

COVID-19 2020-2021 SCHOOL HANDBOOK ADDENDUM YORK SCHOOL DISTRICT ONE

York School District One (YSD1) provides this handbook addendum to ensure that students and their parents/guardians can become familiar with our schools' rules and regulations as they relate to the COVID-19 pandemic. It contains a brief overview of health and safety protocols as well as behavioral expectations. The district may amend, modify, or discontinue at any time the policies, rules, and regulations referred to in this addendum. For the most current and detailed copy of the York School District One Reopening Plan, visit the district's website at www.york.k12.sc.us.

COVID-19 HEALTH & SAFETY PROTOCOLS

COVID-19 symptoms are outlined below and are subject to change based on updated information from the CDC and DHEC. If you are experiencing any of these symptoms, do not come to school.

Any ONE of the following:	Any TWO of the following:
Fever (100.4 or higher)	Sore throat
Shortness of breath or difficulty breathing	Muscle aches
Loss of taste or smell	Chills
	New or worsening cough
	Congestion or runny nose
	Nausea
	Diarrhea

Students:

- DO NOT come to school if you feel sick or have a fever of 100.4 or higher.
- DO NOT ENTER the school if:
 - In the past 14 calendar days, you have knowingly been around anyone with COVID-19 without a face covering, within six feet and for fifteen minutes or more.
 - In the past 14 calendar days, you or anyone in your house has had a cough, trouble breathing, fever, chills, muscle pain, sore throat, or new loss of taste and smell.
 - In the past 14 calendar days, anyone in your house has been placed under quarantine.

School Procedures for Positive COVID-19 Case

When the school becomes aware of a positive COVID-19 case, the following steps will occur:

- The School nurse will notify DHEC.
- The School administration will notify the district office.
- The school will implement Enhanced Safety Protocols for disinfecting classrooms where the individual attended.
- The School administration will send a letter to parents when/if there is a positive case in the classroom or school. The letter will inform parents if the positive case occurred within their child's classroom or if the positive case is within the school community-at-large.

School Procedures for students with onset symptoms at school:

- An appropriate face covering will be placed on the student immediately, and the student will be moved safely and respectfully to an isolation room. The student will be provided with cool compress, tissues, and hand sanitizer if age-appropriate.
- Parents will be notified to pick the student up immediately.

- Students should be supervised by a staff member who maintains at least six feet distance and uses appropriate PPE.
- Parents are advised to call their primary healthcare provider or Health Department for further guidance regarding if testing is needed. Parents are to report test results to the school.
- Areas used by a sick person will be closed off and not used until the area has been cleaned and disinfected with an approved cleaner. Per recommendation, the area remains closed for 24 hours upon diagnosis if possible.
- Per state and local laws, the school nurse will notify local health departments, staff, and families immediately of any case of COVID-19 while maintaining the confidentiality and under HIPAA Guidelines.

Class and/or school closures due to outbreaks:

- If a classroom has 20% or more of the student population test positive for COVID-19 within a 2-week period, the classroom will be temporarily closed.
- If a building has 10% or more of the total student enrollment test positive for COVID-19 within a 2-week period, the building will be temporarily closed.

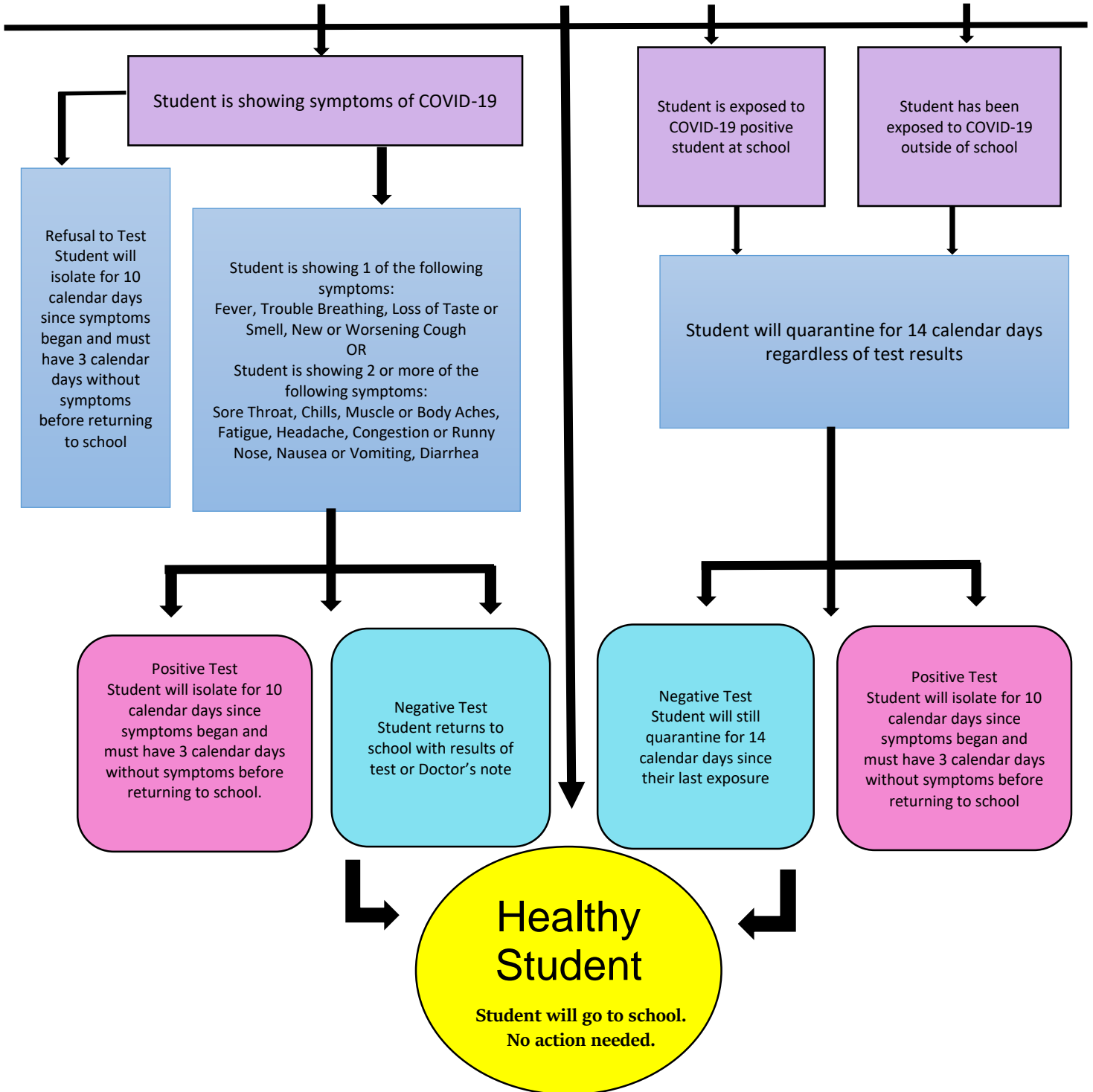
Returning to School

Category 1	<p>If I think/know I had COVID-19, and I've had symptoms as listed above, then I must meet all of the following criteria before coming back to school:</p> <ul style="list-style-type: none"> ✓ It has been at least 10 school days since my symptoms first started; ✓ I have been fever-free for the last three days without taking fever-reducing medicine; and ✓ My other symptoms have improved <p>I have tested negative and/or a medical evaluation determined my symptoms were due to another cause (i.e. strep throat).</p>
Category 2	<p>If I tested positive for COVID-19 but had none of the symptoms listed above, then I can return to school when all the following apply:</p> <ul style="list-style-type: none"> ✓ It has been at least 10 school days since I tested positive; ✓ I have been fever-free for three days without the use of fever-reducing medications; and ✓ I continue to have no symptoms.
Category 3	<p>If I tested positive or had COVID-19 and have a weakened immune system due to a health condition or medication, then I can return to school when:</p> <ul style="list-style-type: none"> ✓ My health care provider provides written clearance.
Category 4	<p>If I have been around a person (family, friend, acquaintance) who has tested positive with COVID-19 (within six feet for fifteen minutes or more, with or without a mask, within the past two days):</p> <ul style="list-style-type: none"> ✓ Then I should stay home for 14 calendar days after the exposure and monitor for any of the above-listed symptoms. ✓ Exception: Elementary students and staff follow the family model below in Category 5.
Category 5 Family Model:	<p>If I have been around a classmate who has tested positive with COVID-19:</p> <ul style="list-style-type: none"> ✓ The sick classmate will remain home 10 school days from the first sign of symptoms. ✓ Once a positive COVID-19 case has been identified in a classroom, the school nurse, in close collaboration with the building principal or assistant principal, will immediately determine the validity of social distance practices in the classroom. The school nurse and teacher involved will determine: <ul style="list-style-type: none"> ○ Q1: Did the classroom meet social distancing requirements? ○ Q2: Were students and staff closer than 6 feet for a period greater than or equal to 15 minutes?

Healthy Student Flowchart



Parent will complete health check of student before school.



These procedures were developed from guidelines by the Department of Health and Environmental Control for the State of South Carolina (July 8, 2020).

Food Service

The cafeteria will be closed to students, staff, and visitors. A menu will be provided to all students and staff with daily meal selections. Students will select a daily meal. More meal options will become available as the school year progresses.

- Students will eat breakfast and lunch in their classrooms. Breakfast and lunch will be delivered to the classrooms via coolers. Students will not have access to microwave ovens.
- Parents who desire that food is sent home for the remote days must complete a Request for Take-Home Meals Form. All meals (in school and take-home) will be charged to the student's account based on free, reduced, or full-pay status.

Arrival and Dismissal Procedures

In keeping with the general guidance below, principals will develop detailed school-level procedures for student arrival and dismissal. These procedures are to ensure adequate social distancing to the greatest extent possible.

Arrival:

- Doors will be opened and monitored by staff during arrival.
- All individuals are strongly recommended to wear appropriate face coverings upon entry.
- Quarantine area(s) are designated per school for students with temperatures or other symptoms of COVID-19.
- Students will walk independently into buildings and report directly to homeroom or first block class.
- Car riders and bus riders will enter the building in separate designated areas to reduce crowding.
- Staff will monitor entries to ensure students do not congregate in hallways or common areas.

Dismissal:

- Doors will be opened and monitored by staff during dismissal.
- Students will be released on a staggered schedule to the parking lot, car rider line, or bus loading area to reduce crowding.
- Bus dismissal for elementary students will be conducted by the classroom and follow social distancing guidelines.
- Secondary students who are afternoon bus riders will wait in their last period class until their buses are called.
- Staff will monitor waiting areas (bus, car, daycare lines) to ensure social distancing.

Visitors and Vendors

- Visitors will be allowed in the office only. Anything dropped off for a student will be dropped off in the office. No visitors will be allowed in classrooms, hallways, cafeteria, etc.
- Visitors will maintain a six-foot distance from other individuals in the district facility in accordance with the **Board policy administrative rule KI-R** and safety measures established by state health officials.
- Visitors who are ill or otherwise demonstrating symptoms of illness, should not be present at a district facility for any reason, including but not limited to meetings, conferences, events, or to drop off or pick up students.
- Visitors will wear face coverings for the protection of students and staff in the facility unless exempt from doing so for medical or religious reasons. Reasonable accommodations will be made under such circumstances.

HYBRID INSTRUCTIONAL MODEL

In the Hybrid Instructional Model, schools use the family model to achieve a small family unit within one classroom with instruction, meals, and support services taking place in the classroom. Students are divided into two groups and attend school on an A/B schedule. Group A students attend campus on Monday and Tuesday and engage in remote learning Wednesday, Thursday, and Friday. Group B students attend campus on Thursday and Friday, and engage in remote learning on Monday, Tuesday, and Wednesday:

	M	T	W	T	F
Cohort A	Face to Face		Remote		
Cohort B	Remote			Face to Face	

Wednesdays will be designated as S.E.E. (Small Groups, Electives, Extra Help) Days. Additional tutoring, CTE, and performance-based courses may be scheduled on campus on these days. Teachers will be responsible for providing learning plans and activities for remote learning days to support student learning at home.

Student Responsibilities on Face-to-Face Days

- Students will participate in their normal schedule each day they are on campus.
- Elementary and middle school students stay with their same class family.
- Secondary (middle/high school) student class change will utilize a staggered release model to promote adequate social distancing.
- Instruction, meals, and support services take place in the classroom.
- Social distancing protocols will be in place.

Parent and Student Responsibilities on Remote Learning Days

- While parents are not expected to *teach* their children, they are expected to support the delivery of instruction provided by the teacher.
- Parents should ensure that their children are engaged in learning regardless of the model.
- Parents should respond to staff communication.
- Parents should designate a common space for their child/children to be able to keep their materials organized and remove any items/factors that may cause distractions.
- Parents should set and have their child(ren) follow a routine schedule for students to complete work each day.
- Students complete assigned lessons on Canvas (middle/high school) and/or other provided work assignments.
- Students and parents should communicate with the teacher(s) via Remind, Email, or by phone when students need help or support with an assignment.
- Students should participate in S.E.E. days as scheduled for tutoring, small group instruction, and/or selected CTE and performance-based courses.

ATTENDANCE

State law requires all children of compulsory attendance age to regularly attend school. Regular attendance is necessary if students are to make the desired and expected academic progress. Therefore, the board authorizes the administration to implement procedures to ensure student attendance is maintained during the pandemic (COVID-19), ensuring that absences are recorded, and truancy is reported in accordance with Board policy JH, *Student Absences and Excuses*.

Onsite Attendance

Per administrative rule JE-R, attendance is determined by whether a student is physically present in a classroom on school grounds or school property. Staff members will take attendance following the normal procedures set forth in district policy.

Students who are not sick, but who are required to quarantine or self-isolate will be provided the opportunity to participate in remote instruction utilizing various instructional strategies as determined by the district. While under quarantine or self-isolation, such students will be subject to the attendance procedures as set forth below for students regularly receiving remote instruction.

Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JH. If the illness is prolonged, such students will be eligible for medical homebound instruction as set forth in policy IHBF, *Medical Homebound Instruction*.

Virtual Attendance

Attendance is determined by whether a student submits work and participates in activities assigned by the teacher. Students who submit work in a timely manner and participate as instructed will be considered present. Students who do not turn in assignments and participate in virtual learning activities as set forth in classroom procedures will be considered absent. Such absences will be processed in accordance with policy JH.

Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JH. If the illness is prolonged, such students will be eligible for medical homebound instruction as set forth in policy IHBF.

Attendance for a Hybrid Schedule

Students participating in a combination of onsite and remote instruction will be subject to both attendance procedures set forth above. Onsite attendance will be determined by students' physical presence in the classroom and for remote attendance, students must adhere to the classroom assignment rules established by each teacher to be considered present.

CODE OF CONDUCT

York School District One has established the basic structure for a code of conduct and discipline for students. The district's code of conduct and discipline is established to achieve and maintain order in the schools. The board gives the appropriate administrative authority to consider all circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Student Conduct

Classroom teaching methods and expectations for behavior in other shared spaces such as restrooms, hallways, cafeterias, and buses will be altered during the COVID-19 Pandemic to ensure the safety and well-being of students and staff. Students will be given reasonable opportunities to correct minor infractions, but behavior that puts others at risk or creates an ongoing disruption of other students' opportunity to learn is not acceptable. Students who do not follow requirements may not be able to continue face to face instruction.

Behavior expectations and the rules governing them are in effect during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school on a school bus or other school vehicle

Face Covering

To reduce the spread of the pandemic (COVID-19), the Centers for Disease Control (CDC) recommends that a face covering be worn in public settings when other social distancing measures are difficult to maintain. Per CDC guidelines and pursuant to Board policy ADD, YSD1 students and staff will wear face coverings if adequate social distancing is not possible. The teacher in consultation with the administration will determine adequate social distancing. This protocol will be reevaluated regularly based on the most current DHEC and/or CDC guidelines. (Note: Consideration should be given when face coverings are not age-appropriate and/or when there is a documented condition that would limit or prohibit the use of a face covering.)

- Face Coverings should be as closely fitted to the skin as possible. There should not be gaps along the sides, and it should extend from the bridge of the nose to the chin. It is most important that the mask covers not only the mouth but also the nose. They should not be worn below or at the tip of the nose.
- Students are encouraged to provide their own face-covering in keeping with the dress code. A face covering will be provided if students are unable to provide their own.

Refusal to Wear Face Covering

Students who refuse to wear a face covering as an act of defiance or insubordination may result in discipline in accordance with district policy and codes of conduct, as applicable.

Inappropriate Face Covering

Face coverings should follow dress code expectations. Students who wear inappropriate masks/face coverings will face consequences consistent with the dress code policy unless their behavior becomes disruptive. Disruptive behaviors will be handled in accordance with district policy codes of conduct, as applicable.

Harassment and Bullying

The district will not tolerate harassment of anyone wearing face coverings or those with recognized exemptions to the face covering requirement and will appropriately discipline students who engage in behavior that interferes with any student or staff member's ability to comply with this policy.

Inappropriate Behaviors

Inappropriate behaviors that threaten the safety of themselves and others should not be taken lightly or treated as horseplay. Students who display inappropriate behaviors may be disciplined pursuant to the code of conduct infractions outlined under Level III-Criminal Conduct. These behaviors include but are not limited to willfully coughing on another person, spitting on another person, or faking gestures to imitate the spreading of COVID-19 (ex., fake coughing), etc.

Social Distancing

All students must practice social distancing of 6 feet as recommended by the CDC when entering the building, in the classrooms, hallways, restrooms and other areas. If adequate social distancing cannot be maintained, an appropriate face covering will be worn.

SOCIAL AND EMOTIONAL LEARNING

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. SEL provides specific ways to build resilience in times of stress and trauma through building connections, fostering wellness, finding purpose, embracing healthy thoughts, and seeking help.

Nurses, counselors, social workers, and mental health contracted services will remain a vital part of the school program. Social-emotional support can be initiated by the school or provided to students upon request.

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