

South Shore Educational Collaborative Quest Program

School Handbook 2020-2021

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Revised 8/2020

Dear Parents/Guardians and Students,

On behalf of the entire Quest staff, we welcome you to a new school year at the South Shore Educational Collaborative Quest Program. By working together, we believe we can make learning a fulfilling and positive experience for everyone involved.

When home and school join efforts to create a safe and respectful environment that fosters academic and emotional growth, while providing care and support, each student can be successful. Close communication and clear, consistent guidelines are key to this process and are the prime reasons for this handbook. It contains information that will be invaluable to you in helping us make the educational experience at Quest worthwhile and rewarding for each student.

*Jennie C. Williams
Program Director/Principal*

*Timothy P. Handorf
Clinical Director*

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Attached Addendum: COVID-19 Protocols

- Guide for Parents: Should My Child Attend School?
- COVID-19 Parent Symptom Checker Agreement
- Protocol: Student is Symptomatic at Home
- Protocol: Student is Symptomatic at School
- Protocol: Student is Symptomatic on the Bus
- Protocol: Students who Become Ill while Attending School

SCHOOL PHILOSOPHY

It is our belief at Quest that all children want to learn and do their best in school. At times, social, emotional, behavioral and/or learning issues make it difficult for some children to be successful in the larger public school setting. It is necessary then to provide them with a more therapeutic setting in which to learn.

The mission of the Quest Program is to provide a safe and respectful learning environment where relationships between staff and students can be nurtured and developed and where students can learn new skills for continued growth. Following this mission ensures the consistency and support needed for these students to succeed. Our approach to classroom structure, academic instruction, and motivation allows students to maximize their potential despite past difficulties in school or at home. We are committed to treating students with dignity, respect, care, and compassion, while holding them accountable for their actions and reinforcing behavior that demonstrates care and concern for others and promotes social acceptance.

We collaborate with students, parents/guardians, sending school districts and educators to formulate an Individualized Education Program (IEP) that will help students achieve academic and behavioral success. Cooperation between school and home is essential to the success of our program. Working together, school staff and parents/guardians develop an understanding of what motivates their child's behavior and leads to his/her difficulties. With this understanding, school staff and parents/guardians can develop interventions that are most likely to succeed.

At times, some of our students require external controls – such as a physical assist or, as a last resort, a physical restraint – to contain their behaviors and keep everyone safe. Our staff is thoroughly trained in de-escalation and crisis management to maintain the safety of students and staff.

Another important goal of our program is to help students increase self-esteem and develop a positive self-image. We do this by creating an environment in which students can experience success and by providing school-based clinical services which include social skills groups in each classroom. Clinicians also provide individual counseling, parent consultation, case coordination, and crisis intervention. Students develop the skills necessary to be able to learn and to communicate their feelings and needs in appropriate ways.

Our school is committed to providing a safe, structured learning environment where students can make academic, social, emotional and behavioral progress that will enable them to be successful in a less restrictive school setting.

NOTE TO PARENTS/GUARDIANS AND STUDENTS

This handbook is issued in order that students and parents/guardians may become familiar with the policies and practices of the school. It contains information that should be read and understood by all those connected with the school. We welcome any questions or concerns anyone might have about the material contained in this Handbook.

Parents/Guardians are vital to the success of the school. All students and school staff rely on parents/guardians to:

- reinforce the learning process at home
- motivate their children to be interested in school and to attend school regularly
- expect the highest level of achievement of which their children are capable, as well as teacher performance which can bring out this level of achievement
- be consistently involved to ensure that their children receive a high quality education

CORE VALUES

The Core Values of the South Shore Educational Collaborative Quest Program serve as the basic premise on which all management and curricular decisions are made and are the standards by which accomplishments are measured. The Core Values are:

- Provide a safe learning environment
- All individuals have the right to be treated with courtesy and respect
- Dedication to teaching and learning
- Build strong relationships to foster continued student growth
- Respect for diversity
- Participatory and collaborative decision-making
- Clearly defined expectations and limits

QUEST PROGRAM

STAFF DIRECTORY

2020-2021

<u>PROGRAM DIRECTOR/PRINCIPAL:</u>	Jennie Williams x 1307
<u>PROGRAM COORDINATOR:</u>	Rosanna Warrick x 1344
<u>CLINICAL DIRECTOR:</u>	Tim Handorf x 1302
<u>ADMINISTRATIVE ASSISTANT:</u>	Lisa Penzo x 1307
<u>NURSES:</u>	Paula Allen (339-201-4557) Patricia Quigley (339-201-4544)
<u>TEACHERS / CLASSROOM AIDES:</u>	
Leah Callahan/Annelise Fillion/Susannah McMahon	
Steve Driscoll /Tish Collins/Kimberlee Klebacher	
John Fosdick/Jillian Binsfield/Jamie St. Peter	
Bill Jacques /Kelsie MacDonald/ Rendel Suneus	
Jennifer Hickey/Nichole Donahue/Shawn Worley	
Kate Hudson-Mendes /Beth Leonard/Blake Monachino/Kendra Gould/Jennifer Bleakney	
Kim Murphy /Keri Cole/Shannon Keith	
Laura McKenna-Wilson /Arianna DeGrenier /Andrew Sylvia	
Sarah Gardiner (AIM)/Allie Tanner/Brooke Mello/Corey Wharton/Rodney Hill	
Katie Golden (AIM) /Sue Easton/Meganne Fitzgerald/Monica Franquiz/Marissa Dunbar	
Sarah Tenore (AIM)/ Joyce Vrabel/Jessica McDowell/Nate Campbell	
<u>BEHAVIORAL STAFF:</u> (339-201-4570)	<u>PE/HEALTH TEACHER:</u>
Brian Dello Russo	Mike Pecorella
Jillian DeArville	
Mike Pagan	<u>ART TEACHER</u>
James Rollins	Stephanie Hoomis
<u>CLINICIANS:</u>	<u>MUSIC TEACHER</u>
Liz Donahue (339-201-4577)	Mollie Caravello
Lauren Gillum (339-201-4555)	
Kathleen Madaus (339-201-4575)	<u>SPECIALISTS:</u>
Sarah Perlman (339-201-4705)	Carolyn Hofford, Speech & Language
Eric Steeves (339-201-4574)	Keri Johnson, Occupational Therapy
	Donna Huber, Physical Therapist
<u>INTERNS:</u>	Kelly Kelm, Behavior Specialist
Jamie Dellot	Merry Grip, Reading
Robert Holloway	Mary Anne Kahler, Reading
Haley Schermerhorn	Marybeth Orr, Reading
Catherine Wilk	

EMAIL ADDRESSES are in the following format: first initial, last name, @ssec.org. e.g. jwilliams@ssec.org.

DISCRIMINATION/CIVIL RIGHTS

The South Shore Educational Collaborative conducts its programs and operations in conformity with MGL c. 76, s. 75, Title VI, Title IX, Chapter 622, Section 504 or the Rehabilitation Act of 1973, G.L. c.151C, the Americans with Disabilities Act, and the Equal Educational Opportunities Act of 1974.

All members of the school community are expected to show tolerance and respect for differences among people. Each person has a right to be free from discrimination, including verbal harassment or physical attack, based on gender, gender identity, sex, race, color, national origin, religion, disability, or sexual orientation.

Any student who believes that they have experienced discrimination in any form should report this to an administrator or any school staff. A prompt and thorough investigation into the charges will be conducted. Violation of a person's civil rights will result in disciplinary action, which may include but is not limited to suspension, expulsion and possible legal action for civil rights violations.

SCHOOL REGULATIONS & GENERAL INFORMATION

Attendance:

According to state law, schools must be in session for a minimum of 180 days each school year. Every student must attend school except when absent with parental consent and/or proper documentation (i.e., doctor's note). Excused absences include the following:

- Student illness
- Death in family
- Observance of religious holidays
- Appearance in court
- Temporary relocation due to extreme emergencies
- Medical and dental appointments which *cannot* be scheduled outside school hours
- Inpatient Hospitalization

Parents/Guardians are expected to notify the school if their child will be absent for any reason. Parents may excuse their child from school due to illness 2 times per trimester. Further absences due to illness will be considered unexcused without a doctor's note documenting the student was seen at the doctor's office. The SSEC School Nurse reserves the right to verify the visit and/or speak with the student's doctor. Please note that a student cannot be medically excused from the Quest Program due to anxiety and related symptoms.

Students who have 12 days or more of unexcused absences during any marking period will

receive incomplete grades on their report cards. If their missing work is completed within a week of the end of the marking period, the incomplete grades will be replaced by standard grades. If the work has not been completed during this period, the incomplete grades will become failures. If a student has 12 or more unexcused absences during a term, they may lose one or more letter grades per subject at the discretion of the teacher even if all assignments have been completed. In-class instruction and participation remain an important part of every student's education that cannot be made up. Students with excused absences may also receive an incomplete grade but may earn full credit as long as missed assignments are completed within two weeks of the end of the marking period. In the case of a student refusing to attend school, parents/guardians are expected to contact school to report it that morning. Staff is available to provide assistance in getting your child to school. Note: truancy and/or school refusal are considered unexcused absences.

Students are expected to arrive at school on time. Tardiness hinders student learning and is disruptive to the learning environment. Parents/Guardians are also expected to plan vacations around the school calendar so their children do not miss valuable instruction time. Extremely late arrivals (more than ½ the school day) and extremely early dismissals (more than ½ the school day) are considered absences under state attendance regulations.

The Department of Elementary and Secondary Education requires schools to notify parents/guardians of a student's unexcused absence within 3 days. In addition, the school will notify parents/guardians if a student misses 2 or more periods of a class over consecutive days. At these times, parents/guardians will be invited to come in for a meeting with school staff. The school is also required to notify parents in writing if a student has accumulated 5 unexcused absences in a school year. When 5 unexcused absences have been accumulated, the principal or a designee must offer to meet with the parents/guardians to develop action steps to help improve the student's attendance at school.

Behavioral Incentive Program:

Quest uses a program-wide behavior management system with the emphasis on rewarding positive academic, behavioral, and social performance. Students have the opportunity to work toward their goals as taken from their Individualized Education Program (IEP). Rewards are available from the school store, which include healthy snack items, toys, gift certificates, school supplies, as well as individually-designed incentives.

Behavioral Standards/Discipline:

Students are expected to act with proper behavior at all times while they are on school grounds, traveling to and from school, and on field trips. Violations or disregard for school rules and regulations will lead to disciplinary action which could result in an in-school suspension, parent/guardian conference, suspension out of school from one to ten days, exclusion from school, or expulsion. If suspended from school, whether in or out of school, students are provided with the opportunity to make up assignments, receive missed services, and continue

to make academic progress.

Any student suspended from school will be afforded the opportunity to meet with the principal or a designee to discuss the reason for the suspension prior to the suspension going into effect. Reasonable efforts will be made to include parents/guardians in this meeting if the student is suspended out of school. A letter with this information will be sent to both the parent/guardian and the sending school district. If students in grades Kindergarten to grade 3 are suspended out of school, a written notice of the suspension will also be submitted to the Executive Director. A re-entry meeting including the parent/guardian and designated school staff may be required before the student returns to school.

If a student accumulates 10 days of suspension during a school year, a TEAM meeting must occur to determine if the behavior is a manifestation of the child's disability and whether the current placement is appropriate. If the behavior is determined to be a manifestation of a student's disability, a functional behavioral assessment will be performed and an individual behavioral plan will be drafted. For any student who is suspended for 10 or more consecutive school days, or accumulates 10 days of suspension during a school year, parents/guardians have the right to appeal the most recent suspension with the Executive Director. This appeal must be submitted to the Executive Director in writing and a hearing will be held within 3 days.

The principal may remove a student from school-sponsored events and activities that are not considered regular classroom activities, including field trips and field day, based on a student's misconduct. The principal is not required to notify parents in writing of such a removal and it is not counted as a suspension from school.

The following are considered particularly serious offenses:

- Physical assault, fighting, or other acts of violence on any member of the school community
- Threats of violence, including those made via social media, directed toward the school or any member of the school community
- Use of obscene, abusive, or profane language or gestures
- Hazing
- Harassment/discriminatory remarks or actions regarding but not limited to the following: sex, race, color, national origin, religion, disability, sexual orientation, gender, gender identity, socioeconomic status
- Sale, distribution, use, or unauthorized possession of:
 - i. Drugs (including over-the-counter or prescription medication)
 - ii. Alcohol
 - iii. Devices or materials of any sort injurious to the well-being of the school community*
- Coming to school under the influence of drugs or alcohol

- Possession of weapons of any kind, including knives of any length or shape, firearms, firecrackers, or other explosives*
- Possession of replicas of weapons of any kind*
- Possession and/or use of items inappropriate for school such as, but not limited to:
 - Water pistols
 - Lighters/matches
 - Leather straps/large chains
 - Studded clothing, steel-toed shoes
 - Inhalants
 - Laser pointers or pens
- Theft of school or personal property or receiving such stolen items
- Obtaining money, material goods, or favors by threat of physical harm
- Destruction or damage to school or personal property
- Sounding a false alarm for fire/police, tampering with emergency call box covers, making a bomb threat, or disrupting the normal school routines in any way
- Starting a fire
- Smoking, use, or possession of tobacco products including vape pens and related paraphernalia
- Leaving school building or school property during school hours without permission
- Loitering on school grounds before or after school hours
- Vandalism, including graffiti
- Forgery, or signing a name other than one's own, to any school-related document
- Open or continued defiant behavior toward school staff
- Sexual assault or sexual harassment
- Bullying, including cyber-bullying

*Please note that, per Massachusetts General Law, school personnel are obligated to report in writing any incident involving a student's possession or use of a dangerous weapon on school premises. This report must be submitted to the Executive Director who is then required to provide the report to the Hingham Chief of Police, DCF, and the school district. Such an occurrence may result in a student being referred for further assessment and a counseling program.

Bullying & Cyber-bullying Prevention:

Quest complies with the Massachusetts Chapter 92 of the Acts of 2010 Bully Prevention Law. Bullying identification, prevention, and conflict resolution are included in our social skills curriculum. Staff receives professional development in bullying prevention and response. If a student witnesses or experiences bullying by students or school staff, s/he can alert any staff member who will bring the concern to the Program Director or Program Coordinator for investigation. All relevant adults will be informed and a safety plan will be put in place for the target of the bullying. Bullying reports may remain anonymous; retaliation for reporting bullying is not tolerated. Examples of bullying include, but are not limited to:

- A pattern of harassment, whether in person or by mail, phone, texting, or Internet (via online gaming, social media, etc.) targeting a student
- Intentionally damaging a student's property
- Distributing false or private information about a student
- Impersonating an individual online, by phone, or by texting
- Repeatedly excluding or ignoring a peer

The *SSEC/Quest Bullying Prevention & Intervention Plan* is provided to all parents/guardians at intake and is resent annually before the start of each school year.

Communication & Homework Notebook:

Communication & Homework notebooks are sent home daily. Parents/Guardians are expected to review and sign these notebooks daily and help their child remember to return it to school the following day. *Parents/Guardians are asked to use these notebooks to send notes to teachers, including any information about issues outside of school that may impact their child's performance at school.*

Daily return of signed communication notebooks earns students points in our behavior management system.

Criminal Offender Record Information (CORI):

All current and prospective employees, volunteers, and people who may have direct and unmonitored contact with children in this program must sign a request form authorizing receipt by the Collaborative of all available Criminal Offender Record Information from the criminal history systems board. All public school employees and interns are also required to be fingerprinted in Massachusetts.

Destruction of School Property:

If a student damages, defaces, or destroys school property, the student or parent/guardian is expected to make restitution in full. In some cases, a student may make restitution by performing community service at school, the number of hours to be determined by behavioral staff. School property includes not only the physical building and furniture, but also any other items or equipment used by students or staff.

Disruptive Behavior:

Classrooms are for teaching and learning. Any student who is disruptive to the group may be asked to move to a designated area until they are ready to return to class. If a student refuses to leave their classroom, the classroom may be cleared, or they may be assisted to a designated area for safety reasons. Students who are separated from their classroom are continuously monitored by staff.

Dress & Appearance:

Students are expected to dress in a manner that reflects the seriousness and purpose of the school setting. Students are also encouraged to take pride in their appearance and maintain proper hygiene. Any type of attire which attracts undue attention to the wearer and thus causes a disturbance in the school is unacceptable. The following have proven to be disruptive to the educational environment and should not be worn:

- Clothing that is very tight or revealing: including spaghetti straps, halter tops, strapless shirts or dresses; skirts/dresses more than 2" above the knee; shorts with an inseam less than 3"
- Clothing that exposes any cleavage, midriff or undergarments
- Clothing that reflects racist, sexist, violent, obscene, or substance-related slogans and/or symbols
- Gang-related insignia, such as displays of "colors" or signs
- Hats/headwear, except for religious/medical/sensory reasons with principal approval
- Articles of clothing or accessories that may be used as a weapon, such as chains, studs, metal-spiked belts, steel-toed shoes, etc.
- Outside jackets or coats in class unless building conditions necessitate additional clothing

If a student comes to school inappropriately dressed, steps will be taken to address the situation. If necessary, a parent/guardian will be notified and asked to bring in appropriate clothing or to take their child home. In summary, students may not wear any style or type of clothing that is distracting, offensive, or endangers the health, safety, or welfare of the school community.

Edibles:

Gum, candy, or any other food is not allowed in the school building except at times and in areas designated by school staff. Soda, caffeinated beverages, and energy drinks are not permitted during the school day. Students with special needs around food – e.g., students who benefit from oral stimulation – will be allowed access to gum, candy, or food with authorization from school staff.

Emergencies:

In the event of a physical or psychiatric emergency, every effort will be made to contact the parent/guardian of the student in crisis. However, when a parent/guardian cannot be reached, the Emergency Contacts listed on the Student Information Sheet will be contacted and a child may be transported to the nearest hospital by ambulance. Parent signature on the Student Information Sheet authorizes SSEC staff to get emergency medical treatment for a student.

Emergency Contacts:

Students may not attend school unless a Student Information Sheet has been completed.

Emergency contacts listed on the Student Information Sheet must be people who can be available in case of an emergency, including picking up your child from school.

Parents/Guardians are reminded to update this information whenever any changes occur to home or cell phone numbers and/or emergency contacts.

Extracurricular Activities:

Quest does not offer any extracurricular activities. However, students in good standing academically and behaviorally are eligible to participate in their sending school's extracurricular activities, e.g., band, drama, chess club, sports. Permission must be obtained in writing from the sending school principal and the director of the activity. Continued participation in any activity is dependent on the student maintaining appropriate behavior.

Field Trips:

On occasion, curriculum is supplemented by field trips, both educational and recreational. Participation on field trips is a privilege which students earn by meeting academic and behavioral expectations during the school days preceding the field trip. School staff is responsible for informing parents/guardians in writing regarding the details of any school-sponsored field trips. On field trips, students are expected to comply with all school rules and safety expectations. Permission slips signed by parents/guardians must be submitted for each field trip. For some trips, students may be asked to pay for all or part of an admission fee. Financial assistance is available for any student for whom this would pose a hardship.

In accordance with state law, all prospective parent/guardian chaperones and volunteers must sign a form authorizing receipt of all available CORI data from the criminal history systems board.

Field Trip Vehicles:

The Collaborative policy regarding the use of vehicles to transport students is restricted to vehicles approved by the Collaborative. The Collaborative requires drivers to have a 7D license and vehicles to be 7D-registered, except in cases of emergency. When possible, more than one staff member will be in the vehicle when students are being transported.

Hazing:

In accordance with Chapter 536 of the Acts of 1985--an act prohibiting the practice of hazing, whoever is an organizer or participant in the crime of hazing will be suspended from school by the Program Coordinator for five (5) days. A hearing by the Program Director will be held to determine if sufficient facts warrant forwarding the case to the Police Department for prosecution. Please see the complete copy of Chapter 536 of the Acts of 1985 in the Quest Policy Manual for further information.

Health Services:

A full-time registered nurse is available during the school day. Advice regarding health

problems and first aid is available to all students. Any student may visit the health office by requesting permission from a teacher.

Dismissal for health reasons, if deemed advisable, is the decision of the school nurse. No student is allowed to leave school unless picked up by a parent/guardian or responsible adult designated on the Student Information Sheet. ***Student Information sheets are critical. Every student must have an up-to-date sheet on file in order to attend school.***

All students must have a current physical (within the past 12 months) and up-to-date immunization records on file. Written parental permission and a doctor's order are required to administer prescription medication at school. Written parental permission is also required to administer over-the-counter medication. Medications must be transported to school by a parent or another responsible adult the parent designates. ***Delivery of medication to school by a student is a violation of state law. Please note: Medications that are classified as "controlled substances" may not be transported by anyone but the parent/guardian.*** A School Health Manual is kept in the nurse's office with more detailed information on all medical policies.

Homework:

Homework is an important component of a child's total education and provides a necessary link between the school and home. It provides an opportunity for children to extend skills developed in the classroom, helps children to become self-reliant and responsible, and affirms the importance of the parent/guardian role as cooperative partner in the education of their children.

Please note: For some families, struggles at home over homework can become counterproductive. When this is the case, parents/guardians should contact their child's teacher to develop an appropriate plan.

Internet Acceptable Use:

It is the general policy of the South Shore Educational Collaborative that Internet services are to be used in a responsible, efficient, ethical, and legal manner. In order to use the Internet, parents/guardians and students must read and sign an Acceptable Use Contract. This is typically done upon admission to the program and updated annually.

Lunch/Breakfast/Snack:

Breakfast and lunch are available to all students at a nominal cost. The meals, which include milk, are provided daily by the SSEC food services staff following the guidelines and standards of the National School Lunch Program. Menus are sent home monthly with students. Any parent/guardian may apply for free or reduced price meals through the National School Lunch Program. Applications may be made at any time during the school year or at any time financial circumstances change. Students are responsible for bringing their own

snacks. Students may bring their own meals, or buy meals only on certain days, according to food preferences.

Nut Precaution in School: Your child is in a school with children who have potentially life-threatening peanut/nut allergies. Although we cannot guarantee that the school is Nut-Free, we do request that your child be respectful of those with allergies and take the following precautions: after eating, wash all surfaces which nut products have come in contact with and wash hands after eating nut products to reduce the transmission of traces of nut products. A specific classroom may be designated Nut-Free at any time by the school nurse or Program Director.

Mandated Reporting:

State law requires school personnel to file a report (51A) with the Department of Children and Families (formerly DSS) when a suspicion arises of abuse or neglect by any adult in a caregiving capacity (parent/guardian, bus driver, school staff, etc.). Every effort will be made to discuss concerns first with the caregiver and to notify parent/guardian before a report is made.

MCAS:

Students are required to participate in MCAS testing. Accommodations will be made in accordance with each student's IEP. Following the Massachusetts Curriculum Frameworks, teachers strive to help students feel prepared and to make the testing experience go as smoothly as possible. Incentives are provided for students who complete testing sessions.

Memorandum of Understanding/School Resource Officer:

A memorandum of understanding is established between the SSEC and the Hingham Police Department regarding the establishment of a protocol for the reporting and coordination of responses to incidents of violence or other illegal activity within SSEC Programs. The SSEC and the Hingham Police Department agree to coordinate their responses to violence or other illegal activity by students and non-students which occur on SSEC premises or at SSEC-sponsored or SSEC-related events. Through collaboration, the two organizations can ensure safe and secure school and community environments designed to maximize effective teaching and learning. A complete copy of this agreement is available upon request to the Executive Director.

The SSEC collaborates with the Hingham Police Department and the Town of Hingham in employing a School Resource Officer. The officer works predominantly at our main site in Hingham but is available to provide supports and educational opportunities at all Collaborative sites. The SRO is on duty from 7:30am to 4pm each day students are present. The SRO is a liaison between the Collaborative and the Hingham Police Department with the primary goal of supporting a safe environment for students and staff. The SRO wears the regulation police uniform and carries a firearm as well as other standard gear as required by the Hingham Police

Department. The SRO will be highly visible throughout the main campus. The SRO may provide instruction to the students in a variety of topics such as; justice and public safety issues, substance abuse prevention, citizen's police academy, designated driver program and RADKids. The SRO is also available to support the students and staff through unexpected events and various types of emergencies.

Parent Council:

The SSEC Executive Director has authorized the formation of a Parent Council to serve as a link between the home and the school. All parents are encouraged to join. Parent Councils will hold regular meetings to discuss current issues or programs and activities they may sponsor for students. Councils may also offer speakers on certain topics for parents. Information about the Parent Council may be obtained from the Program Director.

Personal Belongings:

Nonessential items may be brought to school only with prior permission of school staff. If prior permission has not been obtained, items may be taken by the classroom teacher or other school staff and returned at dismissal time. In certain cases, staff may return a confiscated item only to a parent/guardian. The school is not responsible for loss or damage to any item brought in by a student.

Cell Phones: Students are expected to keep cell phones off during the school day. Cell phones will be collected at the start of the school day and returned at the end of the day. Parents/guardians will be called to retrieve the cell phone if the student fails to surrender it.

Electronic Devices: The SSEC Technology & Electronic Communication Device (ECD) Responsible Use Policy outlines student use of technology and electronic communication devices for educational purposes. This policy also applies to student use of ECD's for non-educational purposes. Students may bring devices such as iPods or hand-held gaming devices to school for non-educational purposes. Please note that use of devices for non-educational purposes may occur during selected periods of the day and with staff permission. SSEC reserves the right to monitor all online and ECD activity at any time. Staff reserves the right to restrict the use of devices for non-educational purposes. Students may be asked to use devices owned by SSEC as long as the device meets the student's needs as outlined in their IEP. *Internet access must be blocked when student owned devices are being used for non-educational purposes.*

Money: Students are expected not to carry more than \$10, unless authorized for the purposes of a field trip.

Selling or Exchanging Items: Students are not allowed to sell or trade items with other students in school, on school grounds, or on the ride to and from school.

Physical Contact:

A primary concern for all staff and students is to work and learn in a safe environment. Physical contact between students, including friendly horseplay, is not allowed.

Physical Restraint:

At SSEC, our mission is to provide a safe and respectful learning environment. All staff are trained and certified through NAPPI International (Non-Abusive Psychological & Physical Intervention) and use interventions that have the minimum impact on the student. Staff will always attempt to de-escalate a student so that physical restraint can be avoided. Physical restraint is considered an emergency procedure of last resort and is only used when a student's behavior poses a threat of assault or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances.

The physical restraint policy is made available to students and parents/ guardians upon admission to the program. A signed acknowledgment and consent is requested at that time.

Policy Manual:

A School Policy Manual is kept in the main office and is available for review. The Policy Manual is updated annually. Parents/guardians are encouraged to bring questions regarding school policies to the attention of the Program Director and to meetings of the Parent Council.

Re-entry after Hospitalization Policy:

To ensure the health and safety of every student re-entering a South Shore Educational Collaborative program following a psychiatrically or medically related hospitalization, the South Shore Educational Collaborative has adopted the following policy:

Any student requiring a psychiatric evaluation, an emergency room visit, or inpatient hospitalization for psychiatric or medical conditions will be re-admitted to South Shore Educational Collaborative programs only after receipt of the discharge summary. This summary is required to ensure that the program has current information, in writing, from the attending physician regarding changes in medication, medication procedures, or adjustment in the dosage for any ongoing medical/psychiatric treatments.

Report Cards/Progress Reports:

Report cards and progress reports will be issued *three* times per year, at the close of each *trimester*. These reports are mailed home to parents/guardians and the sending school system, typically within two weeks after the end of the term.

Restraining/Custody Orders:

It is the responsibility of parents/guardians to inform the school of any court action that results in the issuance of a restraining order or has impact on custody matters. The school will extend every effort to comply with court directives. In order to do so, up-to-date copies of these orders must be kept on file in the school office.

Safety Drills:

At no time during the school day should students be more serious than when the safety alarm rings. *Assume every alarm is an emergency situation and listen carefully to instructions from staff.* Two types of drills will be practiced throughout the school year to prepare students in the event of an emergency.

Evacuation: Some emergencies may require the evacuation of the building. Directions for evacuating each area are posted in conspicuous places. The following requirements are critical:

- Proper behavior is essential. Remain quiet during exit and re-entry.
- The first student to enter the hallway should hold the exit door for classmates.
- Walk rapidly, do not run, to the nearest exit and leave the building.
- After exiting the building, move away to the area designated by staff.
- Stay together. Teachers must account for all members of the group.
- Classroom teachers will accompany their students and will be responsible for attendance, before and after an evacuation drill.

Lockdown: Some emergencies may require students and staff to remain in classrooms in a lockdown situation. When the alarm sounds and a lockdown is indicated over the public address system, the following must be implemented:

- Students move to the center or rear of the classroom as directed.
- Students in corridors, restrooms, etc. proceed to nearest classroom immediately.
- Remain quiet while lockdown is in progress.
- Do not open classroom doors until the “All Clear” is sounded.

During any emergency situation, attendance must be taken to ensure that all students and staff have been accounted for. Improper behavior during a safety drill may result in disciplinary action.

School Cancellation/Delayed Opening:

Quest follows the Weymouth Public Schools’ closings and delays due to weather.

No School/Delayed Opening announcements are made over local radio and television stations and websites. *If your local school is closed and Weymouth (and therefore Quest) remains open, please check with your transportation company to see if your child will be picked up.*

On rare occasions (for example, if a severe storm develops during the day) school will close earlier than the regular dismissal time. An early closing will be communicated to parents via phone and email.

Please note: In order to notify families of early dismissals, parents/guardians must provide accurate, up-to-date contact numbers.

Search & Seizure:

Desks and lockers are property of the South Shore Educational Collaborative and may be searched at any time. Searches and seizures involving a student's person or personal property may also be conducted in accordance with generally recognized legal principles.

Circumstances which lead to reasonable suspicion to search include: threats against the school or a member of the school community, possession of cigarette rolling papers, possession of large amounts of cash, previous involvement with drugs coupled with behavior indicative of drug usage as determined by staff, an anonymous tip that the student is in possession of a drug or weapon. Random searches may be conducted if staff feels they are warranted. Searches may include the use of a metal detecting wand and/or drug-sniffing canines.

Smoke-Free Schools:

The Educational Reform Law prohibits use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual including school personnel and parents/guardians.

Social Thinking:

Quest has adopted the Social Thinking Curriculum designed by Michelle Garcia Winner for use in all classroom social skills groups as well as to model and teach social skills program-wide. Parents/Guardians are strongly encouraged to visit Michelle Garcia Winner's website www.socialthinking.com to familiarize themselves with social thinking concepts. When these concepts are reinforced at home, the curriculum can be doubly effective.

Special Education Parent Advisory Council:

Every public school system is required by law to have a Special Education Parent Advisory Council (SEPAC). This is a group of parents of children with disabilities who are available during the school year to discuss issues of concern regarding special education.

Parents/guardians, teachers, and others are welcome to access this resource by contacting the SEPAC Executive Board in their sending school district.

Copies of the Massachusetts Department of Elementary & Secondary Education booklet, *Parent's Guide to Special Education*, can be obtained from the special education liaison.

Student Records:

All student records are kept in a secure area. A Record Access Log is maintained to document staff access to student records. If a parent/guardian wishes to amend his/her child's student record, they must contact his/her home school. With few exceptions, no individuals or organizations but the parent/guardian and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian. When any part of a student's record is released at the request of the parent, a written release is obtained and maintained in the student record. The portions of the record released, who the information was released to and why the information

was released is documented in the Record Access Log.

Quest will, on occasion, post student work. It is assumed that parents/guardians are in support of this practice unless the school is otherwise notified.

Summer School Program:

A summer school program is available to students whose TEAM determines the need for the structure of an extended year program to prevent substantial academic, social, or behavioral regression. Summer school meets Monday through Thursday for a six-week term, during July and August. It provides a balance of academic classes, therapy services, and recreational field trips.

Telephone Use:

While the use of cell phones during the school day is prohibited, parents/guardians may call the school to speak with their child during the school day if necessary. Students may also, if warranted, use school phones with staff permission to speak with their parents/guardians.

Therapy Dogs:

Therapy dogs are available to students with staff supervision during the school day. The dogs are fully-trained and licensed service dogs. The dogs can also assist students in developing calming and sensory strategies that promote better self-regulation. The dogs offer a calming, nonjudgmental presence, can reduce tension and anxiety, and provide opportunities for students to be gentle and nurturing and build mastery. They have also enabled students to overcome their fear of dogs and increase self-esteem.

Transportation: (Cab, Bus, Van):

The sending school district provides curb-to-curb transportation. Students are expected to demonstrate appropriate behavior on their transportation and may be subject to disciplinary measures imposed by the transportation company or by the Quest Program for any infractions (see previous section on Behavioral Standards/Discipline). Students are considered the responsibility of the Collaborative from the time of pick up to the time of drop off. SSEC staff works with drivers and monitors to support the behavioral and medical needs of students while they are being transported. Concerns or changes in transportation should be made by contacting the sending school district.

Violations of transportation regulations may result in suspension from the vehicle and/or disciplinary action at school. If suspended from transportation, students may continue to attend school if transportation can be provided to and from school by parent/guardian or designated adult. Students who are unable to demonstrate safe behavior at dismissal time will not be permitted to board their bus/cab. In this event, a parent/guardian, or designated representative, is expected to pick up their child in a timely manner.

Parents/Guardians are reminded to inform the cab company about any changes in pick-ups or drop-offs (e.g., when a child is kept home due to illness or transported home by a parent/guardian).

Visitors/Building Security:

The following precautionary steps are taken to ensure safety of students and staff:

- Visitors beyond the office must sign the visitor's log upon entering and leaving and wear a visitor's badge.
- No student will be dismissed to a parent/guardian or their designee without a proper picture I.D. unless they are known to staff.
- Parents/guardians picking up their child for early dismissal are asked to sign in at the office and wait at the office for their child to be summoned.
- Parents/guardians are asked not to go to their child's classroom without permission obtained in advance of the visit. Please see the Observation and Visitation Policy for further information.
- Except for student entrance and exit, building doors will remain locked while school is in session.
- During school hours, entrance will be permitted at the main entrance by bell/buzzer after the visitor is identified.
- Public access to the school is restricted to the office. Unauthorized persons may not proceed into the school beyond the office without approval. Please see the Observation and Visitation Policy for further information.
- Individuals not adhering to this school policy will be liable for prosecution for trespassing as covered by law under Chapter 266, Section 120.

SCHOOL CALENDAR 2020-2021

SOUTH SHORE EDUCATIONAL COLLABORATIVE

AUG/SEPT 2020 11						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	31	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			

OCTOBER 2020 21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

Quest: 339-201-4567 Nurse: 339-201-4571

Every Wednesday is early release 12:50 pm

Aug 31 - All staff

Aug 31 - Sept 15 staff training

Sept 16 - ALL STUDENTS

Sept 4 - closed; Sept 7 - Labor Day - No school

Oct 12 - No School

NOVEMBER 2020 18						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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					

DECEMBER 2020 17						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

Nov 11 - Veterans' Day

Nov 25 - early dismissal

Nov. 26 - Nov. 27 Thanksgiving Recess

Dec.9 -End Term 1

Dec. 23 - early dismissal

Dec 24 - Jan 1 Winter Recess

JANUARY 2021 19						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY 2021 15						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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						

Jan 4 - Classes resume

Jan 18 - Martin Luther King, Jr. Day

Feb 15- Feb 19 February Recess

MARCH 2021 23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

APRIL 2021 16						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

March 17-End Term 2

April 2 - No School

April 19- April 23 Spring Recess

May 31- Memorial Day

June 14 - 170 days all students

June 16* - staff last day. PD days may be used during the school year if needed.

June 16-End Term 3

170 school days are required. Final closing day in June (early release) is determined by the school cancellations throughout the year.

The calendar for programs located in school districts will vary slightly to align with that districts calendar.

M,T,TH,F: 8:30-2:50 Wed: 8:30-12:50

MAY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

JUNE 2021 10						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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			

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Guide for Parents: Should My Child Attend School?

(Please keep this document as a reference)

Due to the current events of COVID-19 it can be difficult to know when your child should go to school or stay home. The following are our recommendations taken from the CDC and the Massachusetts Department of Elementary and Secondary Education.

The following are signs and symptoms of COVID 19 from the CDC:

- Fever of 100 degrees fahrenheit or above, chills or shaking chills
- New Loss of Smell or Taste
- Shortness of Breath or Difficulty Breathing
- Nausea, Vomiting or Diarrhea
- Fatigue (When in combination with other symptoms)
- Muscle Aches or Body Aches
- Sore Throat
- Cough (not due to another known cause, such as a chronic cough)
- Headache (when in combination with other symptoms)
- Nasal Congestion (not due to other known causes, such as allergies) when in combination with other symptoms

*If your child has an unexplained rash, they should not be in school. Please contact their primary care physician.

*If your child has any of these symptoms **they should not come to school**. You can call your primary care physician for advice on your next step.

*Prior to school and daily, do a wellness check on your child. If they have a fever of 100.4 or higher or are exhibiting other symptoms of COVID -19 they cannot attend school, please keep them home and call their primary care physician for further instructions.

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Testing Guidance

-If your child has TESTED NEGATIVE for COVID-19 they can return to school based upon guidance from their doctor and necessary management of another diagnosis. Your child should stay home until they are without symptoms and fever (without using fever reducing medication) for 24 hours.

-If your child has TESTED POSITIVE for COVID-19 they can return to school when:

- 10 days since the test has been given **AND** once they have:
 - A. Gone 3 days without a fever (and without taking fever reducing medications like Tylenol or Advil) **AND**
 - B. Experienced improvement in other symptoms **AND**
 - C. Received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative)

-If your child has been in CLOSE CONTACT with someone who is suspected of having COVID-19 or has tested positive for COVID-19, they should be tested. Close contacts of a positive Covid 19 case should be tested per the Department of Public Health. Call your child's physician.

The Department of Public Health defines being in CLOSE CONTACT as:

*-Being within 6 feet of a COVID-19 case for at least 15 minutes. with a COVID-19 case while the case had symptoms **OR** within the 48 hours before symptom onset.*

OR

-Having direct contact with infectious secretions of a COVID-19 case (ex. Being coughed on) while not wearing recommended personal protective equipment.

-If your child has been in close contact with a positive COVID-19 case, they should be tested but Must self- quarantine for 14 days after the last exposure to the person who tested positive.

We understand this information is new and can be extremely overwhelming.

Please feel free to contact your child's school nurse with any questions or concerns or clarification.

The South Shore Educational Collaborative serves Braintree, Cohasset, Hingham, Hull, Marshfield, Milton, Norwell, Quincy, Randolph, Scituate, Weymouth and Whitman Hanson R.S.D.

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Community Program Nurses

Ashley Issa- Aissa@ssec.org, 339-201-4580

Lindsay Pinske- Lmacdonald@ssec.org , 339-201-4580

Quest, South Shore High and Careers Nurses

Paula Allen- Pallen@ssec.org, 339-201-4557

Patricia Quigley- Pquigley@ssec.org, 339-201-4557

Mini-School Nurses

Susan Kelley- Skelly@ssec.org, 617-515-8217

Sarah Remington- Sremington@ssec.org, 617-513-5321

Thank you,

The SSEC Nursing Team

Revised (8/24/20)

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COVID-19 Parent Symptom Checker Agreement

I will screen my child _____ daily for symptoms of COVID-19 and if any are present will not send my child to school. **If I learn at any point my child has been exposed to COVID-19, I will notify my child's school and health care provider.**

Parent/Guardian Signature: _____ Date: _____

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever over 100 F degrees or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue when in combination with other symptoms
- Muscle or body aches
- Headache when in combination with other symptoms
- New loss of taste or smell
- Sore throat
- Nasal congestion or runny nose (not due to other known causes such as allergies) when in combination with other symptoms.
- Nausea or vomiting
- Diarrhea

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Protocol: Student is Symptomatic at Home

Family should monitor students at home each morning for the most common symptoms of COVID-19

- ☐ Fever (100 degrees Fahrenheit or higher), chills, or shaking chills
- ☐ Cough (not due to other known cause, such as chronic cough)
- ☐ Difficulty breathing or shortness of breath
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Headache when in combination with other symptoms
- ☐ Muscle aches or body aches
- ☐ Nausea, vomiting, or diarrhea
- ☐ Fatigue, when in combination with other symptoms
- ☐ Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

IF ANY SYMPTOM: Do not send the student to school.

Call the school's program director and inform them the student is staying home due to symptoms.

Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.

The student should get tested at one of Massachusetts's test sites. <https://www.mass.gov/doc/ma-covid-19-testing-sites/download>

Sites may require pre-screening, a referral, and/or an appointment.

Isolate at home until test results are returned.

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Proceed as follows according to test results:

1. IF NEGATIVE: Student stays home until asymptomatic for 24 hours.
2. IF POSITIVE: Student should remain at home (except to get medical care), parent/guardian should monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever without use of fever reducing medication such as tylenol or motrin and improvement in other symptoms.

FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

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Protocol: Student is Symptomatic at school

Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact.

Teacher ensures the student is wearing a mask that fully covers their nose and mouth at all times.

Teacher calls the program nurse to inform them that they have a possible case.

Nurse or school medical point of contact comes to get the student from class.

Nurse evaluates the student for symptoms

IF ANY SYMPTOM:

Nurse will bring the student to the designated isolation room. There is no specific capacity limit for the isolation room, but all students in the COVID-19 waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the isolation room

Contact caregiver for pick-up.

IF CAREGIVER CAN PICK UP DURING THE DAY: Student waits to be picked up in the isolation room. The nurse or responsible adult will walk the student out to the waiting vehicle. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes as a precaution.

IF CAREGIVER CANNOT PICK UP DURING THE DAY: The student should wait in the isolation room with a nurse or responsible adult until the end of the day to be picked up by the caregiver. The student should not go home on a school bus with other students.

Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.

Student should get tested at one of Massachusetts's test sites.

<https://www.mass.gov/doc/ma-covid-19-testing-sites/download>

Sites may require pre-screening, a referral, and/or appointment.

Parent/Guardian should isolate the child at home until test results are returned.

Proceed as follows according to test results:

IF NEGATIVE: If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. The student must stay home until asymptomatic for 24 hours.

IF POSITIVE: The student must remain at home (except to get medical care),. Parent/Guardian should monitor their symptoms, notify the program director, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever without the use of fever reducing medications such as tylenol or motrin and improvement in other symptoms.

IF NO SYMPTOMS::

If the evaluation shows the student does not have symptoms, send the student back to class.

<https://www.mass.gov/doc/covid-19-testing-guidance/download>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

[https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

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Protocol: Student is symptomatic on the bus

Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students.

If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow student to board the bus. Caregiver should then FOLLOW: "Protocol: Student is symptomatic at home."

If student is already on the bus, ensure student is masked and keeps mask on. Ensure other students keep their masks on. Ensure student keeps required physical distance from other students.

Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the program director of a possible symptomatic child.

The program director should notify the school nurse that there is a possible symptomatic child on the bus. The school nurse should meet the bus as it arrives, wearing a mask. As practical, the student with possible symptoms should exit the bus first.

Bus should be cleaned / disinfected according to the bus companies protocol.

The school nurse should evaluate the student for symptoms.

IF ANY SYMPTOM:

Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the medical waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.

Contact caregiver for pick-up.

IF CAREGIVER CAN PICK UP DURING THE DAY: Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.

2. IF CAREGIVER CANNOT PICK UP DURING THE DAY: The student should wait in the medical waiting room until the end of the day to be picked up by the caregiver. The student should not go home on a school bus with other students.

Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.¹⁶ An individual who does not wish to be tested should instead isolate for 14 days¹⁷ and until asymptomatic.

The student should get tested at one of Massachusetts's test sites.<https://www.mass.gov/doc/ma-covid-19-testing-sites/download>

Sites may require pre-screening, a referral, and/or an appointment.

The student should Isolate at home until test results are returned.

Proceed as follows according to test results:

IF NEGATIVE: If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. The student stays home until asymptomatic for 24 hours.

2. IF POSITIVE: The student should remain at home (except to get medical care), monitor their symptoms, notify their program director, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. 19 FOLLOW STEPS UNDER: "Protocol: Student/staff tests positive for COVID-19."

b. IF NO SYMPTOMS:

If the evaluation shows the student does not have symptoms, send the student to class.

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SSEC PROTOCOL FOR STUDENTS WHO BECOME ILL WHILE ATTENDING SCHOOL

- If a student becomes ill at school, it is important to isolate them as quickly as possible to reduce the chance of transmission of illness to others.
- The staff member who suspects a student is ill should call the nurses office to request an assessment.
- The student with suspected illness should wear a mask and be brought by a nurse to the designated isolation room for assessment.
- A nurse should complete an assessment of illness to determine if isolation or an immediate call to 911 is required.
- If a child exhibits symptoms of illness, call a parent to inform of assessment findings and ask parent if there have been any known exposure to illness
- If the student is assessed to require emergency care, 911 should be called immediately. A nurse will stay with the student providing support until EMS arrives.
- If the student assessed requires isolation, their parent/guardian or designated adult should be called to pick them up- please provide nursing with 2 contact names and numbers who would be able to pick up your child
- A nurse or qualified staff member will remain with the student until they have been picked up from their program to monitor for symptoms that may become life threatening.
- Once a student arrives home their parent/guardian should call their healthcare provider for further directions.
- Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- Custodial staff will be informed and should follow the [CDC cleaning and disinfection recommendations](#) for cleaning the exposed area.
- In addition to cleaning and disinfecting, employers should determine which students and staff may have been exposed and need to take additional precautions:
- SSEC nursing and administration should follow the [Public Health Recommendations for Community-Related Exposure](#).

7/2/20

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