



# **GT NORMAN ELEMENTARY**

## **COVID-19 ADDENDUM**

### **STUDENT HANDBOOK**

#### **ATTENDANCE**

Students choosing **in-person** instruction will be expected to meet the student attendance policy set forth in the school handbook.

Students electing the **learn from home** option will be required to demonstrate attendance and or progress in the following ways:

- Participation in distance learning meetings through Google Meet.
- Completing check-in requirements set by the virtual teacher. (Examples: phone calls, emails, Google Classroom chats, writing prompts, etc.)
- The principal may make exceptions in extenuating circumstances.

Any student contracting Covid-19 and has documentation from a doctor will be granted 14 exempt days. If a student is absent for more than 14 days, additional documentation will be required.

#### **COVID-19 SCREENING**

##### **For School Staff and Administration**

All employees or contractors entering the workplace, will be required to conduct a daily entry self-screening protocol, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. Staff may self-screen using a hard copy or electronic version provided on the website or at point of entry to the building.

##### **For Students**

It is recommended that students be screened daily before arrival to school. Please reference our website for screening protocols. Parents or caregivers will be required to monitor their children for signs of infectious illness every day prior to sending students to school. The current recommendation from the health department and CDC is that on site screening not be conducted by schools due to the time and interruption to education this would cause.

#### **AT-HOME SCREENER**

Before leaving for/arriving at school, please complete the following screening for each child. The presence of any of the listed symptoms indicates a possible illness that may decrease your child's ability to learn and put them at risk for spreading illness to others.

### **Section One: Symptoms**

In the last 24 hours, has your child had...

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

### **Section Two: Close Contact/Potential Exposure**

In the past 14 days, has your child had...

- Close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; or
- Close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; or
- International travel or have been on a cruise

If the answer is YES to any of the questions in Section One AND YES to any of the questions in Section Two, call your healthcare provider right away to obtain evaluation and testing for COVID-19. If you don't have a healthcare provider or cannot be seen, go to [www.mi.gov/coronavirustest](http://www.mi.gov/coronavirustest) or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is YES to any of the questions in Section One, but NO to all the questions in Section Two, keep your child(ren) home from school. Your student may return based on the guidance for their symptoms:

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

Students who are in school with any symptoms will be placed in a quarantine room supervised by a staff member. **Parents will be expected to pick up their children immediately if the child is placed into the quarantine room. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.**

## **MASK PROCEDURES**

For students in grades K-4, masks are required to be worn while on the bus and in common areas inside the school (hallway, bathroom, anytime out of their assigned seats or assigned classrooms). While students are sitting in their assigned seats in the classroom they are NOT required to wear masks. Any student that is unable to medically tolerate a facial covering must provide medical documentation.

Students are expected to provide their own masks. Should a student refuse to wear a mask, they will be sent to the office to go home for the safety of the school community. If this becomes a repeated behavior, the student will be enrolled in the learn from home option for the remainder of the marking period.

## **COHORTING**

While keeping students six feet from one another is a preferred mitigation strategy, this may be difficult to achieve in the school setting. An alternative is to cohort students and staff as a tool to help contain the spread of COVID-19 in school. Cohorting is important because it limits how many students and teachers will be exposed to COVID-19 should someone at school become contagious. Cohorts may be by classroom and/or groups within the classroom.

It is recommended to keep the cohort together all day. The cohort will participate in daily school activities together both in and out of the classroom.

## **SPECIAL EDUCATION SERVICES**

If your child receives special education services, selecting the learn from home (virtual) option will create a change of placement and will require a new IEP. A school administrator will contact you to set up a meeting to discuss the change of placement and what that will mean for your student.

## **504 SERVICES**

If you have questions regarding the accommodations in your child's 504 Accommodation Plan, please contact your school administrator.

## **TECHNOLOGY**

The Reed City Area Public Schools ("RCAPS") is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Reed City Area Public Schools to ensure excellence in education for every student. RCAPS has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

RCAPS is taking innovative steps to dramatically transform teaching and learning by implementing a 1:1 initiative. This initiative will provide students the tools to have instant access

to the world of information and also to become producers rather than just consumers of information. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

### **LUNCH**

Students in grades K-4 will have their lunches delivered to their classrooms and will be eating lunch there, they will not be entering the cafeteria.

### **RECESS**

K-4 students will be going to recess but will only be on the playground with students in their class. The recess area has been broken into zones, there will only be one class within each of the zones. The students will switch zones daily.

### **BUSING**

Students riding buses to and from school will be expected to wear a mask and use hand sanitizer upon entering the bus. Every effort will be made to social distance students as much as possible.

### **DAILY SCHEDULE**

7:55 students allowed in building

8:05 First bell rings

10:30 - 10:50 Kindergarten lunch

10:50 - 11:10 Kindergarten recess

11:15 - 11:35 1st Grade lunch

11:35 - 11:55 1st Grade recess

11:35 - 11:55 2nd Grade lunch

11:55 - 12:15 2nd Grade recess

12:00 - 12:20 3rd grade lunch

12:20 - 12:40 3rd Grade recess

12:20 - 12:40 4th grade Lunch

12:40 - 1:00 4th grade recess

3:15 Begin dismissal by colors and buses

3:20 End of day

## **VISITORS/VOLUNTEERS**

Visitors are allowed into the building only by appointment and under extenuating circumstances. Volunteers are only allowed with prior approval from the principal. Adult guests entering the building should be self-screened for symptoms, wear a facial covering, wash/sanitize hands prior to entering, and follow social distancing protocols. Records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

## **BACKPACKS**

Students will be allowed to carry backpacks to class.

## **LOCKERS**

Students are allowed to use their lockers. All lockers are color coded throughout the building to maintain social distancing when going to and from.

## **WATER BOTTLES/LANYARDS**

Students may bring water bottles from home for water only. Water bottles were provided to students for use at school. No other drinks are allowed. **Water bottles are not allowed to be shared under any circumstances.**

Lanyards were provided to students to help keep track of masks. Lanyards should be returned with your student to school everyday.