



**Addison Community Schools District
Student Handbook Supplement
Coronavirus (COVID-19)
2020-2021 School Year**

This Student Handbook Supplement ("Supplement") is intended to be part of the Student Handbook for Addison Community Schools during the 2020-2021 school year. This Supplement addresses the expectations of students and families (parents/guardians) related to the Coronavirus (COVID-19) global pandemic.

COVID-19 is an illness caused by a virus that can spread from person to person. In some instances, carriers of the virus are asymptomatic, meaning they exhibit no symptoms. In other instances, carriers may only have mild symptoms. However, in some cases, individuals may exhibit severe symptoms requiring medical treatment. The symptoms of COVID-19 include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

Through [Executive Order 2020-142](#), the Governor of Michigan required all Michigan school districts to develop and adopt a COVID-19 Preparedness and Response Plan (Preparedness Plan) that is informed by the [Michigan Return to School Roadmap](#) from the COVID-19 Task Force on Education and Return to School Advisory Council (Return to School Roadmap). A copy of Addison's Preparedness Plan is available at addisonschools.org.

The purpose of the Preparedness Plan and the requirements outlined in this Supplement is to help keep Addison students and staff healthy and well by preventing the spread of COVID-19. The district will make adjustments to this Supplement as is necessary and appropriate based upon the phase of the [Michigan Safe Start Plan](#) that Lenawee County is in.

Face Coverings

Students in grades PreK-12th are required to wear a facemask that covers their mouth and nose at all times while on a school bus, in another district vehicle, within all common areas of the school buildings, and within non-district buildings while participating in a district-sponsored educational program or activity. Common areas include, but are not necessarily limited to, all hallways, restrooms, school offices, and libraries.

Students in grades 6 – 12th (including adult students) must also wear a facemask while in the classroom, laboratory, and/or other instructional areas. PreK – 5th grade students and older students for whom a facemask is not developmentally appropriate based upon the student's disability are not required to wear a facemask while in the classroom and/or laboratory, but may, provided that the student is comfortable wearing the mask and is capable of putting on and taking off the mask themselves.

Students are not required to wear facemasks when outside, provided that the students can remain at least six feet apart from one another. If students are unable to maintain safe distancing of at least six feet while outside, facemasks must be worn.

Students that are face-to-face at Addison Community Schools will be provided with two facemasks on the first day of school. Students will be responsible for providing their facemasks and wearing a facemask into the school on the first day. In the event that a student does not have a facemask, prior to entering on the bus the district will provide one to the student. Facemasks should be provided by the student. Facemasks may be cloth, reusable facemasks, which must be washed at home daily. Students may also utilize disposable, surgical style facemasks, which are intended for one-time, daily use.

No individual is required to wear a facemask while eating a meal.

The district understands that some students may be medically unable to wear a facemask that covers his or her mouth and nose. To receive a medical exception to the requirement to wear a facemask, students must provide the school with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a facemask.

Students who fail to wear a facemask in accordance with these requirements will be subject to disciplinary action under the district's Student Code of Conduct for Inappropriate Dress (failure to follow the school's dress code) and/or Insubordination (failure to comply with a directive given by a school official).

Insubordination

1st Offense: Warning, or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents

Dress Code Violations

1st Offense: Warning, or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents

Students and parents should familiarize themselves with how to wear cloth face coverings by reviewing the google slides provided:

https://docs.google.com/presentation/d/1HfRFUsgLN8IBSYUrXKXBr-PiRBSDpPjK1LGOEQd_71g/edit?usp=sharing

Physical/Social Distancing

To the extent practical under the circumstances, students must engage in physical/social distancing from other persons, which is generally defined as maintaining at least six feet of physical distance between persons. Student work areas will be spaced in a way that provides for as much physical/social distancing as the classroom/laboratory will allow.

Students who fail to engage in proper physical/social distancing, when such is allowable under the circumstances, will be subject to disciplinary action under the district's Student Code of Conduct for Insubordination (failure to comply with a directive given by a school official).

Sharing of Supplies, Materials, and Equipment

To the extent practical under the circumstances, students should not share their supplies and materials with other students. Equipment should be disinfected prior to use by multiple students using a district-provided cleaning/disinfecting agent.

Personal Hygiene

The district has placed touchless hand sanitizing stations at all school building points of entry. Students must apply hand sanitizer upon entering the school. Hand sanitizer has also been placed in each classroom/laboratory and on each school bus. Students should also apply hand sanitizer upon entering the classroom/laboratory and upon entering the school bus. Addison staff will assist in the application of hand sanitizer to those students' hands who are unable to apply such for themselves.

Students will also be encouraged to engage in frequent handwashing. Handwashing should occur for at least 20 seconds and should be done using soap and warm water. Signage demonstrating proper handwashing techniques will be posted within all school restroom facilities.

The district will provide cleaning wipes for use by students. Students may use a wipe to clean their desk, table, chair, and/or any equipment that the student may be using.

Students must cough and sneeze into their elbows and/or cover their nose and mouth with a tissue. They must then promptly dispose of the tissue, and wash their hands immediately thereafter using the CDC's recommended handwashing techniques. Students may also stay in the classroom and use the hand sanitizer that has been provided rather than leaving the classroom.

Please review the google slides on Hygiene/proper handwashing:

https://docs.google.com/presentation/d/1BQutC0D8YsvzS1e80dtJxJxeD0h0Vc-h_NxFzcWTDDU/edit?usp=sharing

Symptoms of Illness

Addison students and parents/guardians are expected to self-monitor for signs of illness. Students must be kept home from school if they are exhibiting any symptoms of COVID-19. These include, but are not necessarily limited to, fever or chills, new cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

Parents/guardians and/or students (depending on age and appropriateness) must ask their children how they are feeling and also take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher or reports any other symptom(s) of COVID-19 must be kept home from school and health care attention must be sought. Parents/guardians must report to the school that

the student will not be attending school due to the presence of symptoms of illness and should share the symptoms with the school.

Pursuant to CDC guidelines, students who show symptoms of COVID-19 while at school will be immediately separated from other individuals (quarantined), required to wear a facemask, and sent home (or an ambulance will be called if the individual is clinically unstable). The District has identified locations in each of its buildings/schools where a student can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student until that individual is able to leave the campus.

Students who develop a fever or become ill will be directed to contact their healthcare provider for an evaluation to determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider the symptoms are being caused by something else. If the student is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student must remain out of school until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the student had a fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication. Alternatively, if the student's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the student may return to school with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19. COVID-19 Symptom Checker: <https://misymptomapp.state.mi.us>

Close Contact with a COVID-19 Positive Person

Students who have been in close contact (defined as being within six feet of the COVID-19 positive individual for a period of 15 minutes or more) with someone who has tested positive for COVID-19 must be kept home from school and self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with other students, staff members, and/or others at school after his/her contact with the COVID-19 positive individual).

International Travel

Any student who has engaged in recent international travel is prohibited from attending school and must self-quarantine for a period of 14 days after the student has returned home.

COVID-19 Positive Test

If a student tests positive for COVID-19, the District will work with the COVID-19 positive student and the Lenawee County Health Department to perform contact tracing to determine whom within the LISD the COVID-19 positive individual may have been in close contact with (closer than six feet of separation) for 15 minutes or more. All persons who were in close contact with the COVID-19 positive individual will be required to quarantine for 14 days at home. Those individuals who develop symptoms of COVID-19 must be tested.

Any student who tests positive for COVID-19 must self-quarantine at home, consistent with any applicable Executive Order or other guidance from proper authorities, including, but not limited to the Lenawee County Health Department. Students who test positive for COVID-19 may return to school when all of the following are met:

- 1) at least 72 hours (three (3) full days) have passed since recovery (completely symptom free)
- 2) at least seven (7) days have passed since symptoms first appeared
- 3) when authorization to return to school is provided by the Lenawee County Health Department **and/or the student's healthcare provider.**

Remote Learning

Under certain circumstances, student instruction, learning, and engagement in an educational program and/or service may occur remotely. This means that the student is not participating in face-to-face, in-person instruction while physically present at a Addison school.

Each teacher will develop a remote learning plan through with the learning management system Google Classroom, which will help to guide program activities throughout the remote learning period. The remote learning plan will include information about learning objectives, program curriculum, instructional modes and methods, assessment modes and methods, student engagement strategies, and equipment/supplies/materials that students will need.

Students will be expected to actively participate in the remote learning program. Active participation will be defined by the individual program instructor, but may include participation in live video conferencing with the program instructor and/or other students; watching pre-recorded instructional videos, and completing assigned tasks and work. Students will be assessed based on their competency of the learning objectives in a similar manner to as if they were participating in face-to-face, in-person

instruction and learning although different assessment methods may be used in some circumstances. Failure to actively participate and engage in remote learning activities will result in students being marked absent from the remote learning program and may result in disciplinary action under Addison's attendance policies. Students who are unable to participate in a live video conference due to a conflict with another educational or other obligation or due to illness or another reason should report such to their instructor as soon as possible. Students may be expected to watch a video recording of the video conference at a different time or the conference may be rescheduled to accommodate the student's schedule at the discretion of the program instructor.

In most cases, remote learning will include an online or digital component that will require the student to have access to an electronic device that is capable of accessing the internet and internet service. Students who do not have access to an electronic device and/or reliable internet service should contact the district as soon as possible. The District will make every effort possible and feasible under the circumstances to loan the student an electronic device that will allow the student to actively participate in the digital components of the course.

If the District is unable to provide an internet capable electronic device, internet hotspot, and/or if the student is still unable to obtain reliable internet service, the District will provide an educational program that does not require participation in the online component of the program.

Students who participate in Addison Community Schools courses/programs provided through remote means are expected to abide by the same rules as students who attend in-person programs. This includes abiding by the requirements described in any District program handbook, the District Student Code of Conduct, and District Board Policies.

The district will provided an additional supplemental handbook for online remote learning that will be provided to students that will provide further detail and guidelines for online remote learning.

Special Education Programs and Services

The District will provide special education programs and services in accordance with the student's Individualized Education Program (IEP) to the extent feasible under the circumstances. When students are participating in face-to-face, in-person school, the student's IEP will be followed in accordance with the COVID-19 precautions described in this COVID-19 supplement. Parents or guardians with specific concerns related to COVID-19 should contact their student's teacher or administrative staff as soon as possible to determine what steps should be taken to accommodate the concern(s).

During periods of remote learning, the District will make a good faith effort to provide educational programs and services in accordance with the student's IEP. This may

include the provision of services through online and/or other means. The District will work with the student's IEP team to determine what educational programs and services can be provided to the student and how those programs and services will be provided under the circumstances.

Social Emotional Support

The District understands that the continued uncertainty and ever-changing conditions surrounding COVID-19 are unsettling and may result in feelings of anxiety and/or depression. Students who are feeling anxious or depressed may reach out to their program instructor and/ building behavior specialist/counselor/or another staff person at any time. The District will work with the individual student, and, when appropriate, student's parents/guardians to provide appropriate tools, resources, and supports necessary to promote student wellness.

VIRTUAL STUDENTS:

In an effort to promote the overall health and wellbeing of students who elect virtual-learning, virtual-students will still be provided with Social and Emotional Learnings (SEL) lessons geared at addressing issues related to social, emotional, and mental health. The *Michigan Cares Portal* offers hundreds of digital lessons designed to help nurture these SEL qualities, and are tailored to a student's specific grade-level and needs. Each student-lesson is accompanied by a parent-lesson that offers information and tips for having helpful conversations with your student about each topic or skill. The lessons cover a variety of topics to help students learn to:

- Understand and manage their emotions
- Set and achieve positive goals
- Feel and show empathy for others
- Establish and maintain positive relationships
- Make responsible decisions
- Recognize signs of poor mental health in themselves and others
- Develop healthy coping techniques, and many more!

Students and Parents must first visit <https://360.michiganvirtual.org/> to register. In addition, support staff will always be available to help navigate the social, emotional, and mental-health needs of our virtual-students. Please never hesitate to contact Monica Flores at (517)547-6990 or Monica.Flores@AddisonSchools.us with any mental health concerns so that we may do our part in helping each and every one of our students be successful here in Addison. We are committed to ensuring your virtual-student is supported academically, socially, and emotionally; and we look forward to partnering with each of you toward achieving this goal.

MI SAFE START PLAN : SOCIAL-EMOTIONAL HEALTH:

- Addison’s Secondary Behavior Specialist/Student Support Specialist, Monica Flores, has been identified as the central school-based liaison to access/navigate mental health referrals and communications to families/students. She may be reached at (517)547-6990 or Monica.Flores@AddisonSchools.us.
- Students will continue to participate in Social and Emotional Learnings (SEL) lessons on a weekly basis, geared toward addressing issues of well-being, safety, and overall success. Periodically, students will also be provided with questionnaires/screeners that address issues related to mental health. The information gained will support the school’s ability to provide comprehensive and timely support for your student if they require any assistance. Standard HIPPA and FERPA policies will remain intact. Students and parents have the option of opting-out of filling out any questionnaire/screener that they are not interested in taking by contacting Ms. Flores or any other office staff member.
- Guidelines and procedures for identification and rapid referral of at-risk students will be communicated to all staff members and reiterated throughout the school year. Staff will receive ongoing professional development training focused on a variety of topics, including: social and emotional learnings, trauma-informed best practices, identification of students at risk, and self-care to promote holistic wellness and resilience and to prevent burnout. Parents/family members will also receive mental health guidance, information, and resources on an ongoing basis.
- Lenawee County and Hillsdale County have both compiled comprehensive resource guides to provide our Addison community with available wellness resources, and can be found at:

Lenawee: http://lenaweecommunityfoundation.com/wp-content/uploads/2020/05/Resource_Guide_LCF-5_11_2020.pdf

Hillsdale: https://www.caajlh.org/images/Resources_Local/HillsdaleResources/Resource-Referral_Guide_1.2.19.pdf.

*** In the event of an emergency, please call 911 or utilize the following services:

- [Disaster Distress Helpline](#): 1-800-985-5990
- [National Suicide Prevention Lifeline](#): 1-800-273-TALK (8255)
- [National Domestic Violence Hotline](#): 1-800-799-7233 or text “LOVEIS” to 22522
- [National Child Abuse Hotline](#): 1-800-4AChild (1-800-422-4453) or text 1-800-422-4453
- [National Sexual Assault Hotline](#): 1-800-656-HOPE (4673)

Students and their family members may contact Ms. Flores (517)547-6990 with any concerns or questions.

Communication and Other Information

The District will continue to use the BlackBoard Connect instant messaging/alert system to communicate important information with students and parents/guardians. Information from school administrators and/or program instructors may be emailed or posted to program websites/online classrooms. Information will also be posted to the District website. COVID-19 specific information is available at [Addisonschools.org](https://addisonschools.org)

Additional Information

For additional information about the Addison's plan for and response to COVID-19, please visit: [Addisonschools.org](https://addisonschools.org).

For additional information about COVID-19, please visit:

Lenawee County Health Department: <https://www.lenawee.mi.us/917/2019-Novel-Coronavirus>

State of Michigan: <https://www.michigan.gov/coronavirus>

United States Centers for Disease Control and Prevention:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>