



South Middleton School District Student Handbook Addendum

In effect for the duration of the Health and Safety Plan and in response to COVID-19, additions and amendments have been made to the K-12 Student Handbooks for the start of the 2020-2021 school and will remain in effect for the duration of the Health and Safety Plan approved by the South Middleton Board of School Directors on July 13, 2020.

NOTE: a refusal to wear mandated face covering, comply with safety protocol, or comply with home health screenings equates to insubordinate student behavior which will subject the student to discipline relative to insubordinate behavior as outlined in the Handbook/Code of Conduct. Particularly, non-compliance with the Face Covering Order will result in removal from the school grounds and possibly additional discipline measures.

FACE COVERING IS REQUIRED

As per the Secretary of Health's Order (below), **all students must wear a face covering (cloth mask) that covers their nose and mouth inside the school, while on school transportation, and while outside when physical distancing is not feasible.**

On July 1, 2020, the Secretary of Health issued an [Order](#) requiring all individuals to wear a face covering when they leave their homes. The order outlines situations when a face covering must be worn. The Secretary issued this Order to continue to protect all in the Commonwealth from the spread of COVID-19, mindful of the need to slow the increase in the number of cases as the Commonwealth reopens and in order to avoid the resurgence that is overwhelming the health care systems and public health systems in other states that have been less successful in reopening than the Commonwealth.

The amended Universal Face Coverings Order, effective August 17, 2020, applies to any individual aged two and older whenever outside the home, including public K-12 schools. Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team. Any student who cannot wear a mask due to a medical condition should contact their building principal.

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#face>

Under what circumstances will students be permitted to remove face coverings?

Students will be permitted to remove their face coverings in the following circumstances:

- 1. Eating or drinking when spaced at least 6 feet apart; or
- 2. When wearing a face covering creates an unsafe condition in which to operate equipment, participate in physical activity, or execute a task; or
- 3. At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

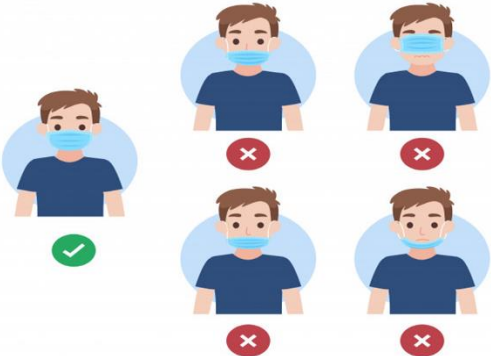
To learn more about the PA Department of Education’s guidance on face coverings:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#face>

ADDITIONAL SAFETY PROTOCOL EXPECTED WHILE AT SCHOOL

In addition to mandatory face covering, students are expected to abide by the following safety protocol:

- 1. Maintain 6-feet of social distancing
- 2. Follow required hand washing and hand sanitizing procedures
- 3. Cover coughs and sneezes
- 4. Follow established traffic flow patterns in the buildings, classrooms, and on the grounds
- 5. Avoid any behavior or act which endangers other students or staff



Attendance

The South Middleton School District will be reasonable and practical while operating under the Response to COVID-19 Health and Safety Plan. Students are required to remain at home when sick or displaying symptoms associated with COVID-19. Building administrators will work with each family individually when responding to student absences as necessary. In addition, building administrators, counselors, and classroom teachers will support students academically by preparing timely and effective access to learning for each student when health concerns prohibit him/her from attending school for extended periods of time.

While operating under the Health and Safety Plan, South Middleton School District administration realizes that school attendance may become a concern for some parents and students. Students are still required to attend school for 180 days for the 2020-2021 school year whether attending in-person, in a blended model, through cyber programming, or in a fully remote setting. Most standard attendance policies and procedures will remain in place for this school year as much as possible as found below, *Attendance Procedures*.

Attendance Procedures

Students can take full advantage of the educational opportunities offered to them only if they follow a policy of regular attendance. Any child who has attained the age of eight (8) years prior to February 1 of any school year, or who has entered school at an earlier age and who has not yet attained the age of seventeen (18) years, nor graduated, shall be required to attend school regularly during the entire school year.

Regular Attendance - shall be defined as attending school for a full day on each day during which school is in session. Students are required to attend all sessions unless properly excused by school authorities.

Excused Absences - Students will be excused from regular attendance for the following reasons:

1. Illness - a doctor's note is required after the third consecutive day of absence from school due to illness.
2. Family emergencies.
3. Prearranged doctor and dentist appointments.
4. Religious holidays.
5. Authorized school activities.
6. Student educational trips - including family educational trips, college visitation for juniors and seniors, and military and career testing for seniors; all of which require prior administrative approval.

Please Note: Educational Field Trips will not be approved during the "open window" of PSSA/Keystone testing dates. These dates change from year to year; please look for these dates in school communication.

Written Excuses

Typically, all students are required to present written documentation when absent, tardy, or leaving school early. The following information needs to be included when writing excuses for an absence, a tardy, or when leaving school early: student's name, grade, and homeroom; the date the note was written; the date of absence or tardy or early dismissal; the reason for absence or tardy or early dismissal; and the signature of a parent/guardian or doctor's signature if the student has accumulated ten absences. ***This policy will be extended beyond 10 days when requiring a physician's note if the student or someone in the student's family is in quarantine due to COVID-19, has tested positive for COVID-19, or is experiencing symptoms associated with COVID-19, ensuring as much as practicable that policies do not penalize students whose attendance is affected by COVID-19.**

STUDENTS SHOULD NOT ATTEND SCHOOL WITH SYMPTOMS OF ILLNESS

Parents/guardians are expected to conduct a home health screening prior to in-person attendance. If your child has any of the symptoms outlined on the *Home Health Screening Checklist*, they are to stay home and be reported absent by parent/guardian:

CALL	EMAIL
Dial - 717-258-6484	RICEabsence@smsd.us
Select your child's building	IFESabsence@smsd.us
Choose option #1	YBMSabsence@smsd.us
	BSHSabsence@smsd.us

Attendance Accounting

In-Person Days: Regular attendance practices will be used K-12.

Asynchronous Remote Days for Secondary Students:

When attending school on an asynchronous remote day, such as an A student on a B day or a B student on an A day, secondary students will need to complete the following three tasks to be credited as "present" for the day:

1. Log in to LMS (YBMS=Google Classroom, BSHS=Canvas)
2. Complete attendance form
3. Complete and submit all learning activities assigned

Logging in and completing the attendance form do not satisfy attendance requirements without work completion. Students are expected to engage in learning experiences provided by their teachers as evidenced through work completion and submission.

If students log in but are not engaged as evidenced by failure to complete work and/or failure to submit work, **additional attendance protocol (see below) will be put into place.**

Synchronous Remote Day for Secondary Students (C Day)

Regular attendance practices will occur via Zoom.

Fully Remote Model K-12, if needed:

Regular attendance practices will occur via Zoom.

Additional Attendance Protocol for Secondary Students

- I. Attendance will still require an initial login to the LMS and completion of the attendance form, and in addition, will require students to complete and submit assigned learning activities in at least one course assigned for completion on asynchronous remote days.

Attendance Decision Matrix for Students Not Completing Assignments on Asynchronous Remote Days

Login (Access)/Completion	Completion of Attendance Form in LMS	Timely Submission of Assignment for 2 or more classes	Attendance Decision
Evidence of Attendance and Completion	Yes	Yes	Present
No evidence of Access but Completion	No	Yes	Present
Evidence of Access but not Completion	Yes	No	Absent
No Evidence of Access or Completion	No	No	Absent

- II. Repeated lack of evidence of work completion will result in a plan for support prepared and communicated by the student's educational team.
- III. Students continuing to not complete learning experiences even with a communicated plan of support will be considered for a Student Attendance Improvement Plan.



HOME HEALTH SCREENINGS ARE REQUIRED

Parents/guardians will be required to perform a home health screening of their child daily. **Students should stay home from school if any COVID-19 associated symptoms are present:**

- temperature of 100.4 degrees or higher
- nasal congestion
- shortness of breath
- headache or body aches
- persistent cough
- sore throat
- upset stomach
- loss of appetite, taste, or smell

Symptoms should be reported to the child's physician and the building nurse (via the absence reporting system) assigned to the child's school building.

I/we understand that HOME HEALTH SCREENINGS are required at home prior to school each morning. If my child is experiencing any of the above symptoms, I/we understand that our child should not come to school; the absence should be reported via the school absence reporting system; and my child's physician should be contacted.

Student Name

Grade

Parent Signature

Date