



Mansfield High School
2020-2021 COVID-19 Handbook Addendum

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[Health and Wellness](#)

Face Coverings

The Mansfield Public Schools is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by students in grades K – 12+ and by all other individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed, with the exception of meals, mask breaks, and when alone in a work space. Students at Roland Green Pre-School are encouraged to wear a face covering at the discretion of their parents. If a student, staff, or visitor does not have an appropriate face covering, they will be provided with one by the school district. The Superintendent shall develop administrative procedures to support the implementation of this policy, including types of face-coverings, alternatives to masks, and “mask-breaks” in accordance with CDC and MA DPH guidance.

Until further notice, all individuals shall be required to wear a face covering:

- while attending school or a school function in any school building, facility, or other area of a school campus
- when riding in school-provided transportation
- while waiting outside school buildings, before and after school

Students shall wear masks at all times except for the following:

- Students may remove masks for eating or drinking when appropriate social distancing measures are in place as determined by a teacher or school administrator
- Students may remove masks when appropriate social distancing measures are in place as determined by a teacher or school administrator as in determined mask breaks
- Students may remove masks on a case-by-case basis for specific instructional needs and other activities, as determined by a teacher, coach, or administrator, in which case they will utilize appropriate social distancing measures

Exemptions

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

Further exemptions may occur:

With a written note from a physician for a requested exemption.

- Parents may not excuse their child from the face covering requirement by signing a waiver.
- By the school administrator in consultation with the school nurse due to a documented medical condition.
- Special behavioral or individualized needs as determined by the school administrator.

Types

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

Violations

If students are in violation of this policy or accompanying administrative procedures, the building principal will consult with the parent/guardian to determine whether an exception is appropriate. Failure to wear a

mask or comply with mask procedures may result in loss of privilege to visit school grounds and buildings and may be subject to additional disciplinary action. Refusal to wear a mask will be considered insubordination and will be subject to the Code of Conduct outlined in the student handbook.

Violations of this policy or accompanying administrative procedures by employees will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy or accompanying administrative procedures will be denied entry to the school/district facility.

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

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.

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](#).

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.

Daily Self-Screening

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.

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

Student Attendance- Hybrid Model

Now that we are working within the hybrid model of learning, we are addressing student attendance scenarios that are varied. Our goal is to have the students remain as engaged as possible while being absent; however, it is important to note that hybrid models capitalize on the “in-person” experience and this can not be recreated simply by logging onto the computer at home.

COVID Required Quarantine- Return from Out-of-State/Country Travel

- Upon return from a state or country that is considered high risk, students are required to COVID PCR test negative and/or quarantine for 14 days.
 - Students should provide documentation of PCR negative results. If students are younger than 10 years of age and the parents choose to not test them, then the parent/guardian needs to provide documentation of their own PCR negative results.
- We encourage students who *are absent* to log on from home on the days that they would normally attend in-person to remain as connected to the classroom as possible. Students who attend virtually on in-person days will be marked present per the attendance policy as detailed in the student handbook.
- Students should expect to complete additional make up work missed on their in-person learning days.
- Students who do not participate will be marked absent -excused.

COVID Required Quarantine- Close Contact

- Students are instructed to stay home because they were identified as a close contact.
- Students should provide documentation, and/or a conversation between a school nurse and parent may suffice as documentation in some cases.
- We encourage students who *are absent* to log on from home on the days that they would normally attend in-person to remain as connected to the classroom as possible. Students who attend virtually on in-person days will be marked as present per the attendance policy as detailed in the student handbook.
- Students should expect to complete additional make up work missed on their in-person learning days.
- Students who do not attend will be marked absent-excused.

COVID Required Isolation- Asymptomatic

- Students are instructed to stay home due to a positive COVID test.
- Students should provide documentation, and/or a conversation between a school nurse and parent may suffice as documentation in some cases.
- We encourage students who *are asymptomatic while absent* to log on from home on the

days that they would normally attend in-person to remain as connected to the classroom as possible. Students who attend virtually on in-person days will be marked as present per the attendance policy as detailed in the student handbook.

- Students should expect to complete additional make up work missed on their in-person learning days.
- Students who do not attend will be marked absent-excused.

COVID Required Isolation- Symptomatic

- Students are instructed to stay home due to a positive COVID test.
- Students should provide documentation from a medical provider or evidence of test taken/test results.
- We encourage students who *are symptomatic but feel well enough while absent* to log on from home on the days that they would normally attend in-person to remain as connected to the classroom as possible. Students who attend virtually on in-person days will be marked present per the attendance policy as detailed in the student handbook.
- Students should expect to complete additional make up work missed on their in-person learning days.
- Students who do not attend will be marked absent-excused.

Other Illness (non-Covid)

- Students who are absent due to a non-Covid illness.
- We encourage students who *are ill but feel well enough while absent* to log on from home on the days that they would normally attend in-person to remain as connected to the classroom as possible. Students who attend virtually on in-person days will be marked present per the attendance policy as detailed in the student handbook.
- Students should expect to complete additional make up work missed on their in-person learning days.
- Students who do not attend will be marked absent-excused.

Power Outage

- Students who are absent due to power outages impacting internet access.
- To the extent possible, schools will notify families of known wide scale outages.
- Adjustments will be made to student attendance so that students are not negatively impacted.
- Students should log on and rejoin their scheduled day as soon as they are able.

Apprehension of In-person Learning

- Parents/guardians decide that their student will not attend in-person, but will log on remotely, due to their concerns about illness of other students or staff.
- The expectation is that students attend school on their assigned in-person cohort days to receive the fullest educational experience.
- Students who do not attend on their assigned in-person cohort days will be marked absent. This will not be an excused absence.
- An administrator, nurse or other school support staff will communicate with students who miss in-person days to further understand their concerns. Students who consistently miss in-person days will be encouraged to transfer to the Virtual Remote Cohort to ensure that educational progress continues.

Virtual Remote Attendance

Students in the Virtual Remote Cohort are expected to follow the remote schedule. Attendance will be taken by their Directed Study teacher and parents/guardians will be notified of absences.

Family and Community

Conferences

Parent/Teacher conferences will be held once during the first semester and once during the second semester. Mansfield Public Schools District will determine the format for conferences based on state and local health recommendations.

Curriculum Night

Curriculum Night will be held virtually in 2020.

Visitors & Volunteers

Volunteers in school during the school day will be suspended until further notice.

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

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

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. Results of student or parents PCR test needs to be submitted to the school nurse for return to school.

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 the parent/guardian testing result.

Student Arrival/Departure

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 Activities

Student activities provide important opportunities for students to develop leadership and teamwork skills. While the Mansfield Public Schools are following a remote model, after school clubs and activities will be offered virtually when feasible. Once Mansfield Public Schools transition to a hybrid model, student activities may be offered in-person when feasible.

Lockers

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

Band, Chorus, and Orchestra

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

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.

Hallways

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.

Field Trips #IJOA

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

Student Discipline

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

In addition,

- Consequences during remote learning will be logged in each student's conduct record using the student management system. Progressive discipline will be followed. A focus will be placed on providing students with opportunities to reflect on their behavior and to repair relationships.
- Students who engage in substantial and/or repeated inappropriate behaviors during remote sessions may have their microphone muted 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.

- Students must wear masks while in school buildings, on school grounds, and on school transportation, even when social distancing is observed (EBCFA). Refusal to wear a mask is considered insubordination, which is a level II offense in the Mansfield High School Code of Conduct. Any student who refuses to wear a mask will be subject to progressive discipline up to and including suspension.

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. MHS 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.

Library Media Center & Information Services

Hours

Monday through Friday

7:15 A.M. to 2:20 P.M. until further notice

Access to Library

With permission from a teacher (pass), individual students may access the library during the day to conduct research, print materials, utilize print and digital resources. Each teacher may send a maximum of 2 students per block. Only 34 students may be allowed in the library at any time. If a teacher has a class in the library, the space will be limited to 10 additional students.

Circulation Policy

Students may check out books in-person (during hybrid/full capacity) or remotely (all models) through a Google Form. Once a form is submitted, the order will be processed and the materials will be available in

the front entrance to the high school within 24 hours. Students may also return books at the front entrance of the high school.

Cleaning

Before leaving a workspace, students are responsible for cleaning the keyboard and work area with wipes that will be available throughout the library.

Library During Lunch

Students will not be able to leave lunch to go to the library

Food and Drink

In accordance with school policy, food and uncovered drinks are only allowed in the cafeteria.

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.

School Bus Rules & Regulations #JICC & EEAEC

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. Students who are not able to wear a mask while riding the bus should maintain 6 feet of distance between themselves and other students. If possible, the student should wear a face shield while on the bus. MPS will work with the families of students who are regularly unable to wear a mask regarding possible alternative transportation arrangements.

Students are asked to provide their own mask. If a student forgets their mask, the driver will provide a disposable mask so that the student can be transported to/from school.

Social Distance

Students will be seated *no more than* one student per bench, alternating sides for each row, which allows students to maintain approximately 3 feet of physical distance. 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

Keep windows and/or hatches 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](#).

[Automobiles and Parking](#)

The parking fee has been waived for the 2020-2021 school year.

Athletics

Modified Sports Seasons

In accordance with Massachusetts Interscholastic Athletic Association (MIAA), the sports seasons for 2020-2021 will be as follows:

Fall	Winter	Fall 2	Spring
Cross Country	Basketball	Cheerleading	Baseball
Field Hockey	Gymnastics	Volleyball	Softball
Golf	Ice Hockey	Football	Lacrosse
Soccer	Indoor Track		Tennis
			Track and Field

Season Limits

Mansfield High School adheres to the season limits as set by the MIAA. These limits are subject to change during the 2020-2021 school year. Any changes will be communicated by the MHS Athletics Department.