee is requesting time-off from work with the intention of travelling to states that are not lower risk states, they must disclose such travel plans to their Building Principal and the Director of Human Resources. HPS has the right to deny such vacation requests based on operational need or impact of absence, given that such travel will require the employee to be out of work for an additional two weeks upon return. Employees are therefore strongly urged to reconsider out-of-state travel plans. Second, if an employee must quarantine due to out of state travel, HPS may allow the employee to work remotely during the self-quarantine period. Whether an employee is permitted to work remotely will be determined by the Superintendent and will depend on whether the essential functions of the position can be performed remotely. Employees who are not able to work remotely will be required to use their own time to quarantine for two weeks, although HPS will review to determine whether the employee may be eligible for leave under the Families First Coronavirus Response Act (FFCRA). Contact the Director of Human Resources for information on FFCRA leave, or any other related questions.

Employees who are displaying symptoms of COVID-19 are instructed to not report to work.

Employees are reminded that the use of masks or face covering in the workplace where individuals cannot socially distance from others remains **required**.





# COVID-19 Employee Form: Self-certification of no symptoms

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**Prior** to returning to the workplace, I hereby certify the following:

1. Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
2. Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
3. Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Signed: \_\_\_\_\_