

ADDENDUM

**HILLSBOROUGH MIDDLE SCHOOL
260 TRIANGLE ROAD
HILLSBOROUGH, NJ 08844**

**STUDENT/PARENT
HANDBOOK**

2020-21



*Nationally recognized Blue Ribbon School of Excellence
Awarded 1996*

Dear HMS Students, Parents and Guardians:

As the COVID-19 pandemic continues to impact all aspects of our lives, we have adapted our school and our educational programs to ensure the safe and productive continuity of learning for all students. This addendum to our HMS Student/Parent Handbook for 2020-21 provides important updates to our school policies and practices based on the work of the Hillsborough School District Restart Committee and the Hillsborough Middle School Pandemic Response Team in alignment with the *The Road Back: Restart and Recovery Plan for Education* by the NJ Department of Education and guidelines from professional organizations, federal, state and local agencies.

The information in this addendum is intended to both complement our HMS Student/Parent Handbook for 2020-21 in some areas as well as supersede some of those policies during the time that New Jersey and Hillsborough remain under conditions of a designated health emergency. Note that this addendum is subject to change as conditions warrant. Looking forward to another great school year, stronger together!

Sincerely,

Joseph Trybulski, Ed.D.
Principal

“Hardships often prepare ordinary people for an extraordinary destiny.”
-- C.S. Lewis

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ATTENDANCE

Students must register themselves as **PRESENT** or **ABSENT** in [Genesis](#) to start each distance learning day during the “homeroom” period each morning.

DIRECTIONS:

- Log into [Genesis](#)
- From the Student Data Page, you can scroll down to click the "**Notify Attendance Office**" button or open the Attendance Tab and from there click "**Notify Attendance Office.**"
- Notify the attendance office by selecting "present" from the dropdown menu with today's date or selecting "absent" and providing the reason for your absence. If due to illness, provide details on your symptoms to help our school nurse monitor health conditions in our school & community. **Then hit submit.**

If you have any questions or problems with reporting attendance, email Ms. Corr (Guidance Office Secretary) at dcorr@https.us

LOCKERS

Students will not be using lockers in the fall. Gym locker rooms will be closed. Students will not change for PE until further notice.

LUNCH - TAKE HOME SERVICE

Although our cafeteria will not be open for serving breakfast or lunch for students in-person, Sodexo food services will continue to provide meals for pick-up for students in Hillsborough via a central location. Please refer to the Food Services section of the Hillsborough Township Public Schools website for more details.

PARENT ACCESS

We want to minimize visitors to our building as much as possible. Parents are encouraged to refrain from dropping off items during the school day, unless it is an emergency and critical need. As with students & staff, masks are required for all adults while in the school.

SPORTS, CLUBS and ACTIVITIES

HMS will participate in sports as aligned with the decisions and mandates of NJSIAA. HMS clubs and other activities will take place virtually after 3:00 pm at the end of the school day. A list of virtual clubs will be provided for students in the fall. Directions about the [student activity fee](#) for HMS will be provided with the club and/or sports information.

SCHEDULE - HYBRID

Following the specific class schedule for the day, teachers will present daily instruction synchronously for in-person and virtual students when feasible and practical along with their online instructional resources that support all student learning asynchronously from home. Although the “scheduled” instructional components of each day as shown in the diagrams below conclude around 12:30 on A/B days or 1:00 pm on the all-virtual Wednesdays, the expectation is that students will continue with their independent work on specific assignments during the afternoon. This is true for those students who attend in-person on a given day and for those working from home (virtual). The afternoon is flexible for teachers to follow-up with individual students or groups of students working from home who may have additional questions or needs that day.

We have intentionally divided the days into A and B days to allow teachers and students to focus on fewer subjects per day and have more time in which to engage with topics via on-line resources as well as through Google Meet or other video conferencing/collaboration tools.

	Monday	Tuesday	Wednesday	Thursday	Friday
	A-Day	B-Day	All Students	A-Day	B-Day
Red Cohort	In Person	In Person	Virtual	Virtual	Virtual
Gold Cohort	Virtual	Virtual	Virtual	In Person	In Person
All Virtual	Virtual	Virtual	Virtual	Virtual	Virtual

Schedule for Mon-Tuesday & Thurs-Friday

A/B-Day Bell Schedule

A-day	B-day	Time	Minutes
HR	HR	8:30 - 8:40	10
1	6	8:45 - 9:30	45
2	7	9:35 - 10:20	45
3	8	10:25 - 11:10	45
4	9	11:15 - Noon	45
5*	5*	12:05 - 12:30	25

*Note that period 5 is split over both A and B days to accommodate all 9 instructional periods as well as to facilitate distribution of take-home meals that can be delivered to the period 5 classes for those who wish to order/receive take-home meals.

Schedule for Wednesdays

All Students Virtual-Day Bell Schedule

	Time	Minutes
HR	8:30 - 8:35	5
1	8:35 - 9:00	25
2	9:05 - 9:30	25
3	9:35 - 10:00	25
4	10:05 - 10:30	25
5	10:35 - 11:00	25
6	11:05 - 11:30	25
7	11:35 - Noon	25
8	12:05 - 12:30	25
9	12:35 - 1:00	25

Example of a Typical Student Day w/ the Hybrid Schedule

SAMPLE Schedule of Classes

Student: "Johnny Raider"

Period	Class	Room
HR	Homeroom	D3
1	Literacy-Rdg	D17
2	Literacy-Wri	D17
3	Art	Art Rm
4	Math	D8
5	Lunch/Study	Cafe/HR
6	Science	D12
7	Social Studies	D19
8	Phys Ed/Health	Gym
9	Spanish	B7



On **A-days**, regardless of whether I am learning from home or in-person, I will check in with my classes for periods 1-4 and half of period 5 that day. There will be resources for me online via Google Classroom as well as with the teacher via Google Meet or chats during the assigned class times. For Johnny Raider, in our example, he will work on literacy, art and math on A-days. Period 5 for Johnny will be a study hall and a time to catch up on work, meet with his counselor or teacher for extra help.

When the morning concludes, my afternoon from 1:00-3:00 p.m. is a time to focus on homework assignments in those subjects and to chat with my teachers via email, Google Chats or Meet depending on my needs and what my teachers may have assigned. There will be work to do outside of class time: reading assignments, problems, writing tasks, projects, etc.

On **B-days**, regardless of whether I am learning from home or in-person, I will meet with my afternoon classes for periods 6-9 and the other half of period 5. For Johnny Raider, this would mean focusing on science, social studies, PE/health, and Spanish.

On **Wednesdays**, all students will access classes virtually, from home, and all classes will meet for shortened periods of instruction (25 minutes/each). This is a time for all teachers and students to be able to check in on their learning mid-week regardless of whether participating in-person as part of a cohort or if attending only virtual.

Afternoons: On A/B days direct instruction concludes at 12:30 pm. The time from 12:30 - 3:00 pm will be time for teachers to have lunch and maintain office hours in which they can follow-up with student questions, conduct individual or small group chats and videoconferences, parent conferences, etc. while students are working on assignments at home.

For weeks that include only four school days due to a scheduled holiday or teacher in-service day, the "all-virtual" day schedule on Wednesdays will be dropped to allow for either the red cohort or gold cohort to complete their full A/B cycle that week. In other words on a week with a Monday holiday, the red

cohort would have in-person instruction on Tuesday and Wednesday (instead of Monday/Tuesday) followed by the gold cohort for in-person instruction on Thursday and Friday.

CALENDAR - MARKING PERIOD 1

September

October 2015

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 Teacher Inservice Day	2 Teacher Inservice Day	3 Teacher Inservice Day	4 All Classes Day	5
6	7 Labor Day No-School	8 A-day	9 B-day	10 A-day	11 B-day	12
13	14 A-day	15 B-day	16 All Classes Day	17 A-day	18 B-day	19
20	21 A-day	22 B-day	23 All Classes Day	24 A-day	25 B-day	26
27	28 No-School	29 A-day	30 B-day	1	2	3

October

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 A-day	2 B-day	3
4	5 A-day	6 B-day	7 All Virtual Classes	8 A-day	9 B-day	10
11	12 Columbus Day A-day	13 B-day	14 All Virtual Classes	15 A-day	16 B-day	17
18	19 A-day	20 B-day	21 All Virtual Classes	22 A-day	23 B-day	24
25	26 A-day	27 B-day	28 All Virtual Classes	29 A-day	30 B-day	31 Halloween

November

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 All Classes Day	3 No-School	4 All Classes Day	5 No-School	6 No-School	7
8	9 A-day	10 B-day	11 Veterans Day All Virtual Classes	12 A-day	13 B-day End MP 1	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Day	27	28
29	30	1	2	3	4	5

INSTRUCTION SYNCHRONOUS & ASYNCHRONOUS

While engaging in hybrid learning, HTPS will strive to meet the social-emotional needs of students, connect synchronously and asynchronously, and provide actionable feedback regarding learning in a timely manner. As noted earlier under scheduling, when the morning instructional periods conclude, the afternoon from 1:00-3:00 p.m. is a time for students to focus on homework assignments for that day and to chat with teachers via email, Google Chats or Meet depending on their individual needs or questions. Students will have work to do outside of class time: reading assignments, problems, writing tasks, projects, etc.

Students in co-curricular programs such as band, orchestra and choir may have options for small group lessons and rehearsals during the afternoon as well.

Google Classroom will be the standard learning management system to support all classroom instruction and student learning. Synchronously scheduled classes with all students (whole and small group) will be standard as per the hybrid school schedule in addition to the use of small group instruction for students requiring extra help/enrichment as needed. Teachers will engage with their virtual cohort via Google Meets, chats or email in the afternoons after in-person instruction has concluded. The virtual instructional component of the day under the hybrid model should be synchronous to the greatest extent feasible and appropriate.



Google Meet Expectations & Etiquette

BE PREPARED

- Find a QUIET LOCATION with GOOD LIGHTING
- DRESS APPROPRIATELY for school (yes, this means pants)
- Consider using HEADPHONES



BE ON TIME

- Make sure you arrive to your Meet ON TIME
- Figure out what works best for you to make sure you can STAY ON A SCHEDULE



BE ATTENTIVE

- LISTEN to your teacher
- SIT STILL and don't distract yourself or your classmates
- PARTICIPATE in the lesson following the teacher's directions and expectations



BE QUIET (to start)

- MUTE YOURSELF when you enter a class Google Meet
- Unmute yourself when the teacher asks you to do so
- Make sure there is no distracting background noise



BE SEEN

- TURN YOUR VIDEO ON
- Make sure the background is appropriate for your Meet - Choose a neutral background like a blank wall and sit up close so it is you on camera, not the whole room.
- It's important for your teacher to be able to see your SMILING faces during a lesson



BE RESPONSIBLE

- USE CHAT per your teacher's directions and expectations
- Address your peers and your teacher in FULL SENTENCES
- Remember, the Tech Dept can MONITOR EVERYTHING



BE HEARD

- When it is your turn to share something, be sure to SPEAK LOUD AND CLEAR
- When you are speaking, LOOK INTO THE CAMERA and not at the other participants

BE RESPECTFUL

- Always be POLITE and RESPECTFUL to others
- Use SCHOOL APPROPRIATE LANGUAGE at all times
- Makes sure all comments are POSITIVE and NON-JUDGMENTAL
- No picture taking and no recording w/o permission. Remember that SCHOOL RULES APPLY during virtual learning times!



Process for following up with students on missing graded assignment/attendance:

- Step 1: Teacher will reach out to the student via email (cc'ing parent) and/or Google Meet after a maximum of two days.
- Step 2: If there is no response/resolution after a maximum of four days, the teacher will reach out to the parent and student via phone and/or Google Meet.
- Step 3: If there is no response/resolution after a maximum of six days, VP and/or school counselor will reach out to the parent and student - they **MUST** make contact with the parent/student.
- Step 4: If there is no response/resolution after a maximum of eight days, the Principal will be informed to take the next steps.

Staff will maintain a log of parental contact attempts and information

MASKS & SOCIAL DISTANCING

All students, staff, and visitors are required to wear face coverings at all times in the building and when on school buses unless otherwise directed by a staff member. Individuals will observe social distancing of 6 ft or more whenever possible. Students are not to congregate in hallways during passing time, but should move directly to classrooms. Students are encouraged to bring multiple face coverings to school. Recommended masks include 3-ply cotton knit or surgical masks. Gaiters and bandanas have been shown to be less effective and are discouraged. Vented masks are not acceptable and are prohibited. Face coverings must be appropriate for school environments and comply with all applicable dress code regulations as well.

Failure to maintain the wearing of a face covering in school/ on buses or interfering with another individual's face covering will result in the following consequences*:

School Bus 1st Offense - Warning/contact home
2nd Offense - 2 week bus suspension. Administrative-parent conference required prior to return to transportation.
3rd Offense - Full loss of transportation services for the school year.

School 1st Offense - Warning/contact home
2nd Offense - 2 week suspension from in-person instruction. Administrative-parent conference required prior to return to in-person instruction.
3rd Offense - Transfer to all-virtual instruction for remainder of school year.

*The administration reserves the right to suspend or remove a student from transportation services or in-person instruction immediately and at any time based on the nature or severity of infraction that otherwise places students or staff at undue health risks throughout the duration of the state health crisis.

Accommodations for students, including students with disabilities, who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

Exceptions to the requirement for face coverings include:

- Doing so would inhibit the individual's health.
- The individual is in extreme heat outdoors.
- A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.

A doctor's note is required and must specify a reason why a child cannot wear a face covering. The school physician will review all exemptions for face coverings.

School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility will be denied.

COVID RESPONSE

Screening Procedures for Students and Staff

Parents will screen students at home using a universal screening tool which specifies that students should not come to school if they answer yes to certain questions. Visual screening will occur as students enter and throughout the day for visible symptoms of illness. Parents will be instructed to be alert for signs of illness in their children and to keep them home when they are sick. Staff will screen themselves at home using a universal screening tool which specifies that staff should not come to school if they answer yes to certain questions.

Protocols for Symptomatic Students and Staff

If a student becomes ill in their classroom, the teacher will immediately notify the nurse that an ill student is on his/her/their way to the nurse's office. Nurse will ask for additional information from the teacher. Any symptomatic students and/or staff entering the nurse's office will be assumed to be exhibiting possible signs of COVID-19 and will be isolated. As in all areas of the school, a face covering must be worn upon entrance to the health office and throughout the duration of the visit.

If a nurse determines that a student is exhibiting possible signs of COVID-19, parent/guardian/emergency contact(s) will be called to pick up his/her/their child. The expectation is that parents/guardians/emergency contacts will arrive within one (1) hour to pick up the ill student. Students must be escorted out to a parent, to the greatest extent possible. The staff member will bring a clipboard with Suspected COVID-19 release form for the parent to sign upon pickup indicating the child is being released home to his/her/their parent due to suspected COVID-19, will include date/time of pickup and will include a checkbox that indicates the information sheet was reviewed outlining the next steps to be cleared for return to school. Staff who are sent home for illness will be given an information sheet outlining their next steps to be cleared for return to school (or emailed to them if they are sent directly home).

Control of Communicable Disease will be governed by Policy 8451 and the Department of Health. When

a student/staff member is sent home by the nurse for possible COVID-19, s/he/they must quarantine in line with CDC guidelines. The asymptomatic student/staff member may return to school after quarantine in alignment with CDC guidelines. If a symptomatic student/staff member does not go to a health care provider, he/she/they will be presumed to have COVID-19, will be required to stay home for 10 days, and will be fever free without fever reducing medications for at least 24 hours before being permitted to return to school (same as if they tested positive). If a symptomatic student/staff member who was sent home is not back in school, based upon CDC guidelines, any siblings/children of staff members will be presumed infectious and will be excluded from school.

If a student/staff member is positive for COVID-19, all household contacts are considered contacts during that person's infectious period (10 days). Household contacts will have to be quarantined for 14 days from the last direct contact with the infectious person. If he/she/they are not truly able to isolate the infected person, the household members will be on quarantine until the infectious person is no longer contagious, then 14 days longer (incubation period). If a student/staff member tests positive for COVID-19, students/teachers in the classroom of an infected student/staff member attended will also be quarantined. (Contacts of the quarantined siblings/children of staff members do not need to be quarantined as long as that sibling/child is well.) The Department of Health will be contacted for guidance on the length of quarantine and exclusion of siblings/children upon suspicion or confirmation of positive cases.