

# Muddy Brook Elementary School Reopening Operations Guide 2020-2021



318 Monument Valley Road  
Great Barrington, MA 01230



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On October 5th, Muddy Brook is planning to move to a hybrid schedule of in-person school and distance learning. The hybrid schedule will follow a 'two-days-in' and 'three-days-out' format. Some students' in-school days will be Monday and Tuesday, and some will be Thursday and Friday. There will also be a four-day, in-person option for identified students with high needs. Groupings in the hybrid model reflect alignment between schools so that students from the same family unit are attending on the same days. There are some students who will not attend in-person schooling but will participate in remote/distance learning only.

## **IN PERSON LEARNING**

### **I. HEALTH AND SAFETY**

#### **MASKS / FACE COVERINGS**

*FROM DESE: (Massachusetts Department of Elementary and Secondary Education)  
As the primary route of transmission for COVID-19 is respiratory, masks or face coverings are among the most critical components of risk reduction...with a recent retrospective study estimating near 80% effectiveness in reducing COVID-19 transmission, especially when worn prior to symptom onset. In the United States, states advising face masks/face coverings be worn in public saw a decline in their COVID-19 growth rates...*

#### **Berkshire Hills Regional School District:**

The Berkshire Hills Regional School District has drafted the following face covering policy, which can be found [here](#).

- A face covering that covers the nose and mouth must be worn by **all** individuals in the school building and on school transportation. (Neck gaiters / bandannas are not acceptable alternatives.)
- Exceptions to face covering requirements must be approved by the building principal in consultation with the school nurse or local Board of Health.
- Masks may be removed during mask breaks, while eating and drinking, during physical education classes, and while outside at appropriate social distance.
- Masks are to be provided by the student/family.
- Disposable masks will be available in the event a mask is lost, soiled or damaged.
- In keeping with DESE guidelines, currently, masks will be worn during recess/play but students can take a mask break during recess as long as all students remain 6 feet apart.
- Ideas for helping your child understand the importance of wearing a mask:

<https://www.childrens.com/health-wellness/7-tips-to-help-your-child-wear-a-face-mask>

#### **MASK BREAKS**

FROM DESE:

*Mask breaks should occur throughout the day. Mask breaks should occur when students can be six feet apart and ideally outside or at least with the windows open.*

**Berkshire Hills Regional School District**

Mask breaks will be scheduled throughout the school day while maintaining physical distancing guidelines.

- An adult will bring students to a nearby building exit. Once outside, students will stand six feet apart and remove their masks for the determined duration.
- When outdoor mask breaks are not possible or a brief break is desired, the adult will ensure classroom windows are open and all students are in their seats sitting at least 6 feet apart. Students will remain seated and may briefly pull aside their masks for a silent mask break.

## **HAND HYGIENE**

FROM DESE:

*Handwashing with soap and water for at least 20 seconds is the best practice. However, hand sanitizer containing at least 60% alcohol should be substituted when handwashing is not available.*

*Hand sanitizer stations should be set up where school staff are typically present, such as common areas, hallways, and classrooms.*

### **Berkshire Hills Regional School District:**

- All students and staff will be expected to maintain strict hand hygiene practices throughout the school day (see third bullet). Hand washing with soap and water and disposable paper towels is readily accessible to all students and staff.
- Hand sanitizer with at least 60% alcohol can be used at times when hand washing is not available. Hand sanitizer stations are available in every classroom and are strategically placed throughout the building.
- Time will be allotted during the school day so that students have several opportunities for hand hygiene.
- Hand hygiene will include:
  - Students and staff washing hands with soap and water for at least 20 seconds or using hand sanitizer often, making sure to wash all surfaces of their hands (front and back, wrists, between fingers)
    - When entering the building
    - When entering and exiting any classroom or office space
    - Before and after eating
    - After sneezing, coughing, nose blowing
    - Before handling food
    - After touching or cleaning possibly contaminated surfaces
    - After using any shared equipment
    - After contact with face mask
    - Before and after changes of gloves
    - After coming in contact with bodily fluid
    - After handling garbage
- Custodial staff will maintain hand sanitizer stations in the classroom and throughout the school.

### **In addition:**

- Students must always cover their mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow.
- Students must throw used tissues in a trashcan or appropriate designated receptacles.

## **PHYSICAL DISTANCING**

FROM DESE:

*Districts should aim for 6 feet of distance where feasible. When 6 feet is not feasible, 3 feet is an acceptable minimum as long as staff and students wear masks covering the nose and mouth at all times.*

### **Berkshire Hills Regional School District**

- Physical distancing will be enforced when entering and exiting the buildings, while passing in the hallways, on all school buses during transport as well as entering and exiting the bus. Physical distancing will also be enforced with the use of all bathrooms.
- All students and staff are asked to remain at least 6 feet apart. When 6 feet is not feasible, 3 feet is acceptable as long as staff and students are both wearing a mask covering that covers both the nose and mouth. Students will be seated six feet from one another in classrooms.
- Plexiglass partitions are available when close student interaction is needed.
- Elevators will have a maximum capacity of 2. All riders will face front, stand apart and wear a mask.

Related to physical distancing, keeping students in the same cohort as much as possible and limiting interaction between cohorts throughout the school day is another mitigating strategy.

- At Muddy Brook students within a class will have a designated recess area each day and children within a class will be supervised for recess and lunch by one specific paraprofessional.
- There will be no gatherings including no assemblies.
- Non-essential visitors to the school will be limited.
- All parent meetings will take place remotely at this time.
- Staff who work in multiple buildings will not visit more than one building per day.
- Singing will not take place *in* the building.

## **II. HEALTH PROCEDURES**

### **TRAVEL GUIDELINES**

BHRSD follows [the Governor's travel order](#).

If you have traveled to a "hot state" you will need to quarantine for 14 days or receive a negative COVID-19 test upon arrival in Massachusetts. You must quarantine until you obtain a negative result. Please direct any questions to Nurse Becki and bring a paper copy of your test results to her upon your return. (Becki Donovan - 413-644-2373)

**DAILY HEALTH SCREENING BEFORE SCHOOL**

All students and staff must complete a daily health screening every morning before school. If ALL of the answers are NO, the child or staff may come to school. If ANY of the answers are YES, the child or staff will not be allowed in school. (See BHRSD Screening Tool on next page or in [BHRSD Health Protocols](#) ) If a child or staff shows symptoms during the school day, they will be sent home and must obtain a COVID test or quarantine for 14 days as well as contact their health care provider for guidance.

**BHRSD Screening Tool:**

In the past 24 hours, have you or any household members had any of the following symptoms?	YES	NO
A temperature of 100 degrees or above?		
Chills?		
Cough?		
Sore Throat?		
Difficulty Breathing or Shortness of Breath		
Gastrointestinal Symptoms (diarrhea, nausea, vomiting?)		
Congestion? Runny Nose? <i>(with another symptom)</i>		
Fatigue? <i>(with another symptom)</i>		
Headache? <i>(with another symptom)</i>		
New loss of taste/smell?		
New Muscle Aches?		
Have you or any member of your family traveled internationally or to a state on the Governor’s advisory list within the past 14 days?		
In the past 14 days, have you had close contact with a person known to have COVID-19?		
Have you taken or given your child any fever reducing medication in the past 24 hours? Tylenol/Acetopmenopin, Motrin/Ibuprofen?		

**Questions or Concerns? Please Contact the School Nurse:** Becki Donovan 413-644-2373

*If a student, staff member, or family member is ill with COVID symptoms, all members of the household should remain home from school (students and staff) until the ill family member can be evaluated by a doctor. If the doctor cannot positively attribute the symptoms to something non-COVID, then a negative test result or a 14-day quarantine will be needed before returning to school.*

*In some cases a second negative test result may be required (for example, symptoms are worsening despite a negative test).*

*Family members who are not ill but remaining home due to these circumstances will continue to work and attend school remotely.*

## **IN SCHOOL HEALTH OFFICE GUIDELINES**

Teachers and/or paraprofessionals will be expected to manage the following in the classroom: loose tooth, minor cut or abrasion, old injury, minor cold, minor stomach or headache, chapped lips, hunger, minor bug bite. If teachers or paraprofessionals have questions about managing these situations they will reach out to Nurse Becki to clarify and get support.

All classrooms will be equipped with first aid kits that support managing the above.

Teachers and/or paraprofessionals will call Nurse Becki and/or escort a student immediately to the nurse's office for the following: major cut or abrasion, bleeding, problems breathing, issue related to diabetes, bee sting, food allergy concern, head injury, vomiting, signs of physical injury. If staff has any doubt they should consult with Nurse Becki.

### **GUIDANCE FOR RESPONDING TO SYMPTOMATIC STUDENT OR STAFF MEMBER AT SCHOOL**

Staff members will play an important role in referring possible symptomatic students or staff to the school nurse.

If symptoms exist for a student, staff will ensure the student is wearing a mask that fully covers the nose and mouth. Staff will immediately call the nurse. The nurse will come to get the student. The student is evaluated by the nurse. If symptoms are confirmed, the student stays in the "medical waiting room" (Muddy Brook's conference room B). Parent or guardian is notified. The student must be picked up within 30 minutes.

If a staff member is symptomatic, s/he calls for coverage and leaves immediately.

### **GUIDANCE FOR RESPONDING TO SYMPTOMS, SUSPECTED CASES AND EXPOSURE**

Please refer to the [BHRSD Health Protocols](#). If staff or students have any of the symptoms listed above, they must get a test for active COVID-19 infection and isolate at home until results are returned. If results are negative, the student or staff member may return to school as long as they are asymptomatic for 24 hours. Please see the Quick Reference Sheet on page 11 of the BHRSD Health Protocols.

## **III. ADMINISTRATIVE PROCEDURES**

### **SCHEDULING AND SPECIALS**

The school schedule and passing times have been deliberately arranged to reduce or eliminate common travel for children of the same grade. Each class within the grade level has a different schedule reducing congregation and intermingling of cohorts in the hallway. Students will wash or sanitize hands before and after a special.

#### **Art**

Students will be seated 6 feet apart for all classes. Each student will have a bag of basic art supplies in their general ed. classroom. Children will bring this baggie to art class. Materials that are shared will be staged in a special area in the room next to hand sanitizer. Children will use hand sanitizer prior to using a



shared item. All shared items will be wiped down at the end of the day. Items that are hard to clean will not be shared - clay, fabric, playdough, etc.

### **Music**

Children will be seated 6 feet apart for all classes. When common items are used, such as plastic drum sticks, students will use hand sanitizer before and after use and items will be cleaned at the end of each day. During in-person learning, children will listen to music and move to music, but there will be no in-person singing. All singing activities will be assigned to distance learning days only.

### **PE**

PE classes will take place outside as much as possible. Students will be allowed to remove masks as long as they stay 10 feet apart during outdoor PE class. If class is indoors, masks must be worn and the outside door will be propped open and both inside doors will be open for extra ventilation. There will be no physical contact activities during PE. All students will use hand sanitizer prior to touching shared equipment. Equipment that is shared will be thoroughly cleaned at the end of the day.

### **Library**

Children will be allowed to borrow books from the library on a weekly basis if their class is assigned to this special. Cohort A and B will do this on Monday, and Cohort C will do this on Thursday.

On the day when a class is choosing a book for borrowing, the librarian will present a table of pre-selected choice books for each individual class. The table of books will be covered by a plastic table covering prior to the group viewing the books. Students will view the books and make a choice. Students will be expected to return the book the following week on the same day. All borrowed books will be returned to a special "return box". The books in the "return box" will sit for one week before being shelved for others to use.

Children who do not have library as a special may borrow a book when the classroom teacher coordinates this with the librarian. Students may keep the book for one week and return it to the "return box" in the library. The same re-shelving practice described above will ensue.

### **Technology**

Students attending technology class will use hand sanitizer as they enter the classroom and be separated by at least 6 feet in class. All keyboards will be sprayed and allowed to dry between student use.

### **ATTENDANCE**

Attendance will be taken as usual in the in-person model and recorded in PowerSchool. Parents and caregivers are responsible for ensuring their child attends school every day, whether for in-person or distance learning. If a student is not able to attend in-person or distance learning, parents need to notify the school - 413-644-2350.

Attendance expectations for distance learning are stated in the Distance / Remote Learning section of this document.

## V. DAILY PROCEDURES / MOVEMENT THROUGHOUT THE SCHOOL

### ARRIVAL

**Buses/Vans:** Buses and vans will come to the back parking lot at Muddy Brook as usual, between 8:15 and 8:30 a.m. Those students arriving on buses or vans will stay on the bus or van until an adult approaches to orchestrate disembarkment. This will begin at 8:30 a.m. Buses will unload one at a time, front to back, all students wearing masks, keeping 6 feet apart. Students will walk in single file and go directly to their classroom keeping a 6 foot distance the entire way. Paraprofessionals will be outside and in hallways to support children to keep a 6 foot distance. Teachers will be in the classroom ready for students as they arrive. Students will no longer gather in neighborhoods before entering classrooms.

**Cars:** Morning drop-off will run from approximately 8:30-8:45. Cars will drive into the front entrance of the school. They will immediately turn right and circle around the loop, past the soccer field, heading toward the front doors of the school. Children will not be allowed to exit cars until an adult greets the car. Please be sure to have reviewed the BHRSD Screening Tool prior so that only students who answered NO to all questions get out of the car. All children disembarking will need to be wearing a mask. They will walk directly to the front doors in single file, keeping a 6 foot distance and continue in this manner to their classroom. Paraprofessionals will be in hallways to support children in keeping a 6 foot distance. Teachers will be in the classroom greeting students as they arrive.

Muddy Brook will have a designated outdoor transition area, “the goodbye garden” for PK, EK and K parents who wish to park and walk their child closer to the building. All those getting out of cars must wear masks and stay 6 feet from others. The “goodby garden” is located to the left of the front doors. Paraprofessionals will support the goodbye process. When children have gone into school parents must return to cars. There will be no lingering on school grounds.

### DISMISSAL

**Buses/Vans:** There will be an announcement for individual vans or buses at which point individuals riding those vans or buses will be wearing their mask and exit the building using the back stairs (down only) keeping a 6 foot distance as they transition. Paraprofessionals will support dismissal reinforcing the distancing rules.

Students on buses will line up according to their assigned bus seat. Students will stand in line 6 feet apart. Students will board the bus back to front, sitting in their assigned seat. Students are required to wear a mask for the duration of the ride on the van or bus.

**Cars:** Parents picking up will stay in cars while waiting for children. They will loop around the lot so as not to congest the pickup area. An adult will arrive at 3:00 to begin taking names of families who are in their cars. There will be an announcement at 3:20 to dismiss all students being picked up. Students will walk in the hallway wearing a mask honoring the 6 foot distance rule. Paraprofessionals and teachers will support this transition. Students will line up around the gym and into the main hallway on designated dots.

Paraprofessionals and teachers will support siblings to find each other. An adult will provide paraprofessionals helping with dismissal with a list of families who have arrived. Those students will be escorted to their cars first. An adult will radio as families arrive. Paraprofessionals will gather children as parents or caregivers arrive and walk them to their car.

### **MOVING THROUGH BUILDING**

Children must be escorted when walking in the hallway except when going to the bathroom. Staff and students will wear masks, honor the 6 foot physical distance rule, and always stay on the right side when walking in the hallway. Teachers and paraprofessionals will practice hallway walking regularly so that students are clear of the expectations.

Hallways will be marked with a line down the middle. All children and staff walking in the hallway must walk on the right side. The stairways will also have markings and all must go up and down on the right side. When teachers or paraprofessionals are transitioning a group of students up and/or down the stairway to recess, specials, or an end of day destination, the stairway near the back doors will be designated as down only and the stairway at the front of the school will be designated as up only. Teachers are encouraged to follow this when transitioning groups.

### **BATHROOMS**

In classrooms with bathrooms, one person at a time will be permitted in the bathroom. Prior to entering the classroom children will use hand sanitizer. When exiting the bathroom, students will go directly to the sink and wash hands thoroughly for 20 seconds.

In classrooms without bathrooms, teachers will develop a system for allowing only one person to leave the classroom at a time. Students will be allowed no more than two bathroom breaks in the morning and two bathroom breaks in the afternoon, unless the student has an identified medical condition.

During bathroom breaks, masks will be worn and hand sanitizer will be used prior to exiting the classroom. When entering the bathroom, students will step two steps into the bathroom, look to see if anyone is in there and say, "Is anyone in here?" in a loud voice. If some is in the bathroom, the student will wait on the designated dot in the hallway. Once the student using the bathroom has washed hands for 20 seconds and exited, the student who is waiting may enter. If there is already one person waiting when the student arrives, the student will stand on the second waiting spot. If there are already two children on the waiting spots, the student will return to class and let the teacher know that there were too many students waiting. The teacher will send a paraprofessional to monitor the situation.

Upon re-entering the classroom the student will use hand sanitizer or wash hands.

Those students in diapers and/or those in need of assistance will receive assistance from a paraprofessional wearing gloves. All items will be disposed of properly and both parties will thoroughly wash hands prior to returning to classroom activities.

## **WATER FOUNTAINS**

All water fountains will be closed. Students and staff should bring their own clean, reusable water bottle containing fresh water to school daily. Water bottles should be labeled with first and last name and should not be left in school overnight. Water bottles should be stored on the student's table or desk. Water bottles that are found without a label will be thrown away. Muddy Brook has a hands-free filling station in the gym which can be used to refill water bottles during the day.

## **MEALS**

Food cannot be brought into the building for sharing or for celebrations. Students and staff may bring food for their own consumption only.

### **Breakfast**

Breakfast is available to all students between 8:30 and 8:50 a.m. Students may pick up breakfast on the way to their classroom when they enter the building. Tables will be set up with bagged breakfasts for a grab and go style pick up. Breakfast bags will include cereal, a bagel **or** muffin, yogurt **or** string cheese, milk and fruit. Students with allergies should notify the adult at the breakfast table so that they receive only foods they can eat. Students will take the bagged breakfast directly to the classroom and follow teacher directions regarding where and when to eat. No breakfast will be consumed prior to connecting with the classroom teacher.

### **Lunch**

Lunch is available to all students during their assigned lunch period. The menu will include a hot lunch choice and alternating sandwich, salad or parfait choice. There will also be two options for a fruit and two options for a vegetable. Food will be delivered to the classroom and students will sit at their assigned seats throughout lunch. Students in classrooms where there are multiple allergies will eat at tables in the cafeteria, abiding by the physical distancing rules.

All students will wash hands before receiving lunch. They will sit at least 6 feet apart in an assigned seat and may remove their mask during lunch. Students will request permission if they need to get up during lunch. They will replace their mask when leaving their assigned seat. When lunch is complete all students will replace their mask.

## **RECESS**

All children in the same grade have been assigned a different recess time so as to reduce the number of students in the hallway transitioning to recess. Students exiting the building will transition with their paraprofessional. They will wear masks, sanitize prior to going outside and use the back stairway, a one-way down stairway when transitioning with classes, to go to their recess area. Each classroom teacher will have a set of recess equipment to be used only by that classroom.

Students in a cohort will be assigned to a specific outdoor recess area. Each area will have a designated mask break zone. Paraprofessionals will supervise mask breaks.

### **Areas for Recess:**

Area 1 - PK/EK Playground - located off cafeteria

**Cohorts will rotate weekly through the recess areas listed below. The cohort in area 2 moves to area 3, cohort in area 3 moves to 4, 4 to 5, and 6 to 2.**

Area 2 - Side Field, Tire Swing, Wall Ball Wall, Hoop Shoot and Caterpillar Structure

Area 3 - Soccer Field near Road and Basketball area on Hardtop as well as area to the right of back door

Area 4 - Swings, grassy area behind swings and 4-square area on hardtop

Area 5 - Back Field near gate /Picnic Table, Balance Beam, Small Slide Structure

Area 6 - Play Structure and Under Structure

Students will be required to wear masks during recess and should remain 3-6 feet apart while engaging in outdoor play. Each cohort of students will be supervised by one paraprofessional. The same paraprofessional will also supervise this cohort's lunch so as to reduce the number of adult contacts for children and the number of child contacts for each paraprofessional.

Indoor recess will occur only during **extreme inclement weather**. Always be sure your child has appropriate outdoor gear so that s/he is comfortable playing outside for 30 minutes. In winter this means all students grades PK-4 should have snowpants, hats, mittens, coats, & boots. If you need outdoor gear please contact Christine Kelly- [christine.kelly@bhrsd.org](mailto:christine.kelly@bhrsd.org) or Nan Thompson- [nan.thompson@bhrsd.org](mailto:nan.thompson@bhrsd.org). If it is decided that recess will take place in the classroom, children will wear masks and stay in their seats throughout recess. Windows will be open if possible. Choice activities will be provided so that students may engage in downtime activities. Common materials will be washed between use.

### **CLASSROOMS**

All seating in the classroom will abide by the physical distancing protocols. Teachers will assign children to every other cubby for personal storage on a student's in-person day. All cubbies must be completely emptied at the end of each day. Cubby surfaces, desks, sinks, counters and chair seats will be washed nightly.

## **VI. CLEANING PROCEDURES UNDER COVID 19 ERA**

The cleaning procedures follow the recommendations of both the CDC and the DEP website and guidelines with particular attention to "List N" from the DEP.

The frequency with which the custodial staff is cleaning bathrooms and "high touch areas" has increased. Bathrooms will be cleaned roughly once per hour with the cleaning time documented on the cleaning log for each particular bathroom. At Muddy Brook the bathrooms are being cleaned in a traditional manner and finished with a disinfectant aerosol spray on all areas including high touch areas. The aerosol spray (electromagnetic sprayers) contains ethanol (CloroxPro, Clorox 4 in One Disinfectant and Sanitizer) which is on List N. The spray is the final part of the cleaning and is allowed the necessary 5 minutes of contact time.

On Wednesday, when there are no students in the building, the custodial staff will begin an extensive clean on Tuesday night and finish during the day on Wednesday. All surfaces will be cleaned in a traditional manner and again finished off with the electromagnetic sprayers. This will include all bathrooms, all surfaces in classrooms, all surfaces in offices, all phones, door handles, and all surfaces that might be touched in the elevator.

Any questions about cleaning can be directed to Steve Soule at [steven.soule@bhrs.org](mailto:steven.soule@bhrs.org).

## **VII. EMERGENCY PROCEDURES**

### **EVACUATIONS - FIRE DRILLS**

The current requirement for fire drills states that every student must be advised of fire drill procedures within three days of the start of school. Classroom teachers will review evacuation routines and practice as a single class during the week of Oct.5.

Other drills - TBD

### **LOCK DOWN**

Lock down drills will be conducted in accordance with the recommendations from the Massachusetts State Police Department.

## DISTANCE / REMOTE LEARNING DAYS

All students at Muddy Brook Elementary School will begin school in distance learning on September 14.

### Distance Learning Schedule September 14-October 2

4 Day Distance Learning Monday, Tuesday, Thursday, Friday	Wednesday Only
9:00 Synchronous Learning	9:00 Synchronous Learning
9:30-11:45 <b>Synchronous Morning Special</b> Asynchronous (Flex-Time) Small Group Independent Wk. Special Education Services	10:00-11:45 Asynchronous Lessons See Canvas Class Page <b>Asynchronous Special</b> Special Education
11:50-12:20 Synchronous Learning	
Special Education Services Possible small group learning Independent work from Canvas	

### Distance Learning in the Hybrid Model beginning October 5

4 Day Distance Learning Monday, Tuesday OR Thursday, Friday	Wednesday Only
9:00* 9:30 - 12:30 <b>ASynchronous Special</b> Asynchronous Canvas Lessons Synchronous Small Group Independent Wk. Special Education Services	9:00 Synchronous Learning
*Some classrooms may do a synchronous morning meeting for all students	10:00-11:45 Asynchronous Lessons See Canvas Class Page <b>Asynchronous Special</b> Special Education

If at any point in the year, a distance learning model is required, Muddy Brook will pivot to an online format and students will participate in a schedule similar to that listed above for Sept. 14 - Oct. 5.

## I. DISTANCE LEARNING EXPECTATIONS

In late June, DESE amended the student learning time regulations to include remote learning. This expectation means that remote learning will be more comprehensive and must meet the following standards:

- All students must participate in remote learning and systems must keep track of attendance and participation.
- Remote academic work is aligned to state standards.
- Academic assignments must be completed and will be used to assess progress and assign grades.

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, all participants should be mindful of everyone's right to privacy. To that end, we expect students and staff to **dress appropriately** and choose an appropriate location from which to participate in remote learning opportunities. Students and staff should have cameras on and be fully prepared for participation. 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 interactive technology, as well as additional consequences.

By accessing remote/distance learning services, the District recognizes that parents/guardians and students consent to access online instruction and agree to fully comply with the requirements listed above.

## II. TECHNOLOGY

Students will need an electronic device and access to the internet for attending daily synchronous lessons and for reading and submitting assignments on Canvas, our LMS (Learning Management System). Students may borrow equipment from BHRSD. Please contact Christine Kelly - [christine.kelly@bhrsd.org](mailto:christine.kelly@bhrsd.org) if you are in need of equipment.



#### **IV. ATTENDANCE**

Parents and caregivers are responsible for ensuring their child attends school every day, whether for in-person or distance learning. If a student is not able to attend in-person or distance learning, parents need to notify the school - 413-644-2350.

Teachers will report inconsistent attendance to the administration and it will be entered into the student's attendance record in PowerSchool. Schools will investigate extended absences.

Attendance will be taken at the synchronous lessons in each distance learning session. Children will be marked present if they attend the morning meeting with their classroom teacher. They will be marked tardy if they come late and they will be marked absent if they do not attend their morning synchronous lesson. If they do not attend all of their synchronous lessons in a day, they will be marked present and dismissed early. Attendance for synchronous lessons is critical.

#### **V. ASSIGNMENTS**

It is expected that students submit the assignments on Canvas. If assignments are not submitted, this will be reflected in the student's progress report at the end of the year.

#### **VI. SUPPORT**

Support for classroom assignments can come from your child's teacher or a paraprofessional. Please reach out to your child's teacher if your child needs help understanding the assignment and/or if you need help submitting work. If you are in need of daily assistance, we can work to find ways to support. Just let your child's teacher know.

Roger Burr is our technology teacher. If you have questions for him his email is: [roger.burr@bhrs.org](mailto:roger.burr@bhrs.org)