



HANCOCK DAY SCHOOL

Health & Education

Advisory Committee

COVID-19 Guidelines

For 2020-2021

TABLE of CONTENTS

1. PARENT WAIVER	3
2. GOVERNMENT GUIDELINES	
a. CDC Considerations for Schools	6
3. ON-CAMPUS	
a. Learning	7
b. Health and Safety Practices	10
c. Auxiliary Services	14
i. Arrival & Dismissal	
ii. Lunch	
iii. Extended Care	
iv. After School Activities	
d. Athletics	16
4. REMOTE LEARNING MODEL	17
5. ADDITIONAL RESOURCES & MATERIALS	22

HANCOCK DAY SCHOOL PARENT/STUDENT CONSENT FORM

Date _____

Last Name _____ First Name _____
(Parent) (Parent)

List name(s) of Child(ren) Participating in On-Campus School Activities and Programs:

Consent to Participate: My child(ren) has permission to participate in all Hancock Day School programs and activities hosted by Hancock Day School. I know of no medical reason why my child should not participate.

In granting permission for my child to attend Hancock Day School, I understand the risks inherent with such attendance, including, but not limited to, the risk of exposure to COVID-19.

I accept responsibility for notifying the School if my child:

1. Exhibits symptoms of COVID-19, including but not limited to fever, chills, cough, trouble breathing, muscle pain, headache, sore throat, congestion, nausea, vomiting, diarrhea and/or loss of taste or smell; or
2. Tests positive for COVID-19, has been diagnosed by a medical professional as having COVID-19, or is awaiting test results for the COVID-19; or
3. Is exposed to a confirmed outbreak of COVID-19 or a person who has tested positive for COVID-19.

Parent and child responsibilities and standards are subject to change based changes in scientific and medical guidelines for managing COVID-19.

Covenant Not to Sue:

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my family, including my child(ren), and I may be exposed to COVID-19 while on-site at Hancock Day School or off-site locations for athletic and educational activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to COVID-19 at Hancock Day School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the School, employees, and member participants and their families. I, on behalf of myself and my minor child(ren), hereby release, waive, hold harmless and covenant not to sue The Parents and Friends of Hancock, Inc., its employees, agents, successors or assigns for any injuries or claims that may arise from exposure to and/or infection causing COVID-19 while on-site at Hancock Day School or off-site locations for athletic and educational activities.

I have read this Consent Form, I understand it, and sign it voluntarily.

Signed this _____ day of _____, 2021.

Parent or Legal Guardian Signature _____

RULES AND REGULATIONS CHECKLIST

Students are required to wash their hands on a regular basis throughout the school day.

Students are required to use hand sanitizer provided by the school on a regular basis.

Students are required to bring their own clean, labeled, appropriately fitted mask. Masks should be conservative in nature and any designs must be school appropriate. Masks will be worn when inside any Hancock building.

Students are required to bring a clean, labeled water bottle to school each day.

Parents/caregivers are required to take children's temperatures prior to arrival at school. Parents/caregivers understand that if a child's temperature registers too high when the child is dropped off at school, the child will not be allowed to enter our buildings and must leave campus immediately.

Parents/caregivers will refrain from giving Advil, Tylenol, or other types of medications that mask fever symptoms prior to arrival at school.

Parents/caregivers will not enter the buildings on our campus.

Parents/caregivers accept responsibility for educating their children about appropriate hygiene practices, including hand washing and mask wearing, and reinforcing these behaviors outside of school.

Parents/caregivers give consent for their child(ren) to be video recorded and/or photographed and understand that these videos/pictures may be shared with members of our community as needed to facilitate the goals of our remote learning plan.

Parents/caregivers and students understand that the fluid circumstances surrounding COVID-19 could require changes to previously scheduled field trips, assemblies, parent meetings, etc. School officials will provide weekly updates via the Eagles' Nest.

CDC CONSIDERATIONS FOR SCHOOLS

As some communities in the United States open K-12 schools, CDC offers the following considerations for ways in which schools can help protect students, teachers, administrators, and staff and slow the spread of COVID-19. Schools can determine, in collaboration with [state and local health officials](#) to the extent possible, whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community. School-based health facilities may refer to CDC's [Guidance for U.S. Healthcare Facilities](#) and may find it helpful to reference the [Ten Ways Healthcare Systems Can Operate Effectively During the COVID-19 Pandemic](#). These considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which schools must comply.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

REOPENING AND RETURNING TO SCHOOL IN AUGUST

Overview

Hancock Day School is a community of over 500 students, staff, and faculty. We occupy only 4 acres. We exist in 3 buildings. We teach and learn in 35-40 learning spaces. For this to work efficiently, even in the best of times, we must all work together like a well-rehearsed orchestra. Everyone must play his or her part exactly as written.

The School's Commitment

The school will open on Monday, August 17th, with 6th-grade orientation. The full school will begin classes on Tuesday, August 18th. We will open with a "confidently flexible" approach. We will physically and operationally structure the campus to adhere to CDC Guidelines that are in place at that time.

The Family's Commitment

The safety of our community begins with the family. It is the school's expectation that families will follow all CDC protocols and guidelines. Families are expected to pay special attention to the following:

1. Pay careful attention to your child's health before arriving at school. This should include a daily temperature check.
2. Please do not mask symptoms with medicines and send your child to school.
3. *If a child/family member is tested for COVID, then the family must wait for the results prior to returning to campus.*
4. Be respectful of our carpool times and directions. It is critical that the outline of carpool times be followed exactly to ensure the safe movement of individuals around our campus.

Physical and Operational Structure of the Campus

A. Classrooms

Under guidelines that are currently in place for the operation of a summer school, our classrooms will provide us enough room for each class to meet in its regular classroom. In certain situations, larger spaces like Hancock Hall will be used to safely distance students and teachers.

B. Class Passing and Hallway Etiquette

We will structure entrances and exits to minimize student contact. Arriving at school, students will move immediately to their individual classrooms. Traffic flow around the school moving to specials, lunch and recess will be controlled by mandating specific routes and adjusting passing time schedules.

C. Lunch

As always, families are welcome to send lunch with their children. For those who prefer the school to provide lunch, prepackaged lunches like our Chick-Fil-A and Jason's Deli, will be available each day. We have secured vendors who can provide different options. Meals will be held in the classrooms, outdoors (weather permitting) and rotating days in Hancock Hall with sanitizing in between groups.

D. Recess

One of the key reasons to work aggressively to return to campus is to provide for the social and emotional needs of the children. Each day we will provide a full recess experience for the children. This will be accomplished through a flexible time schedule and total utilization of all recess spaces.

Health and Wellness

Hancock Day School will implement policies and procedures to assess the health of students, teachers and faculty prior to entering campus. If anyone is experiencing symptoms of COVID 19 then they should self isolate and contact their primary care physician.

A. Before Arriving on Campus

Safety begins in the home. We ask that each family take the children's temperature before arriving on campus. If the student exhibits a temperature of 100.0 degrees or higher, he/she must stay home.

B. On Campus Screening and Arrival

Children will be assessed at carpool drop off. A student will be sent home if questionable conditions are determined by this screen.

C. On Campus Assessment

If a child shows any sign or symptoms of an illness, he/she will be assessed by the nurse and parents will be notified. The school will follow all CDC guidelines in place at that time for students who test positive for COVID 19.

Support for Families

As the year unfolds, we will be faced with many challenges, some expected and some unforeseen.

A. Student or Family COVID 19 Diagnosis

When a student or a member of his/her family is found to either have COVID 19 or been exposed to COVID 19 we will follow the CDC guidelines in place at that time. We will move aggressively to ensure that our community has a minimum of exposure to the disease. Should a student have to be quarantined at home, we will provide a combination of remote learning blended with learning/activity packets to keep the student current.

B. Learning Support

Tricia Guggenheim, our learning coach, will be available to meet with students who experience difficulty with time management, organization, study skills, and other impediments related to both onsite and distance learning to offer specific strategies and support.

C. Social/Emotional Support

Allison Maher, our counselor, will be available to meet with students and their families to provide social and emotional support or discuss concerns.

D. Administration

Your child's classroom teacher should be your first point of contact. Families may then reach out to your child's division head with any questions or concerns. Our head of lower school, Ellen O'Connor, as well as the head and associate head of middle school, Howard Crawford and Jack Cargile, will be happy to help.

Health Policy and Return to School Protocol

Please keep in mind that this is a fluid document that can change depending on CDC recommendations. The health of our community is our top priority.

Upon arrival at school, **EVERYONE** will have their temperature checked before entering a building at Hancock Day School. If the temperature reading is 99.5 or higher then the student/faculty member will be rechecked with another device.

A student/faculty member will be sent home if they have:

One of the following symptoms:

- Fever or chills
- Aches and pains (excluding sports injuries)
- Headache
- Sore throat
- Diarrhea, Nausea and/or vomiting
- Cough and/or shortness of breath
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In order to RETURN TO SCHOOL after a POSITIVE COVID-19 test (asymptomatic or symptomatic) a student/faculty member must be:

- Fever free for 48 hours without the use of fever-reducing medications
AND
- Symptom improvement (Cough, shortness of breath, etc)
AND
- At least 10 days have passed since first onset of symptoms

If the doctor provides an alternative diagnosis then the student/faculty member can return with a doctor's note confirming diagnosis and fever free for 48 hours. **Please contact the school nurse prior to returning to campus. (912) 351-4500 ext 1.**

If a person has been in personal contact (**cumulative 15 minute exposure within six feet within a 24 hour period**) with someone who tested positive for COVID-19 **WITH OR WITHOUT PROPER PROTECTIVE EQUIPMENT**, then **they need to complete all requirements of the Department of Public Health (DPH) for exposure before returning to school.**

Parents/faculty MUST notify the school if their family has had contact with Covid positive person outside the school.

If someone in the school environment is positive then the school will follow the current guidelines provided by the CDC and Health Department regarding quarantine and COVID POSITIVE return guidelines. **This may range from the required quarantine of individual classes, grade levels, or entire**

Once someone takes a test for COVID-19, then he/she must wait for the results prior to returning to school. If any member of your household is waiting for COVID-19 test results, no members of the family may be allowed on campus. This is for the safety of our community.

Asymptomatic students who have a known exposure to a person with COVID-19 can return to school/practice after 9 full days have passed, if:

- TESTED for COVID-19 after day 7 (PCR/Molecular or antigen test) **AND**
- Receive a negative result **AND**
- Do not experience any COVID-19 symptoms during quarantine.

Signed this _____ day of _____, 2021.

Parent or Legal Guardian Signature(s)

***PLEASE NOTE:** In the event that a student is required to quarantine, the school will pivot quickly and provide a remote learning experience.*

Frequently Asked Questions

Can the individual in quarantine take a COVID -9 test to shorten the length of their quarantine?

Having the individual in quarantine take a COVID-19 test might give you peace of mind, but remember that testing too early can result in a false negative. The CDC recommends testing either at the onset of symptoms or 7-10 days after exposure. Quarantine length will not be changed, regardless of test results.

Can an individual in quarantine continue to share a bedroom with others?

We recommend limiting contact with the individual in quarantine, so when possible void sharing bedrooms, bathrooms, foods and drinks.

Can If a member of my household is in quarantine, does the whole family have to quarantine as well?

The individual exposed to COVID-19 needs to quarantine, but unless s/he develops symptoms, the rest of the household can usually live normally. Some employers have additional protocol for families with individuals in quarantine, so you may want to research those requirements with your employer.

Can the individual in quarantine go to playdates or extracurricular activities if they take place outside?

Individuals in quarantine should limit their contact with others to the greatest extent possible – be it inside or outside. In person school, playdates, extracurricular activities, eating in a restaurant, going to a store or business, and other outings should be postponed for two weeks.

ON CAMPUS HEALTH AND SAFETY PRACTICES

We are so excited to be back in school. Keeping the children and faculty healthy is our utmost priority. We have implemented new strategies to ensure their safety.

Below is a list of supplies and practices we will implement:

- Three Genesan Handheld Sprayers so we will have one for each building. We will use our disinfectant that is supplied by Haskins and Doyle. When a child is sent home sick, we will disinfect the room(s) needed. The gym equipment will also be sanitized in between classes.
- Ghost Coast Distillery Hand Sanitizer will be placed at each entrance for all to use prior to coming into the building. (They come in glass bottles but will be transferred to plastic spray bottles for easy application.)
- Hand sanitizing stations will be placed outside each classroom.
- Traffic flow in the buildings will be one direction wherever possible.
- Bathrooms will be sanitized throughout the day.
- 16 infrared thermometers ready to use for temperature screening at carpool.
- Hathaspace Smart True HEPA Air Purifiers will be placed in each room.

AUXILIARY COMPONENTS

Arrival

Upon arrival students' temperatures will be taken as outlined in our health and safety guidelines.

To create the safest environment possible for our students, Hancock Hall will not be used for morning care until further notice. Complimentary early morning supervision will still be offered from 7:30am–8:00am. Between 7:30-7:45, students will be kept outside (weather permitting) on either the playground areas or turf field. At 7:45 these spaces will close and students will be sent directly to their classrooms. In the event of inclement weather, students will be brought into the gymnasium and/or library from 7:30-7:45.

Dismissal

For the 2020-2021 school year, students will be dismissed from their classrooms rather than gathering in the hallway or outside to wait for their parents/caregivers. Please understand that it may take a few extra minutes for your child to walk to the car from his/her classroom. Dismissal times have been adjusted to decrease congestion on our campus.

Grade Level	Zone and Location	Dismissal Time
Pre-K – Grade 2	Green Zone— Primary School Building	2:45 pm
Grades 3 – 5	Gold Zone— Lower School Building	3:00 pm
Grades 6 – 8	White Zone— Middle School Building	3:15 pm

Multi-Child Families

If you have children in multiple buildings/divisions, you should arrive for pick up at the appropriate time for your **oldest child**. You will circle the campus and pick up each child at their respective location at that time. For example, if you have a sixth grader and a second grader, you should arrive at 3:15 and pick up your 6th grader in White Zone and your 2nd grader in Green Zone.

Extended Session

A. Morning Care

To create the safest environment possible for our students, Hancock Hall will not be used for morning care until further notice. Complimentary early morning supervision will still be offered from 7:30am–8:00am. Between 7:30-7:45, students will be kept outside (weather permitting) on either the playground areas or turf field. At 7:45 these spaces will close and students will be sent directly to their classrooms. In the event of inclement weather, students will be brought into the gymnasium and/or library from 7:30-7:45.

B. Afternoon Care

Extended for 2020-2021 requires a [registration and enrollment into a program.](#)

PreK Hourly Program (12:00-2:45) - \$10/hour

PreK Monthly Program (12:00-2:45) - \$180/month

Regular Extended Monthly Program (2:45-5:30) - \$180/month

*If a PreK student stays after 12:00 and past 2:45, they must enroll in BOTH programs

If you choose the monthly program, that enrollment rolls over each month; you are not required to re-enroll each month. If you only want specific months, you can send us an email (extended@hancockdayschool.org) to let us know which months you will be utilizing the program. If you wish to cancel your monthly enrollment, you must email us before 1st of the month, or you will be billed.

If you do not want to enroll your child/ren in a monthly program, you can reserve days one week in advance using the [Daily Carpool Change form](#)(this does not require registration).

Lunch

All lunch offerings provided on campus will be prepackaged for the 2020-2021 school year. Due to this change, we will be working with different vendors than those used in the past. Detailed menus and registration information will be forthcoming. Milk will continue to be available for families who would like to

purchase it. Students will continue to be able to bring their own lunch from home if they prefer.

Only one grade level at a time will be allowed to eat inside of Hancock Hall. Due to this change, students will also eat lunch in their individual classrooms and outside at picnic tables from time to time.

On Campus Activities

Due to space constraints outside and the rigorous cleaning protocol required for indoor areas, afternoon on campus activities (like Sweet Feet, Step it Up, Snapology, etc.) may not be offered at all, or may be offered on a **very limited** basis for the 2020-2021 school year. More details about these programs, if they occur at all, will be released in the future.

ATHLETIC GUIDELINES

Hancock Athletics will adhere to the guidelines laid out by the Georgia High School Athletic Association. Protective measures for students include the following:

- Temperature checks prior to the start of all sanctioned Hancock team activities
- Hand sanitizer available post practice
- The sharing of water bottles, towels, and other personal items will not be allowed. All athletes must bring their own water bottle.
- Athletic staff will plan appropriately to maintain proper social distancing during activities as much as possible.

These guidelines will be updated regularly, and we will keep the Hancock Athletic community abreast to changes and how those changes affect the way we do things within Hancock Athletics. Below you will see the most recent additions to the GHSA guidelines.

- Workouts are conditioning only; sports specific equipment (including balls) may be used and should be sanitized between sessions.

- Groups of 50, including coaches, for workouts per sport at any given time at the campus/facility.

REMOTE LEARNING SUMMARY

Overview

Remote learning allows Hancock Day School to extend learning into the home while maintaining the safety of our community during emergency closures.

The guidelines in this document are written for a situation in which the entire school moves into remote learning. In the event that an individual family requires a remote learning option, the administration will work with that individual family on a case by case basis.

Google Classroom gives our teachers the ability to create an engaging and stimulating atmosphere for students to receive the following: instruction, guides and resources, assignments, and assessments, as well as other forms of direct delivery instruction. With multiple Google Certified Educators on staff, Hancock Day School teachers have the training and experience to support students and families from a distance when we are not able to be together on campus.

What can I do to make sure my student is successful during Remote Learning?

The number one goal of Remote Learning is to make sure your child continues to learn in a safe environment. Research shows us that students are most productive in an environment with predictable structure and consistent expectations. While by their nature Remote Learning days are unusual, following the guidelines below will help support all students.

- **Create a designated learning space for your child.** Whether it is your kitchen table or a desk in your child's room, associate the area with learning only for the time being. Be careful to select a space with limited distractions that allows you to check in on your child periodically. Add items the child may need like a pencil case or extra paper, and encourage your child to take a sense of ownership of their home learning space.

- **Work together as a family to establish a predictable routine.** We understand that Remote Learning days create unique challenges for working parents and that the timing of schoolwork may shift slightly day to day depending on work commitments for parents, access to technology, etc. Rather than committing to a minute by minute schedule, think about things like start time, lunch time, recess, and end time. The predictable routine can provide a sense of comfort for your child in an uncertain time.
- **Communicate.** Make sure to keep open lines of communication with both your child and his/her teacher. Let us know if your child is struggling with something, or if he/she seems ready for an additional challenge. While our teachers always appreciate positive feedback, they are also open to hearing when something is not working for your family. We are all on the same team, and we can best support students by working together.
Also be sure to actively check in with your child to monitor their progress both educationally and emotionally. Remote Learning days can be challenging for students who are accustomed to social settings. Students who typically complete all assignments may now need extra reminders and support at home.

How will my students get the Remote Learning assignments that they need to complete?

Teachers will have lessons for your student via packets and/or Google Classroom. When possible, students will receive the necessary resources to complete their work at home prior to leaving the school building. If needed, additional pick-up days may be scheduled.

What can I expect Remote Learning to look like?

ALL GRADES	Across all divisions and grade levels, Remote Learning days will include class/homeroom meetings via Zoom. During this time attendance will be taken, general announcements will be made, and instruction may be provided (depending on the grade level/division).
PreKindergarten	PreK students will have an activity packet with appropriate guidance documents. This packet will include roughly two to three lessons per day. Small Group Zooms - In addition to the daily whole class Zoom session referenced above, students will be subdivided into small groups which will Zoom twice each week for additional instruction. Special Class Zooms - Music, Spanish, and Physical Education will each meet via Zoom once per week.

Kindergarten, First, and Second Grades	<p>Daily plans, instructional materials, extra resources, and assignments will be shared with families via Google Classroom.</p> <p>Small Group Zooms - In addition to the daily whole class Zoom session referenced above, students will be subdivided into small groups which will Zoom twice each week for additional instruction or support on more challenging concepts.</p> <p>Special Class Zooms - Art, Computer, Music, Spanish, and Physical Education will all meet via Zoom once per week. For Kindergarteners these Zoom sessions are 15 minutes long, and for 1st and 2nd graders they are 20 minutes.</p>
Third and Fourth Grades	<p>Daily plans, instructional materials, extra resources, and assignments will be shared with families and collected by teachers through Google Classroom.</p> <p>At these grade levels you can expect between two and three hours of Zoom time each day with breaks and asynchronous work time interspersed throughout. Teachers will use small groups and breakout sessions as needed.</p> <p>Science - Science instruction will be delivered by Mrs. Cail in Zoom sessions once per week. Additional assignments and supporting materials will be shared via Google Classroom.</p> <p>Special Class Zooms - Art, Computer, Music, Spanish, and Physical Education will all meet via Zoom once per week for approximately 30 minutes each.</p>
Fifth Grade	<p>Due to the departmentalized nature of fifth grade, students will rotate through virtual classes from their three different content area teachers daily. Schedules for this will be provided in due course, but you can expect approximately 2 - 2.5 hours of Zoom meetings per day with additional work time spanning English Language Arts, Math, Science, and Social Studies.</p> <p>Special Class Zooms - Art, Computer, Music, Spanish, and Physical Education will all meet via Zoom once per week for approximately 30 minutes each.</p>
Middle School	<p>Middle School core classes will be delivered on an alternating day schedule: periods 1-3 on A day and periods 4-6 on B day. The day will be structured to provide 45 minutes of instruction for each subject in the typical "Zoom Classroom" format. Each class will be followed by an additional 45 minutes of asynchronous learning</p>

	activities and teacher support. This will give students the opportunity to complete work immediately following class while the teacher is available. Art and physical education will meet once per week. The school day will run and student attendance will be expected from 8:15 - 3:00.
--	--

Responsibilities

A. Attendance

Attendance will be taken daily during Zoom sessions and recorded in FACTS. Remote Learning does not change the fact that regular attendance is absolutely necessary for a student's academic success. Absences are a serious matter, and only illness or emergencies should cause their occurrence. Please email your child's classroom teacher and the school nurse on the day your child is absent and give the reason. Additionally, punctuality is important in all phases of our school day and Zoom sessions. Please plan ahead to ensure that your child has access to necessary technology and devices are fully charged before scheduled Zoom sessions.

If a child acquires a significant number of absences or tardies during Remote Learning, a conference will be scheduled between the parents and administration.

B. Code of Conduct & Academic Integrity

Students are expected to arrive for virtual classes ready to **SOAR**.

Sit up for learning with
Organized materials,
Attention focused, and
Respect for the class.

The Hancock Way, behavior guidelines outlined in our handbook, and our academic honesty policy will continue to be upheld by our community throughout Remote Learning. If your child needs clarification regarding what resources are acceptable to use on a particular assignment, please reach out to the teacher **before** providing help. As a general reminder, academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid without the consent of the teacher on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.

- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

Academic integrity violations are considered a major disciplinary offense. These assignments earn the grade of a zero and a conference is scheduled with the Division Head.

C. Completion of Assignments

At all grade levels, students are expected to complete the lesson(s) assigned by their teachers on a daily basis. Remote Learning days are about extending learning outside of the school building and maintaining continuity of instruction.

Students who submit work that is late or incomplete, or who fail to submit an assignment altogether, can expect their grade to be penalized. Additionally, parents of students who exhibit a pattern of late/missing/incomplete assignments will be contacted by the Division Head for a conference.

If your family faces circumstances that preclude your child from being able to complete his/her schoolwork during Remote Learning days, please be in touch with the school so that we can support your family.

D. Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of Hancock Day School. All users are expected to use HDS technology resources in a legal, responsible, ethical, and polite manner.

A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges and will be subject to disciplinary action in accordance with the handbook. Students will practice responsible use of digital information

regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of technology resources is prohibited. The individual in whose name a system account is issued will be responsible at all times for its proper use. Students will use technology resources cautiously to prevent damage. Students are asked to conserve technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of district technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

ADDITIONAL RESOURCES

A. Learning Support

Tricia Guggenheim, our learning coach, is available to meet with students who experience difficulty with time management, organization, study skills, and other impediments related to distance learning to offer specific strategies and support.

B. Social/Emotional Support

Allison Maher, our counselor, is available to meet with students and their families to provide social and emotional support or discuss concerns.

C. Administration

While your child's classroom teacher should be your first point of contact, feel free to reach out to your child's division head with any questions or concerns. Our head of lower school, Ellen O'Connor, as well as the head and associate head of middle school, Howard Crawford and Jack Cargile, are always happy to help.

D. Website

Please visit our website's COVID-19 Resource Page for more information.

<https://hancockdayschool.org/parents/covid-19-response/>