

HOLTON-ARMS FAMILY HANDBOOK COVID-19 HANDBOOK ADDENDUM

This document sets forth policies that are specifically applicable to students' enrollment at Holton-Arms ("Holton" or the "School") during the 2020-2021 school year. The policies set forth in this addendum are intended to either supplement or supersede the School's existing policies as listed in the Family Handbook (the "Handbook"). Therefore, if a policy in the Handbook conflicts with a policy in this addendum, the policies in this addendum shall govern.

ABOUT THE HANDBOOK AND THIS ADDENDUM

The Handbook and this Addendum are intended as a general guide for families to the policies, procedures and personnel at Holton. Please take the time to carefully review the Handbook and this Addendum, including reviewing it with your children. It is important that families understand the School's expectations and policies, and that families know to whom they can direct their questions or concerns.

Please understand that the Handbook and this Addendum are intended only to highlight current policies, practices, and procedures. The policies and procedures set forth herein are intended as general guidelines—specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation. However, it would be nearly impossible to review every element of every policy, or every possible scenario and outcome. Rather, the Handbook and this Addendum serve as a series of policy summaries to keep your family better informed.

In addition, circumstances will require that the policies, practices, and procedures described in the Handbook and this Addendum may change from time to time. The School reserves the right to modify or change any or all such policies, practices, and procedures in whole or in part, at any time, with or without notice. The School will make every attempt to give timely notice of substantive changes in policy. Should events which are beyond the School's reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of its educational programs and activities, the family's obligations as outlined in the Handbook and this Addendum, as set forth in the Enrollment Agreement, and/or as otherwise established by the School shall continue. The School shall not be liable for any failure, delay, or modification of its programs or activities. The School reserves the right to make modifications to the school year as necessary to account for any time lost due to any closure or delay, including without limitation the following: extending the school year for a period of time equal to the time lost due to any delay; conducting classes via distance-learning; and/or scheduling weekend classes. Possible events which could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, U.S. Government restrictions, wars, and insurrections.

MODIFICATIONS TO THE SCHOOL'S PROGRAMS, CURRICULUM, AND ACTIVITIES

Due to the COVID-19 pandemic, the School may make modifications as necessary to promote health and safety, including bus and carpool, arrival and dismissal times, lunch and snacks, after-school care and activities, interscholastic sports, clubs, and tutoring. On-campus volunteer opportunities, as well as classroom parties, assemblies, large gatherings, and other in-school events may also be limited or cancelled at the School's discretion to help prevent the spread of COVID-19 on campus. The School will provide as much advance notice of such changes to parents as possible. In enrolling their child at the School, Parents represent that their decision is not contingent upon any particular program, curriculum, employee, or enrollment level, and understand that the School retains the right to change the School's programs, curriculum, or workforce at its discretion.

STUDENT ATTENDANCE

Unless otherwise directed by the Head of School, the School's normal attendance requirements and absence notification procedures shall continue to apply at all times during the 2020-2021 school year, including during any periods of distance-learning.

DINING HALL, LUNCH, AND SNACKS

Meriwether Godsey, our dining service company, will continue to provide fresh and local ingredients and prepare meals from scratch to assure quality, creativity, and deliciousness. Lunch will be delivered to specific locations by homeroom or cohort for students and will include a main meal with options that are vegan and gluten-free. Meals for students with allergies will be developed on a case-by-case basis. We will set up as many outdoor eating spaces as possible. If a student brings their own lunch to School, be sure that the food containers provided are easily opened by your child. Students should bring their own utensils to school and should not share food with others. Refrigeration and microwaves are not available. Parents are not to bring in fast food lunches or other outside lunches for their children. Additionally, please do not bring cupcakes, balloons, or other treats for classes at snack or lunchtime.

VISITORS

Effective immediately, to reduce the population on campus and assist with social distancing, visitors (including parents, child-care providers or other family members of students) are not permitted on campus. This includes but is not limited to any and all School buildings, School fields and playgrounds or other School property. During drop off and pick up, drivers are not to leave their cars, must wear masks and respect the obligation of faculty and staff to maintain social distancing. Parents, guardians and childcare providers picking up a student during the school day must coordinate that pickup with the nurse, a teacher or administrator. Unless otherwise specifically agreed upon, the student should be picked up at the main entrance or the lower school entrance.

Any approved visitors will be authorized in advance in writing and must comply with the School's protocol when on campus. This includes wearing a protective mask, maintaining social distance, disinfecting hands prior to entering the building and confirming a lack of symptoms or fever.

STUDENT PARTICIPATION IN DISTANCE LEARNING

During the course of the COVID-19 pandemic, the School may be required to hold classes remotely via distance-learning. During periods of distance learning, the School will be utilizing Google Meet and School course pages to conduct lessons remotely. Students will participate virtually in their classes, communicate with classmates, teachers, and other School employees, and receive other support services they ordinarily receive from the School, including individual and group meetings with teachers, advisors, and other forms of academic support. Students will have access to learning platforms by using their school-issued e-mail address.

The education provided by the School through distance learning is considered a continuation of the School's educational program. The rules and responsibilities of the student are the same as if the student was participating in learning on-campus. Distance learning will take place during regular school hours. Students are expected to attend scheduled online meetings in a timely manner, prepare in advance for the lesson and participate in a meaningful and respectful manner. Students must follow regular procedures for tardiness and absences during periods of distance learning.

Students should participate in distance learning in a learning environment and should be mindful of their background setting, dress and appearance. Tests, assignments, and other assessments that may be performed will count towards a student's grade in the same manner as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in compliance with the school's rules related to cheating, plagiarism or other violations of the School's honor code.

The School's Handbook, including but not limited to the acceptable use policy, bullying and harassment policies, and other policies and procedures related to electronic communications, shall apply to students' participation in distance-learning classes. All of the School's policies and procedures apply to students while participating in distance learning. Parents are expected to communicate these responsibilities to their child(ren) and ensure that their child(ren) comply with all School policies while participating in distance learning.

Distance learning will be conducted both asynchronously and through live instruction and interactions through online platforms, which may be recorded by teachers for educational purposes and may be shared with other students or employees of the School. As a result, students' images, likenesses, or voices may be recorded while participating in distance learning via Google Meet. Visiting students may be invited to audit a distance learning class with prior approval from the admissions office, and recordings and images may be shared for recruitment, marketing or admissions purposes. Recording of the class or other on-line interactions with a student or students is not permitted in any manner by anyone other than a representative of the School without permission in writing from the Head of School. Failure to comply with this restriction may result in disciplinary action, including but not limited to removal from the school.

In limited circumstances, one-on-one video communication may take place when a group meeting or e-mail is not sufficient. All one-on-one video communications must take place during the hours of 8 a.m. – 4 p.m. M-F using the online platform provided by the School and should be scheduled in advance whenever possible. These meetings will not be recorded and will take place with prior e-mail notification to the student's parent(s)/guardian(s).

Parents understand that distance learning classrooms are designed to replicate or extend the in-person classroom environment in a virtual setting to the extent possible. While we understand students may be in shared spaces while engaging in distance learning, parents and other students or adults in the household should refrain from joining or auditing classes unless invited by the teacher.

While minimal, there may be risks related to the use of online platforms. Students' participation in distance learning, serves as their parents' acknowledgment and understanding of the distance learning program and agreement to the terms and conditions of the program and the obligation to comply with the guidelines as described in this policy.

RETURN TO CAMPUS POLICY FOR STUDENTS

As you know, COVID-19 has been declared a worldwide pandemic by the World Health Organization. While COVID-19 is highly contagious, the School is taking precautions and implementing safety measures to prevent the spread. All members of the School community have a shared responsibility to support and comply with policies and protocols to protect the health and safety of our community.

The purpose of this Return to Campus Policy (the “**Policy**”) is to outline the safety measures that students and their families will be expected to adhere to as they return to campus. In addition to this Policy, the School has also developed and implemented COVID-19 Safety Protocols and Procedures (the “**Safety Protocols**”), which can be accessed in the [School Year 2020-2021 Hybrid Learning Plan](#). The Safety Protocols more fully detail the measures that the School is putting in place to mitigate the risk of the spread of COVID-19 as the School reopens its’ campus. To prepare both this Policy and the Safety Protocols, the School reviewed guidance issued by the Centers for Disease Control and Prevention, Department of Education and the Maryland and Montgomery County Departments of Health and Education.

Both this Policy and the Safety Protocols may be revised or updated from time to time, as necessary or appropriate and in consideration of the guidance and recommendations of the resources identified above. This Policy and the Safety Protocols, as revised from time to time, will be in effect from August 31, 2020 until otherwise rescinded by the Head of School. Parents, and students when age appropriate, are expected to read, understand and adhere to this Policy and the Safety Protocols. Parents are expected to ensure their child(ren) understand what is expected of them. Failure to comply with this Policy or the Safety Protocols may result in a student being sent home, disciplinary consequences and or the removal of a student and their family at the discretion of the Head of School. Parents who have questions about this Policy or the Safety Protocols should contact the Head of School.

BEFORE RETURNING TO CAMPUS:

- **Testing for COVID-19:** The School may require that a student test negative for COVID-19 to be permitted to return to campus. Students would be expected to provide proof of a negative COVID-19 test prior to the first day of on-campus classes.
- **Precautionary Quarantine:** Families who have or will be travelling before the beginning of on campus classes must ensure that they return to their homes and complete a fourteen (14) day quarantine before their student attends classes on campus. Families are reminded that they are expected to adhere to any travel quarantine orders issued by the Governor and/or the Maryland or Montgomery County Departments of Health.

WHILE ON CAMPUS

- **Daily Screening.** Prior to arriving on campus every day parents are required to take the temperature of their child(ren) and answer questions about symptoms and exposure. Parents must submit temperature and screening information through the School Pass app or website. Students who fail the wellness screening for any of the included questions must contact their health care provider and will not be allowed to return to campus without a doctor’s note. If the provider requires testing, parents will need to contact School Nurse, Lori Herringa. Students with a temperature of 100° F or above or show other symptoms may not come to campus. If a student will not be coming to campus, please notify the appropriate division assistant or the School Nurse.
- **Students Who Show Symptoms While on Campus:** The School will be checking temperatures of each student in the middle of the school day while on campus and may also periodically check the temperature of students on campus at other times. If a student presents with a temperature or other symptoms of COVID-19 while on campus, the student will be isolated and the contact on record will be notified. The student must be picked up within 60 minutes of the parent/contact being notified. If necessary, emergency medical personnel will be called.
- **Face Masks.** Students must wear a face mask at all times while on campus except when eating or outside and at least 6 feet apart. Students are expected to know how to properly use and remove a face mask. Students must arrive at campus with their mask and may choose to use either cloth or surgical masks. If students are using fabric masks, the mask must be cleaned regularly. Students needing a medical accommodation should contact School Nurse, Lori Herringa.
- **Social Distance:** While on campus, maintain social distance of six feet from other employees and students, whenever possible, indoors and outdoors.

- **Proper Hygiene.** Students must wash hands frequently throughout the day, for at least twenty seconds, including before and after meals and after using the restroom. In addition, the School will ensure that there is hand sanitizer, paper towels, tissues, and other supplies available throughout the buildings. Students are expected to cover their mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into their elbow. Students are expected to avoid touching their eyes, nose or mouth.
- **Restroom Use:** The School will limit the number of people in a restroom (including multi-stall restrooms) at a time. While the School will be performing regular, frequent cleaning, restrooms will have sanitizing wipes or sanitizing spray which should be used on any surfaces the students touched before and after each use.
- **Flu Shots.** All students attending on-campus classes during the 2020-2021 school year are expected to receive a flu shot.
- **Vaccines.** All students must receive all vaccinations required under state law.
- **Students' Personal Items.** Students are expected to limit the number of items brought onto campus each day and follow the policies around sharing of food, supplies and other items with fellow students.
- **Medical Forms and Emergency Contacts.** Parents must complete and submit all required student medical forms prior to the first day of school. Parents must provide at least 2 emergency contacts who are able to pick up their child(ren) from the School within sixty (60) minutes of receiving a call from the School.
- **Comply With Posted Signage:** Students must adhere to all posted signage, including those directing social distancing, use of elevators and common spaces.

WHEN TO STAY HOME

This policy reflects the most updated at the time of the issuing of this addendum. The policy will be updated as guidance changes.

Students who have a temperature as indicated above, are experiencing symptoms of COVID-19, and/or have tested positive for COVID-19, or exposed to someone with COVID-19 should stay home as outlined below, or as otherwise directed by the School, local health department and/or their health care provider.

Students who are required to stay home under this policy must notify School Nurse Lori Herring and consult a health care provider. Distance-learning will continue to be provided to those students who are unable or prevented from coming to campus. Additionally, and prior to a student's returning to campus, the School must receive a written statement from a physician indicating that the student is safe to return to School.

- **Symptomatic:** Students who show symptoms of COVID-19 must consult a health care provider and stay home until they are symptom free and have a written statement from a physician of an alternative diagnosis.
- **Recommended by health care provider to take a COVID-19 Test:** Students who are recommended by their health care provider to take a COVID-19 test must stay home until the results of the test are received.
- **Symptomatic and Positive Test:** Students who shows symptoms of COVID-19 and tested positive for COVID-19 must consult a health care provider and must stay home until:
 - o 10 days since symptoms first appeared and
 - o 24 hours with no fever without the use of fever-reducing medications and
 - o Other symptoms of COVID-19 are improving. (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)
- **Asymptomatic and Positive Test:** Students who did not show symptoms of COVID-19 but did test positive for COVID-19 must consult a health care provider and must stay home until:
 - o 10 days have passed since you had a positive viral test for COVID-19.
 - o Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.
 - o If a student develops symptoms, follow the guidance for Symptomatic and/or Positive Test above.

- **Close Contact:** Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person. However, anyone who has had close contact with someone with COVID-19 and who:
 - o developed COVID-19 illness within the previous 3 months and
 - o has recovered and
 - o remains without COVID-19 symptoms (for example, cough, shortness of breath) does not need to stay home. “Close Contact” includes the following:
 - o The student was within 6 feet of someone who has COVID-19 for at least 15 minutes regardless of whether face coverings were worn.
 - o The student provided care at home to someone who is sick with COVID-19.
 - o The student had direct physical contact with someone who is sick with COVID-19 (touched, hugged, or kissed them).
 - o The student shared eating or drinking utensils with someone who is sick with COVID-19.
 - o Someone who is sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on the student.

DISTANCE LEARNING WHEN STUDENTS MUST OR CHOOSE TO REMAIN AT HOME

Distance learning will continue to be offered to those students who are sick, quarantined, unable, or unwilling to attend classes in person. A student who is sick and unable to participate in distance learning should report their absence to the appropriate division assistant and normal absence policies and notification procedures will apply.

Families may opt to for students to participate in Holton@Home rather than coming to campus when campus is open. You may make that decision at any time, but we are requiring that decision for the length of a trimester to maintain some level of continuity for students and faculty. Families deciding on this option should contact their Division Director.

RIGHT OF THE SCHOOL TO REQUIRE ADDITIONAL TESTING/HOME ISOLATION

If the School is concerned about the health of a student, the possible exposure to COVID-19, a concern that other elements of this Policy or the Safety Protocol have not been followed, the School reserves the right to require the student to either (1) be tested for COVID-19 and provide proof of a negative test before returning to campus or (2) remain off campus for 14 days.

EXPECTATIONS FOR FAMILIES WHILE NOT ON CAMPUS

- **Avoiding Unnecessary Travel:** Students are expected avoid unnecessary travel. Students who travel to any destination for which a Travel Health Notice has been issued by the CDC, or for which a similar notice has been issued by state or local government authorities, must notify School Nurse Lori Herringa and will be required to self-quarantine for fourteen (14) days upon their return.
- **Adhere to Social Distancing Recommendations:** Students and families are expected to adhere to any and all social distancing guidelines while not on campus to minimize the risk of contracting COVID-19 as well as reducing the risk of exposing employees and/or students to COVID-19. To help reduce the risk of COVID-19 exposure at the School, the School asks all families to limit their attendance at gatherings, events, and other activities to those where social distancing can be maintained. Families and students should avoid hosting or attending large gatherings where proper social distancing measures are not feasible. Students and their families are further expected to adhere to any restrictions included in any Executive Orders issued by the Governor, or other restrictions or recommendations issued by the CDC and state and local agencies.
- **Practice Good Hygiene:** Families and students are expected to practice and reinforce good hygiene practices at home.

PRIVACY

The School respects the right to privacy of any student who has a communicable disease, including COVID-19. All student records or information regarding communicable diseases will be confidentially maintained by the School Nurse. The student’s medical condition will be disclosed only to the extent necessary to minimize the health risks to classmates, employees, and the greater School community.

VOLUNTARY PARTICIPATION

Parents understand that the Student's return to campus is voluntary, and that the School has made available alternative distance-learning plans for those students who do not wish to return to campus due to the COVID-19 pandemic. By sending their student to campus, parents acknowledge that the Student is in good health and is able and willing to attend to campus at the School during the 2020-2021 school year.

ASSUMPTION OF RISK

COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state health agencies recommend social distancing and various other measures to mitigate the risk of contracting the virus. The School has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19. Students and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at the School.

Despite the Safety Policies and other measures in place to mitigate the risk of transmission of COVID-19 on campus, there are inherent risks that students and/or their families may become infected with COVID-19 due to the student's participation in in person classes at the School. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus. It is possible that a student is already an asymptomatic carrier of the virus before and that the student may infect other students, employees, or other individuals at the School as a result of their attendance. Any person who receives a positive diagnosis of COVID-19, including a student or their family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By allowing their child(ren) to come to campus for any reason, parents understand, acknowledge and voluntarily assume these risks on behalf of themselves and the student(s).