



Nashoba Regional High School

Student Handbook - Remote Learning Addendum

2020/2021 School Year

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Overview

The following document is designed to provide guidance on remote learning structures as well as expectations for academics and conduct in a virtual environment. NRHS understands that there are parameters unique to this new mode of instruction, and that it is necessary for our community to have clarity around expectations for remote learning. A dedicated group of teachers, parents, students, and administrators collaborated in order to develop some guiding practices for remote instruction. Many of the policies and expectations for NRHS students remain consistent with our regular school day experience, and can be found in the NRHS Student Handbook. However, a few that are distinct in nature when engaging remotely we address in this addendum to the handbook.

Current Student Handbook

Please note that the current student handbook has the most thorough policies. This addendum is meant to provide clarification on unique circumstances due to the changes in in-person and remote instruction. The current handbook still applies to all environments at NRHS.

Remote Instruction

Remote Learning Expectations

Attendance

Attendance is required and will be taken live on a daily basis in each class. On live session days, students are expected to be in attendance for the entirety of the period. Students will be on time to their class. Students who develop a pattern of tardiness or leaving class early may be subject to disciplinary action. These situations will be handled on an individual basis. The policies around tardiness, unexcused absences, and documentation for excused absences remain as stated in the student handbook.

Remote Learning Schedule

REMOTE LEARNING SCHEDULE

	MONDAY Live: English, Math, Wellness, World Languages	TUESDAY Live: Social Studies, Science, Technology/ Business, Arts	WEDNESDAY Live: A–G		THURSDAY Live: English, Math, Wellness, World Languages	FRIDAY Live: Social Studies, Science, Technology/ Business, Arts	
8:30 – 9:16	A	G	8:30 – 8:55	A	G	A	8:30 – 9:16
			8:58 – 9:23	B			
9:19 – 10:05	B	F	9:26 – 9:51	C	F	B	9:19 – 10:05
			9:54 – 10:19	D			
10:08 – 10:54	C	E	10:22 – 10:47	E	E	C	10:08 – 10:54
			10:50 – 11:15	F			
10:57 – 11:43	D	D	11:18 – 11:43	G	D	D	10:57 – 11:43
11:43 – 12:13	LUNCH	LUNCH	11:43 – 12:13	LUNCH	LUNCH	LUNCH	11:43 – 12:13
12:13 – 12:59	E	C	Asynchronous Learning For Students/ Teacher PD		C	E	12:13 – 12:59
1:02 – 1:48	F	B			B	F	1:02 – 1:48
1:51 – 2:37	G	A			A	G	1:51 – 2:37

9/15/20

Synchronous (Live) Learning vs. Asynchronous (On-Demand) Learning

Synchronous Remote Learning

- Students participate in synchronous mini-lessons that address new content and offer the opportunity for guided practice.
- Literacy specialists, math specialists, special educators, EL teachers, counselors, and related-service providers will provide opportunities for small-group instruction support where possible and appropriate.
- Synchronous learning opportunities will be scheduled within a typical and consistent school day timeframe.

Asynchronous Remote Learning

- Students will engage in structured, asynchronous activities to preview content and practice skills, using pre-recorded videos to preview or review learning, on-line interactive tasks and offline tasks that students can complete independently. Students may also engage in learning of new content and skills that lend themselves to the asynchronous learning process.
- Teachers will consider balance with screen time in planning practice and assignments.
- Students may utilize tools that support learning asynchronously through collaboration, communication, brainstorming, problem-solving or creating.
- Teachers will require completion times for all activities to help guide families.

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- As appropriate, students may also be supported and taught by various educators (e.g. special educators, teachers of English Language Learners, librarians, specialists, counselors, math specialists and literacy specialists).

We understand the school work completed during both synchronous and asynchronous sessions as comprising the time on learning reflected in a regular school day.

Synchronous (Live) / Asynchronous (On-Demand) Learning Structure

1. Students will engage in synchronous (live) learning and asynchronous (on-demand) learning during organized times:
 - a. Each day will begin with a live 5 minute check-in for each class, during which time attendance will be taken.
 - b. Following check-ins, live sessions will be held in the disciplines of English, Math, Wellness, and Foreign Language on Mondays and Thursdays.
 - c. Following check-ins, live sessions will be held in Social Studies, Science, Tech/Business, and the Arts on Tuesdays and Fridays.
 - d. On Wednesdays, students will engage in live sessions with each of their classes.
 - e. Advanced Placement classes may meet for longer live sessions on a daily basis

Academics

Each class's remote instruction will be provided via the Google Classroom platform. Live instruction, office hours, and teacher/student conferences will take place on Google Meet or Zoom. For days of on-demand instruction, tasks will be posted on Google Classroom by 8:30am with clear directions and deadlines for completion. Students will receive letter grades for each course. Please refer to the student handbook for details on the grading policy.

Academic Integrity

Academic Integrity Integrity is a core value at Nashoba, and academic integrity is essential to a successful learning. Without academic integrity, students cannot derive the most from their learning pursuits. Cheating, therefore, is intolerable and will be treated seriously.

Cheating is defined as but not limited to the following behaviors:

- Illicitly sharing or obtaining information about specific questions on an assessment before or after it is given
- Stealing and/or distributing tests or quizzes before they are administered, which includes previous year tests/quizzes without teacher consent

- Sharing information or obtaining information about or during an assessment, which includes unauthorized use of study guides, notes, books, previous tests/quizzes or other sources of information
- Plagiarizing from another students work, from resources, or from any electronic source including the Internet
- Using any electronic devices or Internet communication including, but not limited to, texts, instant messaging, email, and social networking sites to receive and/or distribute information about an assignment or assessment, unless expressly permitted by the classroom teacher.

A teacher is obligated to report to an administrator any individual violation of academic integrity of a serious nature (for example, cheating on a test, paper, or major assignment), and any pattern of violations of academic integrity of a less serious nature (for example, multiple instances of copying homework). A teacher always has the flexibility to report any individual violation of academic integrity, no matter the perceived severity.

Once reported to an administrator, the following consequences will apply (The sequence of offenses listed below refer to the number of reported offenses occurring in an academic year. Multiple offenses across multiple years, however, may warrant students moving to a higher offense level at the discretion of the administrator.):

First Offense

- A. The administrator shall document the offense. Any subsequent offenses in any year will be documented in PowerSchool, including a description of any previous offenses. (Refer to page 58 in the student handbook for further guidance)
- B. The students shall receive a zero grade on the assignment.
- C. Parent(s)/guardian(s) shall be notified by either the teacher or the administrator.

Second Offense

- A. The administrator shall make note of the event in PowerSchool**
- B. The students shall receive a zero grade on the assignment, and the student's grade for the quarter may be reduced by one full letter grade at the time of the incident.
- C. The students shall receive disciplinary consequences imposed by school administration.
- D. The students may be ineligible for after school extracurricular activities (which includes, but are not limited to, sport events/practices, drama, music, award nominations/ceremonies, and any other school-sanctioned activity) at the discretion of the Administration/Athletic Director.
- E. Parent(s)/guardian(s) shall be notified by the administrator, and a conference with the students, parent(s)/guardian(s), teacher, and administrator may be scheduled

Third Offense

- A. The administrator shall make note of the event in PowerSchool**
- B. The students may receive a failing grade for the course, and as a result, may be removed

from the course or moved down an academic level

C. The students shall receive disciplinary consequences imposed by school administration

D. The students may be ineligible for after school extracurricular activities (which includes but is not limited to sport events/practices, drama, music, award nominations/ceremonies, and any other school-sanctioned activity) for a calendar year at the discretion of the Administration/Athletic Director.

E. The students shall be ineligible to serve in a leadership position within the school for a minimum of 12 months, and shall be removed from any leadership positions currently held within the school

F. A conference with the students, parent(s)/guardian(s), and administrator shall be scheduled

** Under the auspices of the National Association for College Admissions Counseling Code of Ethics, guidance counselors and school officials have the obligation to disclose any significant change in a candidate's academic status or qualifications, including personal school conduct record. Individuals may report instances of cheating/plagiarism to the following anonymous email: NRHSsafety@nrsd.net

Virtual Classroom Expectations

- In general, usual in-person classroom expectations and routines apply to virtual classrooms.
- Students will remain as active participants throughout the entirety of each class session.
- Students will use their microphone and webcam as directed by their teacher. Students will be prepared for class by having their learning materials ready. Employ microphone awareness; microphones are usually activated when logging into a class. Remember that your classmates and teacher can hear noises in your environment such as whispering, chewing, sneezing, and tapping your pen or pencil, etc. Please remember to keep distractions to a minimum and mute your microphone until directed otherwise by your teacher. Students uncomfortable using their webcams should discuss their concerns with their teachers.
- Students will be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other's ideas.
- Students will save meals and snacks for between classes; eating during class is generally frowned upon, and being in a virtual classroom is no different.
- Students will be appropriately dressed for class. Virtual learning environments require students to maintain a manner of dress that is not disruptive to the educational process. While attending virtual classes, students should continue to follow the NRHS Dress Code in the student handbook.

- Students will create an academic environment that is conducive to learning. Recommended learning stations include a quiet spot with a comfortable seat and desk/table away from distractions and others, as much as possible.
- Students should follow teachers' directions when needing to excuse themselves for a short-time during a live/synchronous session.

Proper use of Technology

Self-Identification in Virtual Meetings

Students are expected to virtually identify themselves with their first and last name during classes. Students should communicate with their teachers in advance for any use of variations on names they would prefer to use in school.

Meeting Recordings

Recording of live and on-demand sessions is strictly prohibited. Likewise, taking a screenshot of a learning session or using another device to record the session is prohibited.

Sharing of Google Meet Links/Zoom Links

Sharing of Google Meet/Zoom Links is strictly prohibited. Links posted by teachers are considered the private domain of each class. Attending a class that a student is not enrolled in will result in disciplinary action.

Screen Sharing

Unauthorized sharing of a screen is prohibited. Screen-sharing will only be enabled according to teachers' guidance. Sharing inappropriate material is a violation of the NRSD Technology Contract and will result in suspension of technology privileges and disciplinary action.

Using the Chat Feature

Posting inappropriate language or content in the chat will result in disciplinary action. Chat features should be utilized according to teachers' guidance.

Failure to follow the guidelines above may result in disciplinary action.

Internet Access or Power Outage

It is an expectation for attendance that all students have reliable internet access in the home. If reliable internet service is unattainable, students should contact NRHS Administration to arrange accommodations. Students who are unable to log into school or have a power outage must notify their teacher. A member of the administration will be notified if a chronic internet access or power outage occurs. Students who have ongoing connectivity issues should reach out to the NRSD technology department (by filing a [ticket](#)).

Communication during Remote Learning

1. Students are expected to check their email each day, as well as check their Google Classrooms each day.
 - a. Some teachers may also use apps like Remind to communicate with students.
2. Parents are able to see their student's progress in two ways:
 - a. They may be invited to receive summaries of progress through Google Classroom for each of their student's classes.
 - b. They may sign up for updates from PowerSchool.
3. Whenever possible, students should first conference directly with teachers about issues concerning classes. Students are able to connect with each of their teachers each day, either during the scheduled live session, or through office hours or a scheduled conference on days scheduled for on-demand learning.
4. Students and families can expect responses to email communication within one to two school days.
5. Students in need of technical support should submit a ticket through the NRSD Technology Department's [ticket system](#).
 - a. Students should carbon copy (cc) their teachers through that system so that communication about technology issues is clear.
 - b. Students can also email their teachers directly if the issue is around Google Classroom, passwords to specific digital learning tools, etc.

Bullying/Harassment

Please refer to guidance found in the student handbook on bullying/harassment. It is a violation for any employee, student, or guardian to engage in or condone bullying/harassment in school or at school related functions, or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of bullying/harassment. In the remote learning environment, the same expectations of student behavior hold true with respect to expectations on campus. With a reliance on technology during remote learning, Cyberbullying is of specific concern. Please note a formal definition of cyberbullying:

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Remote Learning Discipline Addendum

The purpose of the Nashoba Regional High School Behavioral Code is to maintain a safe and disruption-free learning environment, to dissuade students from acting in unsafe or disruptive ways, and to encourage students to modify their behavior after acting in unsafe or disruptive ways. The same code applied to the virtual learning environment. Discipline during Remote Learning will largely mirror discipline as outlined in the student handbook. As we adjust practices for a remote setting, the administration may also utilize restorative practices, conferences, and workshops where applicable.

NRHS Behavioral Code (p. 50 of Student Handbook)

Nature of the Offense	Typical Range of Consequences	Behavior Examples
Minimally disruptive to others and/or minimally unsafe	Warning, teacher or administrative detention, parent conference, in-school suspension for patterns of repeated behavior, community service	Tardy to class, dress code violation, out of class without a pass, talking on cell phone in the hall
Somewhat disruptive to others and/or somewhat unsafe	Teacher or administrative detention, parent conference, in-school suspension for one or more days, community service	Skipping class, disruptive in class, failure to serve assigned consequences, inappropriate language (e.g., profanity)

Disruptive to others and/or unsafe	In-school suspension, external suspension, removal from sports team/club/activity	Repeated classroom disruption, verbally aggressive language, failure to follow safety instructions given by staff, non-credible threats, isolated bullying/harassing behavior, vandalism, smoking on school campus
Highly disruptive to others and/or highly unsafe	External suspension, possible expulsion	Fighting/physical aggression, under the influence, possession and/or distribution or sale of illegal substances, credible threats, patterns of bullying/harassing behavior, patterns of verbally aggressive language or behavior, possession of a weapon

In-Person Instruction

Mask Wearing Policy

The Nashoba Regional School District 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 all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. At this time, and in line with CDC guidance, Masks with exhalation valves or vents should not be worn. If in time, CDC guidance finds that other face coverings are not effective, this policy will be updated. This shall apply to all students and adults who enter the Nashoba Regional School District buildings.

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

The individual:

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

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

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

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

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -

[COVID-19 Order No. 31 Comm. of Massachusetts](#)

REFS.: Center for Disease Control and Prevention - Considerations for Wearing Masks -

[COVID-19: Considerations for Wearing Masks](#)

Massachusetts Department of Elementary and Secondary Education - Reopening Guidelines - [COVID-19 Information and Resources - Student and Family Support \(SFS\)](#)

Commonwealth of Massachusetts - Mask Up MA! -

[News Mask Up MA!](#)

Proper Mask Wearing

Students and staff should adhere to the proper procedure for the removal and placement of masks on their face. [Click here](#)

Mask Break Policy

Outdoor class mask breaks will be provided (minimum 2 per day). These mask breaks should be held outdoors, weather-permitting. Teachers may elect to have students take additional mask breaks within the classroom with windows and doors open. Taking a 5-minute mask break every thirty minutes is suggested but will be left up to the discretion of the teacher. Physical distancing of a minimum of 6 feet is still imperative when outside without a mask. Teachers should check to make sure there is no one else in the hall before that individual goes out. Masks are to be worn inside even if everyone is 6 feet apart.

Movement Policy

Students/staff will be directed around the building in specific lanes of travel. The lanes of travel will be designated to ensure minimal engagement between individuals in tight hallways. Designated lanes of travel will be visibly marked on floors and using signage to help with flow of foot traffic. Students should be given the opportunity to have autonomy in their movement. However, if in a circumstance where a student is not going where they are supposed to, a member of the administration should be alerted immediately. In the case of an suspected COVID-19 incidence, the school nurse and a member of the administration should be contacted IMMEDIATELY. (See below for instances where a Nurse is required)

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Sick, Ill or Injured Students

Visiting the Health Office

In order to prevent potential exposure to vulnerable students receiving care for other medical treatments, all student visits to the Health Office will be triaged.

1. Staff will be asked to call the Health Office with a request for a student visit.
2. Nurse will prioritize the student for a visit and direct them to proceed independently (if able) to the Health Office or to stay in class and be directed to an alternative first aid strategy.
3. Students and staff will not be able to use the bathroom in the Health Office unless they are already in the Health Office due to illness.

Students do NOT need to present to the Health Office for the following common situations:

1. Small abrasions, paper cuts, picked scabs
 - a. Wash hands and affected area/wound
 - b. Utilize first aid kit in the classroom and apply a band-aid
2. Mild indigestion/upset stomach especially after eating
 - a. Allow student to use the bathroom
 - b. Drink water
 - c. Wait 30 minutes
 - d. If worsening or no better, contact the nurse for an office visit
3. Nosebleed
 - a. Have student sit and tilt their head forward slightly (to prevent the blood from going down the throat) and have student pinch the nostril with thumb and index finger for 10 minutes (without releasing pressure)
 - b. If still bleeding after 10 minutes, call the nurse for an office visit
 - c. Once the bleeding has stopped, student should wash their hands and face
 - d. Instruct the student not to sniff or blow their nose once the bleeding has stopped
4. Headache and/or fatigue (not acting ill in the classroom)
 - a. Drink/snack
 - b. Cool water to face
 - c. Wait for 30 minutes
 - d. If worsening or no better, contact the nurse for an office visit
5. Clothing/Glasses repair
 - a. Call the Health Office to determine what is needed
 - b. Call home if change of clothing is needed

Student Isolation

An isolation room has been identified adjacent to the NRHS the health office. This separate isolation room will be utilized should a student or staff develop signs or symptoms of potential infection. If it is determined that a student should be sent home due to possible COVID-19 infection, the student will remain in the supervised isolation room or in an outdoor space with a staff member until the student can be transported home by the family.

When to use isolation management:

If a student is suspected of having ANY COVID-19 symptoms, the nurse and a member of the administration must be contacted IMMEDIATELY. The nurse and/or administrator will escort the student from their location to the designated isolation space at the high school.