

HANCOCK CENTRAL SCHOOL DISTRICT 'Cat Restoration

COVID-19 Student Handbook Addendum

Terrance P. Dougherty, Ph.D.

Superintendent of Schools

September 2021



2021-2022

Dr. Terrance Dougherty, Superintendent
Mrs. Julie Bergman, Principal
Ms. Jackie Beamer, Director of Pupil Personnel Services



Hancock Central School District

The Wildcat Pledge: We nurture and empower each learner's unlimited capacity to become a responsible citizen with a promising future.

Our Vision: Striving for excellence as an innovative, advanced and reflective school community.

Core Beliefs:

- **Our mindset:** We do whatever it takes to ensure continuous growth because we believe each of us can learn.
- **Collaboration:** We work better together, always.
- **Innovation:** We embrace creativity and advancing technology.
- **Integrity:** We trust, respect, support and care for one another.
- **Learning environment:** Our approach is engaging, learner-centered and adaptable to individual needs.
- **Student centered:** We put students first.

September, 2021

Dear Student,

The faculty and staff of the Hancock Central School District extend a warm welcome back to you as we reopen school for 2021-2022.

Due to the COVID-19 pandemic, the school administration has amended the HCSD Student Handbook to provide you with important information, guidance and expectations that will help you have a successful and healthy school year. Nothing is more important to us than your personal safety and well-being. It is our top priority.

Included in this HCSD Student Handbook, COVID-19 Addendum, is a series of protocols and procedures you will be expected to observe and follow every day while at school. We ask that you know the contents of the HCSD Student Handbook and COVID-19 Addendum, and refer to them often.

Strive for excellence this school year and set attainable goals. Your teachers, staff and school administration wish you the best of success this school year!

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PROTECT ... RECOVER ... ADVANCE

'Cat Restoration: Implementation Procedures

CLEANING PROCEDURES

Individual Work Space at End of Class/School Day

1. Teachers will monitor class time and provide a verbal reminder that clean-up is approaching (lead time is dependent upon age of students).
2. After students tidy individual work space, the teacher will circulate with a dispenser of cleaning wipes.
3. Each student will take a wipe from the container and use it to sanitize their individual work space.
4. Students will remain seated, socially distanced, until dismissed by voice announcement.
5. Students will deposit used cleaning wipe in trash receptacle upon departure from classroom.

Library and Leveled Literacy Intervention (LLI) Books

1. For the continued health, safety and welfare of all students, library and LLI books must be cleaned after individual use during small and whole group instruction in the elementary and MS/HS buildings.
2. The school librarian and students will clean each book after use, prior to re-shelving.
3. Students will be limited to reading library books in school.
4. Students will not be permitted to take books home and return at a later time, due to the potential health risks related to COVID-19.

DISTRIBUTION PROCEDURES

Chromebooks and iPads

1. The HCSD Technology Department will inventory HCS devices.
2. Class lists for PreK-12 will be provided to the Technology Department to permit bundling of devices for distribution.
3. Devices will be bundled with a charger. Devices will be assigned to individual students by the classroom teacher who will record the inventory tag number of the assigned device/materials on a class roster.
4. Students in Grades PreK-6 will keep their 1:1 devices for use in school use unless directed to take home in the case of an unforeseen shift to remote instruction. If students must take their 1:1 devices home, the technology department will deploy additional 1:1 devices for in-school use.
5. Students in Grades 7-12 will transport devices to/from home/HCSD daily.
6. Students in Grades 7-12 will be directed to charge devices overnight while at home.
7. A limited number of chargers should be available for emergencies during the school day for Grades 7-12.
8. All class rosters with device inventory tag information will be returned to the building administrator with copies provided to the HCSD Technology Department.
9. Students must follow all user and internet guidelines per the HCSD student handbook.

Textbooks and Materials

1. K-3 teachers will give students their own work materials to keep in their desk.
2. Grades 4-6 teachers will designate areas for students to store materials within classrooms.
3. Grades 7-12 students will have locker access; therefore, students may store school textbooks and materials throughout the day in their individual lockers.
4. Teachers will distribute materials/textbooks to students during their scheduled class time. If possible, have materials on the student desks prior to student arrival.
5. Under no circumstances will students share or exchange classroom materials or textbooks.

FOOD SERVICE PROCEDURES

Breakfast and Lunch

1. Meal will be free to students (one breakfast and one lunch per day).
2. Families are encouraged to pre-pay via cash, check or online via My School Bucks at www.myschoolbucks.com if their child purchases an additional breakfast or lunch during the school day.
3. Meal/milk counts are reported to food service (inclusive of remote days).
4. Food service prepares food.
5. Food services will package food into containers on remote days with delivery.
6. Grades PreK-12 will eat in the cafeteria and/or an assigned location.
7. Students will wash/sanitize hands.
8. Students are socially distanced during meals.
9. Students will raise hands to dispose of trash in receptacles.
10. Staff will provide a sanitizing wipe for students to self-clean (wipe) their individual eating space.
11. Custodial staff will be sanitizing tables, chairs, and cafeteria nightly.
12. Remote instruction considerations:
 - a. Meals will be free to students (one breakfast and one lunch per day)
 - b. Families are encouraged to pre-pay via cash, check or online via My School Bucks at www.myschoolbucks.com

Serving Boxed Meals

1. Boxed meals will allow for food consumption to be individualized for students, which minimizes the risk of cross-contamination or the transmission of viruses.
2. Students will be supplied with disposable silverware, straws and napkins.
3. Boxed meals will be delivered to classrooms on carts.
4. Students may bring in food from home for personal consumption.
5. Students will not be allowed to share items. Uneaten food is to be disposed of in the appropriate receptacles located throughout the building and outside classrooms where food is served.

RECESS PROCEDURES

1. There are three sections of elementary recess, including Kindergarten, grades 1-2, and 3-4.
2. There will be adequate adult supervision for each of the three recess sections.
3. All students and staff will engage in outdoor recess, weather-permitting.
4. In the case of inclement weather, students and staff will relocate to the elementary gym, where they will engage in a plethora of individual activities designed to

promote rest, relaxation, and stress-relief (i.e. jumping rope, sidewalk chalk, hula-hoops, mindfulness, sensory pathway walk-throughs, etc.).

5. Access to recess is as follows:
 - a. Teachers will walk students to the designated recess location, weather-dependent, wearing a face covering while adhering to social distancing;
 - b. Small groups of students will be supervised by adults;
 - c. Students will be reminded to keep social distance from one another;
 - d. Students will be encouraged to engage in individual play activities;
 - e. If a student doesn't adhere to social distancing, he/she may be subject to disciplinary action;
 - f. When recess concludes, students will be supervised by an adult as they wipe down their stations and materials;
 - g. Teachers will walk their students back to the classroom;
 - h. Students will keep socially distanced while walking on one side of the hallway, designated by clearly marked signage, back to their classroom to return to their individual desks for instruction to resume;
 - i. Large playground equipment will be sanitized nightly by custodial staff.

SNACKS PROCEDURES

Birthdays and Deliveries

1. For the continued health, safety and welfare of all students, faculty and staff, families will send individual snack for their student on a daily basis. No one will provide snacks for the entire class.
2. The HCSD recognizes the celebration of birthdays as an important milestone in a child's life. However, for the safety of all, students/faculty/staff may not bring snacks, treats or gifts for classmates during COVID-19.
3. Deliveries of food, flowers and other items from outside vendors to school buildings will not be permitted during COVID-19.
4. Third-party deliveries are prohibited during COVID-19.

STUDENT PROCEDURES

Access to Water during the School Day

1. For the continued health, safety and welfare of all students, water filling stations have been installed into regular water fountains throughout the buildings. All water stations will be active.
2. Students are encouraged to bring a water bottle container from home to refill throughout the day with bottled water provided by the HCSD, as needed.
3. There will be designated fillable water station location(s) in each building for students to get water.

Attendance for In-Person/Remote Instruction

1. Teachers will take attendance using SchoolTool every period they have students assigned.
2. Students participating remotely (excluding students who have opted-out of in-person due to health-related hardship) will also have attendance taken using SchoolTool. Students who have not logged into their virtual class by 8:05 AM will be marked absent by the teacher in SchoolTool.

3. If remote or in-person students arrive late to class (after 8:05 AM or the start of a class period), the teacher will notify the health office of tardiness, and change the attendance code in SchoolTool from absent to tardy.
4. The health office will call home for all absences – in-person and remotely to determine reason.
5. Students in Grades PreK-12 who are on remote instruction days will log into each class, period by period, and the teacher will record attendance in SchoolTool.

Bathroom/Restroom Use

1. When available, students in classrooms with self-contained bathrooms will use those facilities.
2. In classrooms without self-contained bathrooms, students may be sent no more than one per class at a time to use a restroom (one in, one out). Emergent conditions will be considered on an individual basis.
3. In Grades 7-12, students must report to class first, then, with teacher permission, use the restroom no more than one per class at a time.
4. Students will enter the bathroom one person at a time while maintaining social distance from others.
5. Use only the toilet/urinal that is available, which is every other toilet/urinal (follow signage).
6. To wash hands thoroughly, either hand sanitize or use a paper towel prior to touching the faucet.
7. Use only the available sink, which is every other sink (follow signage).
8. Turn the faucet on and rinse hands.
9. Press the soap dispenser to release soap.
10. Lather hands with soap and water.
11. Press the faucet again to rinse hands thoroughly.
12. Dry hands with a paper towel.
13. Use the paper towel to open the door.
14. Exit the bathroom.
15. Throw away the paper towel.

Student Lockers

1. All students in the Middle/High School will be assigned hallway lockers. All students are to place personal items and school supplies in their hallway lockers. Coats are to be stored in hallway lockers.
2. Lockers will be assigned to students in Grades 5-12 as follows:
 - Grades 5 and 6 will alternate in the same locker banks;
 - Grades 7 and 8 will alternate in the same locker banks.
 - Grades 9 and 10 will alternate in the same locker banks;
 - Grades 11 and 12 will alternate in the same locker banks.
3. Students in Grades 5-12 will be dismissed at the end of each instructional period by voice announcement from the main office, by grade level. Students will wear face coverings and be informally supervised in halls by faculty/staff.
 - Dismissal from instructional periods via voice announcement will be as follows:
 - a. For periods 1, 3, 5, 7, 9 and 11, odd-numbered Grades 5, 7, 9 and 11 will dismiss first and report to lockers. Students in Grades 6, 8, 10

- and 12 will dismiss at the bell and report directly to their next class (no lockers).
- b. For periods 2, 4, 6, 8 and 10, even-numbered Grades 6, 8, 10 and 12 will dismiss first and report to lockers. Students in Grades 5, 7, 9 and 11 will dismiss at the bell and report directly to their next class (no lockers).
 - c. MS HS end of day dismissal in Grades 5-12 will be done by voice announcement from the main office, by grade level. An equitable rotation will be developed. Students may efficiently use lockers at the assigned voice dismissal time.
4. Students' personal safety and well-being are a top priority of the Hancock Central School District.

Hall Passing and Dismissal Voice Announcements

Grades PreK-4

1. Students in Grades PreK-4 will only move as a group (class) in the hall under the direct supervision of an adult to maintain social distancing. Students will wear face coverings when social distancing is not possible.
2. HES Dismissal will be done by voice announcement from the main office, by grade level. Students will wear face coverings and be supervised by faculty/staff.

Grades 5-12

1. At the end of each instructional period, for students in Grades 7-12, dismissal will be done by voice announcement from the main office, by grade level. Students will wear face coverings and be informally supervised in halls by faculty/staff.
2. Students in Grades 5-12 will be dismissed at the end of each instructional period by voice announcement from the main office, by grade level. Students will wear face coverings and be informally supervised in halls by faculty/staff.
 - Dismissal from instructional periods via voice announcement will be as follows:
 - a. For periods 1, 3, 5, 7, 9 and 11, odd-numbered Grades 5, 7, 9 and 11 will dismiss first and report to lockers. Students in Grades 6, 8, 10 and 12 will dismiss at the bell and report directly to their next class (no lockers).
 - b. For periods 2, 4, 6, 8 and 10, even-numbered Grades 6, 8, 10 and 12 will dismiss first and report to lockers. Students in Grades 5, 7, 9 and 11 will dismiss at the bell and report directly to their next class (no lockers).
 - c. MS HS end of day dismissal in Grades 5-12 will be done by voice announcement from the main office, by grade level. An equitable rotation will be developed. Students may efficiently use lockers at the assigned voice dismissal time.
3. Students' personal safety and well-being are a top priority of the Hancock Central School District.

TRANSPORTATION PROCEDURES

School Bus Isolation Area

1. Isolation area will be the first seat on the bus passenger side.
2. This area will be used for students with COVID-19 symptoms or no mask.

3. If a student has a parent at home, the driver will call the garage on the radio and the garage will call the house to redirect the student.
4. If the parent/guardian isn't home, the student will enter the isolation area on the bus.
5. The driver will call ahead and let the building nurse know there will be a student dropped off to them before the other students are dismissed.
6. If a student is symptomatic at school and needs to be driven home, the mechanic, mechanic helper and Head Bus Driver will do this task.
7. Full protective gear will be required by the driver taking student home. This includes mask (N95), gloves and other appropriate safety equipment.

School Bus Loading and Unloading

1. Families or students who reside in the same household will be allowed to sit together.
2. Proper social distancing measures will be in force to the best extent practical.
3. If students do not have masks, one will be provided for them by the bus driver.
4. Isolation area will be located on the bus, passenger side, first seat, which will be utilized for those students who exhibit signs of COVID-19. If a parent/guardian is available to take the student, driver will allow student to leave with the parent/guardian.
5. Students who cannot/will not wear a mask will also be seated in the isolation area.
6. Upon arrival at school, students seated in the isolation area will be unloaded at the front entrance of the elementary and MS/HS prior to the unloading of the remaining students.

Self-Transportation

1. A letter to families will be direct mailed seeking feedback:
 - a. Need busing;
 - b. Student with license/permission to self-transport;
 - c. Parent/guardian will transport.
2. Eligible, licensed, self-transporting students may not transport other students (unless a sibling).
3. Students self-transporting must register vehicles with the MS HS Main Office.
4. Students self-transporting must park legally in designated parking on school grounds and follow the school code of conduct for student parking privileges.
5. If permitted by the DCMO BOCES, students attending CTE/DCMO BOCES programs may self-transport with parent/guardian permission in compliance with DCMO guidelines.
6. Parents/guardians who self-transport must drop off students between 7:50-8:00 AM.
7. HES parents may park in the designated spaces by the elementary playground or in the overflow lot across from the HES gymnasium.
8. Parents/guardians may not park in the fire lanes.
9. MS HS parents/guardians may only drop off/pick up at the front of the MS HS building.

Student Dismissal with Parent/Guardian Pick-Up

1. Students who are picked up by a parent/guardian will be dismissed from HES at 2:30 PM and in the MS/HS by voice announcement.
2. At HES, one child at a time will enter the vestibule where the parent/guardian must sign their child(ren) out and present proper identification and signature.
3. HES and MS/HS students will be supervised by district staff as they depart their respective buildings and get picked up from school.
4. MS/HS parent/guardian pick up is at the front of the MS/HS, nearest the flagpole.
5. The following Health/Safety/Welfare precautions will be adhered to during this dismissal procedure including:
 - a. Maintaining social distance from other students, one person at a time with appropriate space in-between;
 - b. Walkers must wear a face covering when exiting the buildings for additional protection and safety precaution;
 - c. HES students will use the exit nearest the main office;
 - d. MS/HS students will depart the front of the MS/HS nearest the flagpole.

Student Walkers Arrival

1. Students who walk to school must not arrive prior to **7:50 AM**.
2. There will be no congregating outside either school building at the start of the school day.
3. At 7:50 AM, student walkers may enter the buildings with the following safety measures in place:
 - a. Maintain social distance from other students, one person at a time with appropriate space in-between;
 - b. Walkers must wear a face covering when entering the buildings for additional protection and safety precaution;
 - c. HES students will use the main office entrance;
 - d. MS/HS students will use the district office entrance.
4. HES student walkers will wait in a designated location, **without parents/guardians/caretakers**, and will keep 3 feet apart from other students (spots will indicate where students will sit/stand until the 8:00 AM start bell rings). The space will be supervised by district staff.
5. MS/HS student walkers will wait in the auditorium and will keep 3 feet apart from other students (seats will be marked in the auditorium indicating where students will sit and wait for the 8:00 AM voice announcement). The space will be supervised by district staff.

Student Walkers Dismissal

1. Students who walk home will be dismissed from HES at 2:30 PM by voice announcement.
2. Students who walk home will be dismissed from the MS/HS by voice announcement.
3. MS HS end of day dismissal in Grades 5-12 will be done by voice announcement from the main office, by grade level. An equitable rotation will be developed. Students may efficiently use lockers at the assigned voice dismissal time.

4. There will be no congregating outside either school building at the end of the school day.
5. Student walkers may exit the buildings with the following measures in place:
 - a. Maintaining social distance from other students, one person at a time with appropriate space in-between;
 - b. Walkers must wear a face covering when exiting the buildings for additional protection and safety precaution;
6. HES students will use exit nearest the main office.
7. HES and MS/HS student walkers will be supervised by district staff as they depart their respective buildings.

'CAT RESTORATION DISCLAIMER

Health and Safety

All people who enter school property, which also includes school vehicles, or attend school-sponsored events are directed and required to follow the District's Reopening Plan, written protocols, and procedures. The plan, written protocols, and procedures can be found at: <https://www.hancock.stier.org/SchoolReopening.aspx>

This includes, but is not limited to, any requirements to wear face coverings, wash hands and maintain social distancing.

Failure to follow the plan, protocols, or procedures – as well as failure to follow the directive of an appropriate school official relating to following the plan, protocols, or procedures – may result in a person being refused entrance, or an administrator directing the person to leave the school property or event.

It may also result in further consequences as follows:

- For all people, the District may contact law enforcement for trespass where the person refused to leave school property as directed, as well as for any other violation committed;
- For students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct;
- For parents and other visitors, ban on attending school events, as well as consequences pursuant to the Visitors' Code of Conduct;
- For school personnel, formal discipline, up to and including termination.

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I have read and understand the 2021-2022 HCSD Student Handbook COVID-19 Addendum and will abide by the principles and regulations contained therein.

Student Name:

Current Grade: _____

Homeroom: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) - _____

Student Signature: _____

Date: _____

Parent or Guardian's Name (please print):

Parent or Guardian's Signature: _____

Date: _____

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- ***For all people, the District may contact law enforcement for trespass where the person refused to leave school property as directed, as well as for any other violation committed;***
- ***For students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct;***
- ***For parents and other visitors, ban on attending school events as well as consequences pursuant to the Visitors' Code of Conduct;***
- ***For school personnel, formal discipline, up to and including termination.***

**PLEASE RETURN TO YOUR HOMEROOM TEACHER NO LATER THAN
FRIDAY, SEPTEMBER 17, 2021!**