



Addendum for Hybrid and Remote Learning Pembroke Public Schools 2020-2021 Handbooks

Technology Use

Topics may also be covered by the Acceptable Use Policy as well and in elementary, middle, and high school handbooks.

a. *Equipment Rules and Guidelines*-the rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use district-owned technology equipment. The guidelines and rules below apply to technology use when a child is physically present in school and during remote learning days. In general, use of Pembroke Public Schools technology requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action as applicable under Massachusetts General Laws Chapter 71, sections 37H, 37H 1/2, and 37H 3/4 as well as 603 CMR 53.00 et seq.

i. General Guidelines All use of technology must:

1. Support learning
2. Follow local, state, and federal laws
3. Be school appropriate

ii. Security Reminders:

1. Do not share logins or passwords
2. Exception: students may share passwords with parents or guardians
3. Do not develop programs to harass others, hack, bring in viruses, or change others' files
4. Follow Internet safety guidelines as outlined in the PPS Technology User Agreement-Policy IJNDB

iii. Activities Requiring Teacher Permission:

1. Using equipment during class
2. Using headphones in class



- iv. Inappropriate Content: All accessed content (files, internet sites, applications) must be school appropriate. Inappropriate materials include explicit or implicit references to:
 1. Alcohol, tobacco or drugs
 2. Gangs
 3. Obscene language or nudity
 4. Bullying or harassment
 5. Discriminatory or prejudicial behavior
- v. Thumb Drives: All district rules and guidelines apply to any thumb drive plugged in to district equipment

Behavioral Expectations for Remote Learning

Disclaimer: the guidelines below are meant as an addendum to the discipline and general behavior guidelines explained in the PPS elementary and secondary handbooks and do not supersede and/or replace those guidelines. Violations of these rules and guidelines will result in disciplinary action as applicable under Massachusetts General Laws Chapter 71, sections 37H, 37H 1/2, and 37H 3/4 as well as 603 CMR 53.00 et seq

- All computer access will be monitored 24-7 to maintain professional usage;
 - Students are reminded that devices and email addresses through pembrokepublicschools.org are property of Pembroke Public Schools;
- c. Live Conferencing Sessions: Video conferencing and live group chat sessions are essential components of the learning process and help improve the connectedness between teachers and students. As with the use of social media, students are required to adhere to school policies pertaining to these areas in our student handbook and technology user-agreement, and to observe the following regarding the Remote Learning environment:
 - i. Good online manners are vital to a productive and supportive online learning environment. Students are to behave in the live online session as expected in the regular in-person class, especially because the SESSION MAY BE RECORDED.
 - ii. Students must be punctual to the live conferencing sessions scheduled by the teacher. Teachers will be monitoring and recording attendance and students may be receiving class participation grades.



- iii. Ensure your technology works properly and frame the camera correctly. This requires at least five minutes of preparation time before a lesson begins so proper time management and planning is vital for success.

- d. The following “Netiquette guidelines” apply to all online communications:
 - i. The school dress code applies to online learning days as well. Dress appropriately with properly branded attire. As stated in the handbook: “Students will be prohibited from wearing any clothing that detracts from the learning process or otherwise compromises health, safety, or cleanliness”
 - ii. Be mindful of inappropriate surroundings or potential interruptions of the session. Work only in quiet areas that are free from distractions or inappropriate backgrounds.
 - iii. Sessions are intended for the learners in the particular class and should not include parents, siblings, or other individuals who are not part of the regular group.
 - iv. The only person permitted to record any session is a teacher or paraprofessional. All other recordings violate our acceptable use policy.
 - v. Be polite, respectful, and tolerant of views expressed by others.
 - vi. It can be tempting to let yourself go in an environment that feels anonymous but remember that there are real people reading your messages and watching your image on the screen.
 - vii. When reacting to someone else's message, address the ideas, not the person. Again, remember that there are real people on the other end of the screen.
 - viii. Avoid using sarcasm and humor, and don't include any obscenities in your messages. Without face-to-face communications, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you.
 - ix. Be sure to word your communications carefully. Keep in mind that online forms of communication are absent of any emotion. Many times, the instructor cannot determine how a particular comment should be taken.



- x. Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class.
- xi. Do not spam your classmates. Spamming occurs when you or your instructor or classmates receive numerous unwanted messages. To avoid spamming your class members, do not send email to the entire class when it is unnecessary and do not send commercial advertisements or electronically forward "chain mail" to your classmates.
- xii. A shared recorded session or series of text-based communications within the domain of the school's Learning Management System is considered school property and should be treated accordingly.

Behavioral Expectations for In-Person Learning in the Hybrid Model

- e. *Disclaimer: the guidelines below are meant as an addendum to the discipline and general behavior guidelines explained in the PPS elementary and secondary handbooks and do not supersede and/or replace those guidelines. Violations of these rules and guidelines will result in disciplinary action as applicable under Massachusetts General Laws Chapter 71, sections 37H, 37H 1/2 and 37H 3/4 as well as 603 CMR 53.00 et seq.*
- f. **Attendance if ill:** Only come to school if you are healthy, symptom-free, and have not been in close contact with sick family or friends. Self-certification is a key to creating a healthy and safe learning environment. Remember that students who display COVID symptoms at school will not be able to return to school for up to 10 school days.

There are other times when a student should remain at home for his/her own welfare and for the protection of other students and staff. The following criteria may be used to determine when a child should remain at home:

1. Sore throat and swollen neck glands accompanied by a fever
2. Undiagnosed rash or skin eruptions
3. Earache, red eyes or drainage from the eyes
4. Any communicable disease
5. Fever over 100.4 during the past 24 hours
6. Vomiting or diarrhea within the past 24 hours



If your son/daughter develops a communicable disease or condition, (e.g. chickenpox, strep throat, scarlet fever, fifth's disease or head lice) please notify your child's school nurse. This will enable us to monitor your child's progress and other students/ staff exposure. Students should remain at home a minimum of one day following the resolution of an acute illness. Please check the student's temperature before returning to school. A student should be "fever free" for 24 hours before returning to school (without taking fever-reducing medication, such as Tylenol or Motrin). Remember, the essentials of good health are good nutrition, plentiful fluids, regular exercise and plenty of rest.

- g. **Mask-Wearing:** Wear a mask at all times. Failure to do so puts your health and the health of the school community in danger. Remember that masks are mandatory inside our schools and on buses. Masks may only be removed when eating lunch or during a designated mask-break where you must remain six or more feet away from another individual. Progressive disciplinary policies as outlined in the elementary and secondary handbooks will be enforced for students who violate the state guidelines regarding mask-wearing in public facilities. If the behavior persists, students may be transitioned to our Remote Learning platform.
- h. **Handwashing:** As outlined in DESE's guidelines, students should wash their hands after every event (i.e. after lunch, after recess). Progressive disciplinary policies as outlined in the elementary and secondary handbooks will be enforced for students who violate the DESE guidelines regarding frequent hand washing in schools.
- i. **Social-Distancing:** Whenever possible, you must maintain six feet or more of space between you and another individual. Since this is not always possible (i.e. when queueing for the restroom or refilling a water bottle), it is important to wear your mask to maintain a safe and hygienic

 - Students will keep a socially distanced presence when speaking to other teachers/students/staff throughout the school day as much as physically possible;
 - Students who report to the building prior to the start of school must report to designated areas and must exit the building at the end of the day. Upon entering the school building students must go directly to the designated areas, absolutely no congregating will be allowed in the building.
- j. **Use and storage of technology:** In addition to the guidelines in Addendum I, students should follow teachers' directions closely regarding the use of technology and only use technology as directed by the teacher. While not in use, technology should be stored away in a safe location (i.e. Laptop or IPAD sleeve, backpack sleeve, etc.).



- k. Bottled Water and Water Fountain Use-students should bring a bottle of water with them to school daily. Bottles of water may be filled from the hydration station and students may not drink directly from the water fountain.
- l. Cleaning-students (especially in upper elementary grade levels) will be asked to help clean frequently touched classroom surfaces such as: student desks.
- m. Recess/Playground Activities: whenever possible, outdoor areas will be utilized for mask breaks, recess, and other forms of recreation. Students should maintain six or more feet between themselves and other individuals when possible and/or wear a mask maintaining proper social distance is not possible. Progressive disciplinary policies as outlined in the elementary and secondary handbooks will be enforced for students who violate the mask wearing and social distancing policies while engaged in any form of outdoor recreation.

Environment:

- n. Hallway Directions/Traffic Flow: The practice of minimizing traffic flow has been widely accepted as a preventative measure during COVID-19. In order to preserve the health of our faculty and students, please adhere to the following:
 - Students will be using certain stairwells for certain traffic directions only;
 - Students will be instructed on maintaining social distancing while in the hallways and common areas in the building;
 - There will be signs and markings throughout the school building to help with social distancing;
 - While using the atrium stairwell, the right side of the stairwell should be used at all times;
 - The enclosed stairwells will be used for one-way traffic only;
 - Class cohorts will be assigned to particular parts of the building in order to limit students passing in the hallways. There will be monitors in the hallways as well as posters and floor markings to remind students to practice social distancing



Lunch Eating/Drinking: PCMS & PHS

We will be running four lunch shifts to keep our cafeteria numbers to a minimum. All cafeteria round tables have been removed from the cafeteria and instead individual desks (PHS); will be used for lunch services. Hand-sanitizing stations will also be in the cafeteria as a preventative measure during COVID-19. In order to preserve the health of our faculty and students, please adhere to the following:

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;
- Students will be socially distanced in the cafeteria at individual desks; Individual desks will be sanitized between all lunch shifts;
- Students will only be allowed to take off their mask while sitting at their individual desk while eating;
- Limited outdoor seating may be available to enhance social distancing. (weather permitting).

Lunch Eating/Drinking: Elementary Schools

To minimize movement, students will be eating in their classrooms or outside when possible.

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;
- Students will be socially distanced in the cafeteria at individual desks; Individual desks will be sanitized between all lunch shifts;
- Students will only be allowed to take off their mask while sitting at their individual desk while eating;
- Limited outdoor seating may be available to enhance social distancing. (weather permitting).



Bathroom usage

In order to preserve the health of our faculty and students, please adhere to the following:

- Bathrooms will be limited to 2-3 occupants depending on the size of the bathroom at a time to maximize social distancing requirements;
- Bathroom stalls available to students will be clearly marked;
- Bathrooms will be cleaned multiple times a day by the custodial/maintenance staff;