

BRISTOL - PLYMOUTH REGIONAL TECHNICAL SCHOOL

COVID-19 Handbook

As of September 16, 2020



Bristol-Plymouth Regional
Technical School District
Building for the Future

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INTRODUCTION

The Bristol-Plymouth Regional Technical School (BPRTS) has created this plan to assist families and staff as we navigate the reopening of our school during the COVID-19 pandemic. While no public entity can ensure the absence of COVID-19 in its buildings and in its activities, the BPRTS is working diligently to reduce the impact of COVID-19 (as feasible). The procedures in this plan are to protect the well-being of students and staff, to establish a sense of normalcy, and to provide instruction for students. The guidelines referenced in this plan are based upon guidance from the Centers for Disease Control and Prevention (CDC) and the Massachusetts Department of Public Health (MDPH). This plan is fluid as the situation with COVID-19 changes from day to day. Regular updates will be made to this plan based on information provided by the CDC, MDPH, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students, the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES are first and foremost.
2. HEALTH GUIDELINES are non-negotiable but fluid as the situation with COVID-19 evolves.
3. SUPPORT FOR AND FROM FAMILIES is essential in student health and learning.

COMMUNICATION

To stay updated on the most up-to-date information:

1. Students, and parents need to check their email often.
2. Visit our district website (www.bptech.org).
3. Follow social media platforms. Our school has a mixture of Facebook and Twitter accounts.
4. Sign up for and view ASPEN/X2 messages regarding your child.
5. Phone calls from the district and school through its mass call system (One Call). These calls will give information that is important for families.

SECTION 1: SAFETY OF SCHOOL COMMUNITY

VISITOR RESTRICTIONS

Due to COVID-19 transmission, visitation on school grounds will be restricted. The following protocol will be used:

1. Visitors will contact the front Information Desk via phone for possible entrance into the building (if entrance is necessary). In most cases, visitors will not be allowed into the building. Rather, visitors can relay messages through phone communication with the front Information Desk.
2. If deemed necessary (deliveries/approved guest speakers/etc.), visitors will be screened (COVID-19 specific questions, etc.) before entry into the building during normal business hours. Allowable visitors will be required to wear a mask in all public areas.

TRAVEL RESTRICTIONS

Student travel on field trips is suspended until further notice unless pre-approved by the office of the Superintendent. (see Extracurricular Activities/Athletics for guidance regarding those activities)

SELF-SCREENINGS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and students, students, with the assistance of families, must also be monitored daily for symptoms.

Students must stay home if feeling unwell.

- Below is the full list of symptoms for which caregivers should monitor their children:
 - Fever (100.0° Fahrenheit or higher), 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 when in combination with other symptoms
 - Muscle aches or body aches
 - Nausea, vomiting, or diarrhea
 - Fatigue, when in combination with other symptoms

- ❑ Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- ❑ If you've been in contact with anyone who has these symptoms and has tested COVID-19 positive.

HEALTH PROTOCOLS

Students who have been diagnosed with COVID-19 may return to school when all three (3) of the following criteria are met:

1. A quarantine of 10 days has been met; and
 2. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
 3. Respiratory symptoms have improved (cough, shortness of breath, etc.)
- If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed the student has COVID-19 and may not return to school for 14 calendar days. **Parents are strongly encouraged to notify the school if their child has COVID-19 or someone in the home has COVID-19 or if the child/family has been exposed due to close, direct contact to COVID-19.**

RECOMMENDATIONS IF EXPOSED

Exposure to COVID-19 is likely in most public atmospheres if social distancing and other preventative measures are not feasible and/or not followed. If employees and/or students have been exposed to the virus, the district's first concern is for the health and safety of the individual and for those who have come in direct, close contact with the individual. Direct, close contact is being within 6 feet of a COVID-positive person for longer than 15 minutes without a mask/facial covering.

- It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH).
- When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in isolation.
- They will also ask for help to identify close contacts. These organizations will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and notify the school.
- Students and families with concerns relative to a return to school should contact the school nurses, Ann St. Germain or Lisa Medeiros and/or Lynne Sullivan,

Coordinator of Nursing Programs.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. BPRTS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others as feasible. However, in the school setting, proper social distancing may not always be feasible at all times in some areas of operation (buses, some classrooms, athletics, etc.). Procedures will be in place to help eliminate direct exposure:

- Limiting student movement during the day where feasible (i.e. limited class changing, staggered meal times, meals in classrooms, etc.)
- Traffic Flow – Where possible, hallways may be one-way and directional signs placed on floors to indicate directions throughout the building in order to maintain the social distancing requirement of 6 feet.
- Large Interactions/Gatherings – Non-essential/informal gatherings will be avoided during this time (i.e. large group assemblies, etc.)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks/Facial Coverings: Face masks/facial coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. **FACE MASKS OR DISPOSABLE MASKS FROM HOME WILL BE ALLOWED BUT MUST MEET CURRENT DRESS CODE POLICY (specifically as it relates to slogans), MUST NOT BE CONTROVERSIAL, AND MUST NOT BE INAPPROPRIATE OR OFFENSIVE.**

- Students and staff are required to wear a mask/face covering **that covers their nose and mouth during the school day**. Neck gaiters are not considered an approved mask/face covering.
- Masks/face coverings must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed. If a student or staff member prefers a face shield, a mask needs to be worn under the face shield. One-way valve masks are not allowed and do not comply with the safety practices and procedures that are put in place at BPRTS.
- Individuals may be excused from the requirement for the following list of reasons, per CDC guidance: has trouble breathing, is unconscious, is incapacitated,

cannot remove the mask without assistance. In addition, masks or face coverings will not be required for anyone who has a medical reason or disability making it unsafe to wear a mask, with a valid Doctor's note. **Parents may not excuse their child from the face mask requirement by signing a waiver.**

- Face masks will not be required for when appropriate social distancing is enforced, at teacher discretion, such as during mask breaks or while eating or drinking.
- Masks should not be used from the previous day, unless they have been cleaned.
- **The failure of a student to comply with these expectations and the willful defiance to follow direction from school staff will be considered insubordination. Administration will consult with the parent/guardian and the student may be removed from the school building, sent home and placed into remote learning as deemed appropriate or until such time as they can comply with the requirement or the requirement has been lifted.**

Gloves: Touching one's face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash or sanitize hands. Be mindful that washing hands or using hand sanitizer properly is the number-one defense against any virus.

Hygiene Procedures:

- Wash hands often with soap and water for at least 20 seconds (sing the "Happy Birthday" song twice).
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Cover mouth and nose with a tissue during a cough or sneeze, or use the inside of the elbow. **Failure to do so may be considered the willful defiance to follow safety protocols and will be considered a violation of the Code of Conduct (safety). Administration will consult with the parent/guardian and the student may be removed from the school building, sent home and placed into remote learning as deemed appropriate or until such time as they can comply with the requirement or the requirement has been lifted.**
- Hand sanitizers will be placed at key locations- (building entrances, cafeteria, classrooms).
- Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis.

Appropriate accommodations will be made to fully support their safety and learning.

FACILITIES CLEANING

The safety of employees and students is the district's first priority. Upon reopening, schools have been completely cleaned and disinfected, and daily cleaning will be maintained. In addition to the deep clean of the school before employees and students return, other cleaning procedures are in place to help reduce the spread of COVID-19.

GENERAL DISINFECTION MEASURES PROTOCOL

General disinfection measures will be followed regularly.

Specific disinfecting equipment (foggers/misting machines, etc.) will run daily in each room that has been occupied prior to students/staff entering the space the following day.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

COVID-19 SIGNAGE

- Signage will be placed at all entrance doors requiring mask usage and six-foot social distancing expectations upon arrival.
- Where possible, hallways will be one-way and directional signs placed on floors to indicate directions.
- When it is possible to make a hallway one-way, markers will be placed on floors to indicate 6 feet of separation and direction to assist with student traffic flow separation.
- Signage placed in all areas of the building reminding individuals to properly clean and sanitize hands.

Signage placed throughout the building reminding people to social distance, proper hygiene, and mask use.

PREVENTIVE MATERIAL INVENTORY

1. Each school will work to keep an adequate supply of soap, disinfectants, hand sanitizer, and paper towels. Due to supply shortages, attainment of some materials may be delayed. Every effort will be made to have these supplies readily available each day.
2. Proper PPE equipment will be provided as necessary for nurses, staff, students, and symptom-bearing students.

DAILY PROCEDURES

TRANSPORTATION

Students transported by the school bus will adhere to the following guidelines:

- Students are required to wear a facemask when waiting for the bus, at all bus stops, and during transport on the school bus.
- Students must maintain six feet of distance between other students at the bus stop.
- The bus driver will supervise students in the following safety guidelines: Monitor the loading/unloading of the students, enforce social distancing and proper use of facemask, supervise the use of hand sanitizer upon entry to the school bus. Parents/caregivers must enforce these guidelines and inform their child on slowing the spread of COVID-19.
- All students are to follow the bus drivers' directions. Students are to face forward at all times. Eating, drinking, shouting, singing, or sharing of items is not permitted during transport.
- The bus driver will direct students seating assignments as follows: students loading the school bus first will sit in the back of the bus. One student per bench, alternating sides, and aisle/window seating position, back to front. Students from the same household are permitted to be seated together.
- Students will exit the school bus with direction from the driver, front to back, left to right. Maintaining social distance.
- Bus drivers are properly trained to observe students upon entry to the school bus. If a student appears symptomatic and a parent/caregiver is present to take them home, the student will not be permitted on the school bus. If a parent/caregiver is not present to take them home, the bus driver will transport the student. The driver will contact Bloom Bus Company and the bus company will notify the school ahead of arrival. The symptomatic student will be met by the nurse upon arrival to the school campus.
- Bus drivers have been trained in sanitizing and disinfecting their school transportation vehicles. Bloom Bus Company has established strict guidelines for drivers to follow. This will ensure all school transportation vehicles are maintained in a sanitized state.
- The school buses will operate with windows open to maintain added ventilation.

ARRIVAL TO SCHOOL

- Screening procedures and temperature checks will not be required at the point of entry to the school.
- Parent-drop offs will arrive through the front of the school and enter at the main entrance. Front doors will be propped open from 7:30 - 7:45 a.m. **THERE WILL**

BE NO ENTRY TO THE BUILDING PRIOR TO 7:30 am. Students who arrive early should line up six feet apart outside of the building. Signage will indicate where students should stand.

- Bus drop-offs will arrive on campus and will drop off one bus at a time at the two entrances near the cafeteria doors. **All students will remain on busses until 7:30 am. Only one bus will be allowed to unload at a time at each door.**
- Student drivers will use the DVC door if the student parking spot is behind the Childcare building or the Silver Platter door if the student parking spot is behind the Community Health or LPN buildings.
- The sanitizer will be stationed at all entrances. Students must sanitize their hands and wear a mask when entering the building.
- Families/Visitors will not be allowed into the school. Any student/parent meetings such as suspensions, IEP, 504, etc. will be conducted virtually. However, in certain circumstances, a log will be maintained at the reception desk for all visitors to provide contact information in case the need arises for contact tracing.
- Service-Related vocational programs will follow DESE CVTE Reopening Guidelines for Service-related programs when the district decides to re-engage in providing related services.
- Vendors and contractors will be limited to entering the building and will sign in through the maintenance/loading dock area and be given a visitor pass, if during the school day, and a log will be maintained.
- When students arrive at school, students should report directly to their first period classroom.
- As students enter the school, if they are receiving/purchasing a school breakfast, they will go directly to the cafeteria where they will pick up and eat their breakfast while maintaining 6' of social distance, if time allows. If the student arrives close to 7:45 a.m., breakfast can be purchased from the cafeteria and taken to their first period class. This process is allowed for both shop and academic classrooms.
- For any student with a dismissal note, notes should be delivered to the Assistant Principal's office upon arrival to school.

CLASSROOMS

- We are encouraged to minimize mixing student groups but there are no required maximums for cohort/group sizes.
- We will maintain a six-foot physical distance as learning spaces allow, but there may be vocational-technical learning opportunities where three-foot physical distance is acceptable for hands-on, project-based learning activities or "live work" situations that are referenced in DESE's Career/Vocational Technical Education Reopening Guidelines (July 20, 2020). These will be directed at the discretion of the teacher and may include additional PPE for student safety.
- Desks and tables will face the same direction.
- Students will have assigned seats.
- Alternative spaces in the school, including the cafeteria, library, lecture hall, and gymnasium may be repurposed to increase the amount of available space to

- accommodate the maximum distance if possible.
- In the event that students eat at their desks in their classroom, they must disinfect their own area and
 - A teacher may ask their supervisor to hold a class outside, provided the weather allows outside learning. The teacher should notify their supervisor, the main office, and the receptionist, in advance. In the event of an outside emergency, each teacher should have a cell phone with them at all times, and call the school nurses' office at 508-823-5151, extension 106 for assistance. For an extreme emergency, call 911.
 - Students should not share supplies- pens/pencils and other classroom materials. Anything that is passed around the class should be discouraged. If supplies are shared, the supplies must be disinfected by the student and/or staff member after use. Students must also use hand sanitizer or wash their hands if supplies are shared. It is encouraged that students place their individual items in a marked box or plastic bag with their name on it if the supplies are used on a daily or regular basis when in class or shop.
 - Teachers can add a mask break into their scheduled class period. If doing a mask break, a teacher should take students outside for a walk or a designated area, while maintaining students at 6 feet apart from each other.
 - Students should disinfect their desk area at the beginning and end of each day. Teachers should provide time during the beginning (especially if students ate breakfast) and last 3-5 minutes of the day. Teachers will oversee and provide the spray bottles and paper towels which will be in the classroom. Teachers will email the supervisor for any needed supplies that will be tracked through the SchoolDude system.
 - Only water is allowed during classroom instruction and not allowed anywhere near an electronic device, i.e. chromebooks, desktop computers, keyboards, etc. Food and eating are allowed in classrooms at designated times, and at the discretion of the teacher.
 - There will be hand sanitizer dispensers in every classroom and shop in the building for staff and students to use.

RESTROOM USAGE DURING THE DAY

- Restrooms will be cleaned and disinfected 3 times a day using EPA-registered disinfectants. One student will be allowed to use the restroom at a time in both the academic and shop areas. Students who receive approval from their teacher to use the restroom, must sign out on a sign in/out sheet that the teacher maintains in the classroom. Each student will need a corridor pass to check-in with the hall/restroom monitor and to travel around the school to designated areas. Before a student enters the restroom, they will have their student ID scanned by the hall/restroom monitor. The hall/restroom monitor will rescan the student ID after leaving the restroom and before returning to class. Students should line up outside the restroom, following six feet apart signage until the student has left the restroom. Teachers need to keep accurate records of students who leave class to go to the restroom on the sign in/out sheet.

- Instructions for proper hand washing will be posted in restrooms.
- There is no transition time or passing periods, so students can go to the restrooms only during a class period.
- Hand paper towels will be provided and a foot-pedal trash can will be placed by the restroom door to allow students and staff to avoid touching door handles directly.
- Custodians will frequently stock restrooms with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no-touch trash cans.

Custodians will disinfect staff/student restrooms throughout the day and log times, as needed (all cleaning materials are approved to disinfect COVID-19).

FOOD SERVICE

- Upon the opening of school, our nutrition team will be able to adapt to any scenario for reopening. We will be prepared to serve breakfast and lunch five days a week regardless of whether the students are remote or in person.
- The food service team is ready to provide a combination of grab-and-go, in house meal service as well as offering meals to go with the possibility of a pick up/drop off meal service, depending upon the needs of our families.
- The nutrition team will be prepared to provide breakfast for students upon arrival to school with a grab and go option.
- Lunch periods will be staggered by academic classroom in order to obtain lunch, for those students who receive/purchase lunch from the cafeteria. This year, hot lunch will be served in the normal hot serving station and cold options will be set up within the cafeteria area in order to maintain a minimum of six-foot physical distancing. Shop students will eat lunch in the cafeteria (inside/outside) or the gymnasium and have an assigned seat.
- Students are strongly encouraged to set up an online “My School Bucks” account for school meals. Students will be able to use their online accounts through a touch-free student identification system that will alleviate any contact at the cash/check-out register.
- All students will be required to wear a mask in and out of the cafeteria, gymnasium, or classroom. Once at your table or classroom desk, students will be able to remove their masks.
- The sharing of food items and utensils is not allowed.
- Staff members and administrators will be on lunch duty each lunch period.

DISMISSAL FROM SCHOOL

- Student drivers will be dismissed first, remain socially distanced, with masks on, and exit the campus immediately through Hart or County St. exits.
- Students who are being picked up will be dismissed to the front of the school building after those driving have been dismissed, remain socially distanced, with masks on, and enter their pick-up vehicle immediately, and exit the campus

through Hart St. only. Parents/caregivers should remain in their vehicle while waiting for their child. If they have to exit their vehicle for any reason, they must wear a mask.

- Students who ride Bloom buses will be dismissed by grade level, bus number, or shop. Students will remain socially distanced, with masks on, enter the bus and move to their assigned seats at the designated bench spot. All buses will exit using County St.
- Students need to self-sanitize and wear their masks as they depart each building. The sanitizer will be placed at each exit.
- During dismissal, exit doors will be left open when possible.
- Any student who is dismissed with COVID-19 symptoms will require a parent to pick the student up and the student will not be allowed to ride the bus.
- Students who have provided dismissal notes in the morning on the day of their dismissal, will meet the parent/guardian outside of the main office for pick-up.
- No students will be allowed to stay after school for any reason. Any after school assistance will be done remotely. **STUDENTS ARE EXPECTED TO LEAVE THE BUILDING AT THE END OF THE SCHOOL DAY. UNTIL FURTHER NOTICE, STUDENTS WILL NOT BE ALLOWED TO WAIT FOR RIDES AFTER 3:00 p.m. FROM THE GYM LINK.**

SECTION 2: ACADEMICS AND DISTANCE LEARNING

The Bristol-Plymouth Regional Technical School District is planning operations using three learning models as presented by both federal and state authorities. It is expected schools may have to utilize all models at some points during the school year due to spikes in COVID-19 cases:

1. Traditional Learning Model

The traditional model is face-to-face instruction at designated times for students and staff. Recommended safety guidelines are followed as feasible. Schools and activities operate on a normal schedule.

2. Hybrid Learning Model

The hybrid model operates with different sets of students having face-to-face instruction on certain days and remote learning on other days. For example, Group A attends school on Mondays, Tuesdays and Wednesdays and Group B attends school on Thursdays, Fridays and Mondays (3 day on/3 day off rotating schedule).

3. Remote Learning Model

The remote learning model operates with all students learning at home during the school week. This will occur online utilizing various management systems (Google Classroom, Zoom, etc).

THE BEGINNING OF SCHOOL

The BPRTS will begin school on September 16, 2020, using the Hybrid Learning Model. **Face-to-face instruction is the best, research-based model for learning. Decisions to learn through distance learning will be made carefully and thoughtfully as distance learning is not equitable to traditional learning models.**

- **Students will be required to be logged in and follow along at the scheduled time for each course, including synchronous meetings, group participation, and instruction as required per course.**
- **Attendance will be taken during the scheduled time for the class. This requires students to check in and out of each block during academics and at a minimum at the beginning and end of the day for shop.**
- **Assigned work will be submitted at the end of that period.**
- **Students will attend all live sessions scheduled by their instructor during the assigned class times.**
- **Students who select remote only in lieu of hybrid in the vocational programs, may be assigned alternative instructional activities to replace in-person assignments.**
- **Students who select remote only in lieu of hybrid in the vocational programs, and their families should recognize that hands-on skill development and resulting competency attainment will be delayed. Additionally, students' ability to earn industry credentials and shop hours may be impacted, especially in licensed programs.**
- **Students may not work during school hours unless it is a co-op position.**

*****Families must notify BPRTS of their desire to change between Learning Models by the end of each marking term. The following dates are the end of the term:**

- **1st term ends - 11/16/20**
- **2nd term ends - 1/27/21**
- **3rd term ends - 4/6/21**

A normal school schedule will run in the Hybrid Learning Model on a rotating basis. Our school will follow specific safety protocols and other precautions.

Daily/Weekly Rotation

A - Week

| | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
|----------|------------|-----------|-------|-------|-----------|-------|-------|
| | | A1 | A2 | A3 | A4 | A5 | A6 |
| Academic | 9th Grade | Remote | | | In-Person | | |
| | 11th Grade | In-Person | | | Remote | | |
| Voc-Tech | 10th Grade | In-Person | | | Remote | | |
| | 12th Grade | Remote | | | In-Person | | |

B - Week

| | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
|----------|------------|-----------|-------|-------|-----------|-------|-------|
| | | B1 | B2 | B3 | B4 | B5 | B6 |
| Academic | 10th Grade | In-Person | | | Remote | | |
| | 12th Grade | Remote | | | In-Person | | |
| Voc-Tech | 9th Grade | Remote | | | In-Person | | |
| | 11th Grade | In-Person | | | Remote | | |

| | | |
|------------|--------------------|-----------------------|
| Blue Day | 9th & 12th Remote | 10th & 11th In-Person |
| Silver Day | 10th & 11th Remote | 9th & 12th In-Person |

HYBRID MODEL

Hybrid Model:

1. Classroom instructional activities:

For in-person instruction in the hybrid model: students will receive proven instructional strategies and practices, appropriately modified for observance of social distancing and other COVID mitigation requirements.

For remote sessions in the hybrid model: students will receive assignments via Google Classroom or using other platforms autonomously planned for and chosen by the teacher such as GoGuardian, Google Meet or Zoom may be used with students. Demonstrations, instructions, class discussions, etc. may be recorded and posted to the Google Classroom for students' future and reinforcement reference. Remote instructional activities should be equal in content, rigor and length as if the instruction were occurring in an in-person environment. Students will be aware of the following:

- a. Clear expectations, instructions and timelines along with the rubric/grading procedure for each assignment.

- b. Grades as soon as possible in Aspen X2 and no later than every 2 cycles in order to ensure each student's progress is visible to both the student and parent/guardian.
2. Attendance:

For in-person instruction in the hybrid model: Attendance will be taken in each classroom, at the start of each class via Aspen X2.

For remote instruction in the hybrid model: Teachers may provide a warm-up activity at the start of the assigned course block that will be submitted by students immediately to signal attendance or they may be marked for attendance by joining a live session with their teacher. Students will also have to submit work or complete an exit assignment at the end of the course block.
3. Schedule: Students will follow their A/B week schedules (see above). Students will be assigned to a cohort. For in-person instruction, teachers will rotate to the students. For remote instruction, teachers are expected to interact with students daily according to the daily schedule (via Google Classroom or any other autonomously chosen platform, postings/announcements/discussions and responding to email). Synchronous class meetings may be offered at the discretion of the instructor. Teachers will ensure that the student and parent/guardian is aware of the [B-P Parent permission for virtual conferencing](#).
4. Students who choose to remain in distance learning when a hybrid model is implemented: Teachers will post all assignments to Google Classroom daily.
 - a. All staff will have an opportunity to record their lessons and post to Google Classroom for future student access, whether in shop or academic learning environments.
 - b. Providing Support to Distance Learners: Teachers will meet at least twice weekly with students virtually.
 - c. Students will be required to be logged in and follow along at the scheduled time for each course, including synchronous meetings, group participation, and instruction as required per course.
 - d. In the academic programs, the fully remote students will be in their own cohort.
 - e. In the vocational programs, students may be assigned alternative instructional activities to replace in-person assignments. Students and families should recognize that hands-on skill development and resulting competency attainment will be delayed. Additionally, students' ability to earn industry credentials and shop hours may be impacted, especially in licensed programs.
5. Student Engagement: In this face-to-face or online remote learning scenario, the expectations will be similar to "normal" as students will be expected to participate

and complete assignments daily whether in the classroom or vocational-technical area or working from home remotely.

FULLY REMOTE MODEL (DISTRICT CLOSURE)

Fully Remote Model:

1. Instructional activities: students will receive assignments via Google Classroom or using other platforms autonomously planned for and chosen by the teacher such as GoGuardian, Google Meet or Zoom may be used with students. Demonstrations, instructions, class discussions, etc. may be recorded and posted to the Google Classroom for students' future and reinforcement reference. Remote instructional activities should be equal in content, rigor and length as if the instruction were occurring in an in-person environment. Students will be aware of the following:
 - a. Clear expectations, instructions and timelines along with the rubric/grading procedure for each assignment.
 - b. Grades as soon as possible in Aspen X2 and no later than every 2 cycles in order to ensure each student's progress is visible to both the student and parent/guardian.
2. Attendance: Attendance will be taken in Aspen X2 for each class that meets online, daily and will be mandatory for all online classes. Teachers may provide a warm-up activity at the start of the assigned course block that will be submitted by students immediately to signal attendance or they may be marked for attendance by joining a live session with their teacher. Students will also have to submit work or complete an exit assignment at the end of the course block.
3. Schedule: Observe A/B Week Schedule. Teachers are expected to interact with students daily according to the daily schedule (via Google Classroom postings/announcements/discussions and responding to email). Synchronous class meetings will be scheduled and required attendance by students at least 3 times per cycle. On alternate days from synchronous sessions, students will be required to engage with their teacher/class as designed by their teachers such as office hours, assignment submission, etc. Information will be provided by the instructor for the method of interaction.

Virtual conferencing will be required during synchronous sessions but accommodations may be made for individual students based on their needs. Teachers will ensure that the student and parent/guardian is aware of the [B-P Parent permission for virtual conferencing](#). Participants will always have the option to mute video and audio during any virtual group conferencing meetings.

4. Cooperative education learning opportunities may be delayed for those who are learning remotely.
5. Vocational-technical certification/licensure in some areas may be impacted.
6. Student Engagement: In this remote learning scenario, the expectations will be similar to “normal” as students will be expected to participate and complete assignments daily whether in the classroom or vocational-technical area or working from home remotely.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS

BPRTS will utilize the [DESE Guidance Document](#), Creating Positive Learning Environments: Recommendations and Resources to Support the Social Emotional Well-being of Students, Staff, and Families

BPRTS will support more intensive mental health needs through a continuum of services that include: Student Services administrators, special educators, related service providers, guidance counselors, school adjustment counselors, school psychologist, communication with outside agencies and individual service providers, and transition support services.

GRADING POLICY

We will be using our traditional grade scale. All assignments will be graded according to our traditional grade scales. Honors and AP will be using their own grade scales.

| Grade | Honors/AP | Advanced | Standard |
|-------|-----------|----------|----------|
| A+ | 5.3 | 4.8 | 4.3 |
| A | 5.0 | 4.5 | 4.0 |
| A- | 4.7 | 4.2 | 3.7 |
| B+ | 4.3 | 3.8 | 3.3 |
| B | 4.0 | 3.5 | 3.0 |
| B- | 3.7 | 3.2 | 2.7 |

| | | | |
|-----|-----|-----|-----|
| C+ | 3.3 | 2.8 | 2.3 |
| C | 3.0 | 2.5 | 2.0 |
| C- | 2.7 | 2.2 | 1.7 |
| D+ | 2.3 | 1.8 | 1.3 |
| D | 2.0 | 1.5 | 1.0 |
| F | 0 | 0 | 0 |
| NC | 0 | 0 | 0 |
| NCA | 0 | 0 | 0 |

A = 90-100%

B = 80-89%

C = 70-79%

D = 65-69%

F = 64% and below

Grades will be updated in Aspen X2 and no later than every 2 cycles (minimum requirement) in order to ensure each student's progress is visible to both the student and parent/guardian. Please check Aspen X2 and contact your child's teacher with any questions.

Make Up Assignments: Makeups must be completed within one week of missing assignments, unless there are extenuating circumstances that have been reviewed by a supervisor and/or principal. Contact your teachers immediately upon return to school participation in order to determine required make-up assignments.

Formal Evaluation - We will maintain our regular distribution of quarterly formal progress reports and report cards during any remote learning period.

TECHNOLOGY

Bristol-Plymouth is pleased to be able to offer all of our students access to Chromebooks this school year. All Acceptable Use Policy and Student Handbook Policies continue to be in effect during remote learning. In addition:

- Students should not use cell phones during synchronous lessons
- Students are expected to utilize blank backgrounds or the non-distracting environment which the student is engaging from

- First and Last names *only* will be used by students when labeling their window
- No student shall record either audio, an image or video using any electronic device, including cell phones, of any administrator, faculty member, staff, employee, or student without their, the Principal or designee's permission. Violations of the Massachusetts electronic surveillance statute "M.G.L. Chapter 272; Section 99. Interception of wire and oral communications" may be reported to the Authority Having Jurisdiction (AHJ), at the discretion of the Principal or designee.

Please refer to the following documents for further details, procedures, and protocols.

[B-P Parent permission for virtual conferencing](#)
[Chromebook Agreement](#)

SECTION 3: EXTRACURRICULAR/ATHLETICS

All athletics and extracurricular activities will follow the set safety protocols, screening protocols, and facility usage/sanitation set forth in this manual, by the district, and by the MIAA. The CDC/MDPH recommended guidelines and BPRTS policies/procedures for COVID-19 positive tests, contact tracing, and quarantines will be followed by all athletics and activities in the BPRTS. Athletic and activity seasons will be set by the MIAA and followed by the BPRTS. The BPRTS may impose stricter sanctions/procedures/policies than allowed by the MIAA.

Disclaimer

The Bristol-Plymouth Regional Technical School District reserves the right to change this COVID-19 handbook at any time to align with an updated guidance provided by both the Massachusetts Department of Elementary and Secondary Education (DESE), the Center for Disease Control and Prevention (CDC), and the Massachusetts Department of Public Health (DPH). The well-being, health, and safety of our students, faculty, and staff is always our priority and our district will respond to guidance in order to maintain our focus on this priority.