

SHIPPENSBURG AREA SCHOOL DISTRICT



COVID~19 Parent/Student Guidebook 2021-2022

Board Approved: August 24, 2020
Updated: October 1, 2020
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Mr. Matthew Flohr – Principal, James Burd Elementary School
Mrs. Susan Martin – Principal, Nancy Grayson Elementary School
Mrs. Holly Garner – Director, Grace B. Luhrs University Elementary School

Pandemic Coordinator – Mrs. Susan Martin

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Website: www.shipk12.org

717-530-2700

Shippensburg Area School District is committed to partnering with our parents and families to provide our students with a high quality educational program, during this difficult time, without overwhelming students or their families. This guidebook is designed to provide you with essential information you will need to help us accomplish our goal. Some of the information presented is meant as an update to building specific student handbooks. We have chosen to create this document to complement student handbooks and provide a single source of pandemic related policy and procedural changes. Our hope is that this guidebook provides the building blocks for a system that can be expanded should the impact on instruction continue for an extended period of time. As the information regarding COVID-19 is constantly changing, this plan will be updated as needed. All major updates to the plan will be posted on the SASD Website and communicated via SkyAlert calls. Therefore, you should check the SASD website frequently. School or class specific changes to the plan will be communicated via the principal or classroom teacher. In closing thank you for your diligence, patience and continued support.

Please refer to the Shippensburg Area School District Health & Safety Plan for more complete information regarding our mitigation and response to the COVID-19 pandemic.

<https://www.shipk12.org/wp-content/uploads/2021/07/2021-2022-Health-and-Safety-Plan-Board-Approved.pdf>

Sincerely,

Dr. Chris Suppo
SASD Superintendent

Tiers of Instruction

We have diligently prepared three different tiers of instruction for the 2021-2022 school year. Our goal is to ensure that we are able to meet the needs of our students in each tier while being prepared to transition between the tiers as the health and safety circumstance of our community changes.

- **Virtual**: All learning will be done at home through classes which may be delivered virtually using both synchronous (live) and asynchronous (lessons or assignments that can be viewed/completed at any time because they are not being delivered live) lessons. Currently, parents have one option for virtual instruction: Shippensburg Area Virtual Education (instruction delivered and managed by a third-party vendor-CAIU).
- **Hybrid**: Students may alternate between learning face-to-face in our school district classrooms and learning at home. This option will be used in our scaffolded plan to ensure social distancing guideline and cleaning protocols can be followed.
- **Face-to-Face**: Our students are able to attend school each day in an SASD classroom.

To learn more about our Tiers of Instruction, please refer to the SASD website at www.shipk12.org/virtual

Student School Day for 2021-22

Senior High School	7:25am - 2:30pm
Middle School	7:25am - 2:30pm
Intermediate School	8:40am - 3:10pm
James Burd Elem	8:40am - 3:10pm
Nancy Grayson Elem	8:55am - 3:25pm
Grace B. Luhrs Elem	8:50am - 3:20pm

The school district will collaborate with the local childcare providers to support the Tiers of Instruction.

**Shippensburg Area School District
Teachers and Students**

**Calendar 2021-2022
Board Approved: 6/16/21**

AUGUST 2021				
M	T	W	T	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9/Student Days/9
12/Teacher Days/12

DECEMBER 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

15/Student Days/82
15/Teacher Days/86

APRIL 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19/Student Days/161
19/Teacher Days/166

SEPTEMBER 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

21/Student Days/30
21/Teacher Days/33

JANUARY 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

19/Student Days/101
20/Teacher Days/106

MAY 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	☺
30	31			

20/Student Days/181
20/Teacher Days/186

OCTOBER 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20/Student Days/50
20/Teacher Days/53

FEBRUARY 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

19/Student Days/120
19/Teacher Days/125

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Last Day of School!*

Student Early Dismissal
~ Secondary at 10:20 a.m.
~ Elementary at 11:00 a.m.

*Tentative to change

NOVEMBER 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

17/Student Days/67
18/Teacher Days/71

MARCH 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	













22/Student Days/142
22/Teacher Days/147

Enjoy your summer!



**Shippensburg Area School District
Teachers and Students**

**Calendar 2021-2022
Board Approved: 6/16/21**

	New Teacher Orientation		Holiday – District Closed	<p>*This calendar allows for five (5) Flexible Instruction Days to be utilized as snow days. Any additional days, if needed, will be added to the end of the school year.</p>
	First Day of School		Start of 2 nd and 4 th marking periods (Grades 4-12)	
	Staff Development/Students Not in Attendance		Start of trimester (Grades K-3)	
	Teachers & Students Not in Attendance		Start of 2 nd Semester	
	Two Hour Act 80 Early Dismissal K-12		Two Hour Early Dismissal	
	Act 80 Full Day		Last Day of School	

Important Dates

School year begins for students.....	August 19, 2021
Start of second marking period (4-12).....	October 25, 2021
Start of second trimester (K-3).....	November 15, 2021
Start of second semester (4-12).....	January 18, 2022
Start of third trimester (K-3).....	February 28, 2022
Start of fourth marking period (4-12).....	March 24, 2022
Tentative Last day of school for students – Early Dismissal.....	May 27, 2022

Student Days –181 Teacher Days – 186

School Not in Session on the Following Days (Unless noted 2-hour early dismissal)

New Teacher Orientation	August 9-10, 2021
District In-Service.....	August 16,17,18, 2021
Labor Day Holiday	September 6, 2021
Act 80 Full Day No School for Students.....	September 15, 2021
Columbus Day No School for Students or Teachers	October 11,2021
Act 80 2-Hour Early Dismissal (K-12).....	October 20, 2021
Veteran’s Day No School for Students or Teachers.....	November 11, 2021
Act 80 2-Hour Early Dismissal (K-12).....	November 17, 2021
2 Hour Early Dismissal - Thanksgiving Break.....	November 24, 2021
Thanksgiving Break	November 25-November 29, 2021
Parent-Teacher Conference Swap Day No School for Students or Teachers.....	November 30, 2021
Act 80 2-Hour Early Dismissal (K-12).....	December 15, 2021
2 Hour Early Dismissal for Students and Teachers – Winter Break	December 21, 2021
Building and District Offices 2-Hour Early Dismissal.....	December 22, 2021
Winter Break.....	December 22, 2021-January December 31, 2021
District In-Service.....	January 14, 2022
Martin Luther King, Jr. Holiday	January 17, 2022
Act 80 Full Day No School for Students.....	February 16, 2022
Presidents Day Holiday.....	February 21, 2022
Act 80 2-Hour Early Dismissal (K-12).....	March 16, 2022
No School for Students or Teachers.....	March 18,2022
2 Hour Early Dismissal – Spring Break	April 14, 2022
Spring Break.....	April 15-18, 2022
Act 80 2-Hour Early Dismissal (K-12).....	April 20, 2022
Last day of School Early Dismissal for Students.....	May 27, 2022

<u>Parent/Teacher Conferences</u>	<u>Testing Schedules</u>
Grades K-3:	<u>PSSA</u>
Grades 4-5:	Gr. 3-8 English Language Arts: April 25-29, 2022
Grades 6-8:	Gr. 3-8 Mathematics: May 2-13, 2022
Grades 9-12:	Gr. 4 & 8 Science: May 2-13, 2022
	Make-up Window: May 2-13, 2022
MP 1: 45	<u>Keystone Exams</u>
MP 2: 46	Algebra, Biology, Lit.: Dec 1-15, 2021 & Jan 3-14, 2022
MP 3: 45	Algebra, Biology, Lit.: May 16-27, 2022
MP 4: 45	
Semester 1: 91	
Semester 2: 90	
The SASD School Board reserves the right to modify this calendar.	

Yearly Instructional Hours (with early dismissals and ACT 80)

BUILDING	INSTRUCTIONAL DAY
BURD	953 HRS
GRAYSON	953 HRS
LUHRS	953 HRS
SAIS	953 HRS
SAMS	1100.75 HRS
SASHS	1138.36 HRS

Learning Tips for Families

The Role Parents/Family Members Play in Student Learning

- Students should see their parents/family members as their greatest coaches, knowing a coach won't be misleading or overly positive, but constructive and goal-oriented.
- With parents/family members as coaches that reinforce the value of working through hardships, students at any age can be empowered to persevere through this critical time.
- Parents/Family Members should reinforce learning by encouraging students to be responsible and consistent in their work habits.

Parents/Family Members Set the Standard

- Parents/family members control the home learning environment.
- Parents/family members can support learning by setting the pace, creating a physical space intended for learning, and continuing to encourage students in the absence of daily face-to-face teacher interaction.
- By designating an area of the home for learning, parents can also keep an eye on progress.
- Noting behaviors, opportunities and barriers, allow parents/family members to adapt or adjust as necessary to create the ideal path for their child or children.

Power of Parents/Family Members

- By positioning education as a priority, parents/family members can reinforce the importance of doing well in school, regardless of their own backgrounds.
- Setting an increased value for education and learning can come through in how a parent/family member dictates online learning time, prioritizes needs, and provides personal attention.
- Parents/family members have a direct impact on the education students receive, especially in a remote learning setting.

COMMUNICATION

Ongoing communication is a critical element of flexible and remote learning. The following tools will be used to communicate with families:

Communication Tool	Purpose	How to Access the Tool
SASD Website	To provide updated information regarding the continuing education plan, announcements, resources and access to individual school websites	www.shipk12.org
Facebook Twitter	To provide updated announcements and resource links.	Shippensburg Area School District or your child's school (you must have a Facebook or Twitter account)
SkyAlert Phone Calls & Skyward Email	To provide updated information regarding the continuing education plan, announcements, and resources	SASD will call the telephone number or email the email address on file with the District. Please make sure the telephone number and email where you want to receive calls and email is correct in Skyward
Google Classroom or Schoology	The place where the teacher posts assignments and classroom announcements.	Log in to your child's Google Classroom or Schoology Account through the access on the website.
ZOOM On-Line Sessions	This tool will allow you to communicate directly with your child's teacher and for your child to attend instructional sessions or receive help either online or via the telephone.	The teacher will send you or your child an email link to access Zoom when an instructional session or meeting is schedule to be held via Zoom.
Other Tools	Communication tools that might be added to the plan	Parents will be informed of additional communication tools as they are added

HEALTH & SAFETY

Face Covering Protocol

As per the CDC recommendation and SASD School Board, all students, staff, and visitors of the Shippensburg Area School District must wear face coverings while using transportation, on school grounds, and in school buildings. Face covering, defined as a covering of the nose and mouth secured to the head with ties, straps, loops over the ears or wrapped around the lower face, can be made of a variety of synthetic or natural fibers, including cotton, silk, or linen. Any student, staff member, or visitor who does not have a face covering may request a face covering from the building administrator.

A student, staff member, or visitor who cannot wear a face covering due to a medical condition should contact the building administrator to address this concern.

Masks will be available in the main office of each District building for students and staff who forget or misplace their face coverings. Students and staff are expected to bring their own face covering to school with them on a daily basis.

The school district will continue to monitor Cumberland and Franklin levels of COVID community transmission, PA DOH COVID Dashboard, CDC regional information, and school district data to make further determination regarding the possible changes to the current face covering requirement.

3 HELPFUL TIPS FOR FAMILIES AND kids wearing masks



1

Explain why face masks are important

"My mask protects you from the germs and your mask protects me from the germs."

2

Check the fit

Make sure the mask is a comfortable fit, not too tight or too loose.

3

Everything takes time

Practice wearing a mask at home, increasing the amount of time.

Additional guidance on mask wearing or face coverings in Pennsylvania (PA) schools is available at the PA Department of Education website www.education.pa.gov.

Created by Capital Area Intermediate Unit for CAIU 15 service region.

At Home

Parents/guardians must complete the *COVID-19 Daily Self Checklist* for each child living in the household before sending their child to school each day. If you answer yes to any of the screening questions, or have 3 symptoms, or you have a fever of 100.4 F or higher, **DO NOT REPORT TO SCHOOL**. Call your school health room office. See Appendix for Student Home Health Screen form.

At School

- Office Staff at each school district building entrance may ask all who wish to enter to answer questions regarding common symptoms and possible exposure to the COVID-19 virus. Office Staff will determine if visitors may enter the office area.
- Visitors may be limited to SASD employees and contracted service providers who comply with face coverings, hand washing and social distancing protocols.
- CDC and PA Department of Health posters are posted in high traffic areas and classrooms of the buildings as a reminder of healthy practices.
- All students, staff, and visitors are required wear a face covering except when eating or drinking,
- Large group gatherings may be restricted.
- Students, staff, and visitors experiencing COVID-19 related symptoms will report to the nurse's office immediately.
- A hand washing schedule may be employed for all students and staff
- Students, staff, and visitors will wear face coverings while in the building when maintaining social distancing is not possible.
- Vigilant cleaning of high touch surfaces (desks, keyboards, door handles, etc...) may be enforced.
- Soap, hand sanitizer, and disinfecting wipes will be provided in the classroom and throughout the school building.
- Students, staff, and visitors should not share personal belongings.
- Use of floor markings may be used to help students and staff maintain social distancing.
- Schedules may be modified to provide classroom coverage and student supervision.
- One-way hallways may be used where possible.
- Rotating recess times (with low or no contact activities) at the elementary schools, as needed.
- Physical Education may be conducted virtually or at the school utilizing non-contact activities.

Transportation

- Students will be required to wear a face covering when using District provided transportation.
- Drivers of district contracted transportation services will be required to wear a face covering when students are on vehicles, with CDC exceptions.
- The number of students riding on District provided transportation may be limited.
- Students may sit up to two to a seat, sitting by the window and by the aisle.
- Vehicles will be cleaned and sanitized daily.
- Windows and roof hatches may be opened, when possible, to allow for additional ventilation.
- Vehicles may be loaded from back to front and unloaded from front to back to minimize student contact.
- Students may be dismissed to the buses and as walkers in a staggered manner.

Cafeteria Services

- Elementary Buildings (Grades K-5)
 - Breakfast may be grab-n-go style (prepacked disposable bags) with social distancing as the students enter the building.
 - Breakfast bags may be available on mobile carts at specific locations in the building.
 - All students will eat breakfast in the classroom.
 - Teachers will be provided trash bags for breakfast trash. Trash will be collected at the end of the breakfast period.
 - Teachers will send the breakfast and lunch count to the kitchen.
 - Kitchen staff may deliver the lunches to the classrooms at the designated lunch times.
 - Students will eat in the cafeteria or other designated areas.
 - Teachers will be provided trash bags for lunch trash. Trash will be collected at the end of the lunch period.
 - SASD will be offering at-home meals for the days that students are not physically in school. Parents may preorder by visiting the SASD website and clicking the Food Service tab. Students must be enrolled in the Shippensburg Area School District to qualify for at-home meals.
- Secondary Buildings (Grades 6-12)
 - The lunch may be a bagged lunch served in the cafeteria.
 - Students will eat in the cafeteria or other designated areas.
 - The typical lunch options may not be available.

Classroom

- Instructional time will be prioritized to accommodate student needs.
- K-3 students will participate in Daily Morning and Closing Circles designed to build classroom community and support social-emotional wellness.

- To help ensure social distancing, classroom desks and tables will be spaced apart facing in the same direction to the greatest extent possible based on instructional delivery model.
- The teacher will have a designated space in the classroom that will be maintained as a student-free zone.
- Health and Safety activities will be incorporated into the daily routine and curriculum.
- Sharing of instructional materials will be limited.
 - Shared materials may be disinfected between uses.
 - Students will have their own assigned technology device.
 - Physical Education activities may be virtual or will be individualized rather than pairs or teams.
- Students and staff will be expected to use “respiratory etiquette” by coughing or sneezing into a tissue or elbow area of the arm. If using a tissue, the person will be expected to wash their hands or use hand sanitizer.
- Teacher will provide specific instructions regarding assignments students will complete on the days they are learning at home. These assignments will be directly connected to the direct instruction they receive from their teachers while in the school building.
- Classrooms will be configured to ensure compliance with social distancing guidelines. Unnecessary furniture will be removed and dedicated space for teacher instruction will be provided.
- Class size may be limited to support social distancing guidelines

Virtual Learning

- All parents/guardians may request a technology device for their child to use for virtual learning.
- Parents/guardians are responsible for the condition of the technology device while it is in their child's possession.
- All activity on the device is monitored by SASD through the use of GoGuardian software. If your child is attempting to visit inappropriate websites or conducting “troubling” web searches, you will be contact by a District Administrator.
- Teacher may provide direct instruction through synchronous (live face-to-face interaction) instruction and/or asynchronous activities.
- Synchronous instruction will be recorded during the Zoom instructional time and posted to the learning platform for viewing at any time by the parent/guardian or student.

- Teachers may provide asynchronous activities posted in the learning platform.
- Grades K-5 will use Google Classroom, while Grades 6-12 will use Google Classroom with Schoology integration.

Internet

If you do not have internet at your home, you may request an internet hot spot from the school district. If you are currently receiving free or reduced meals at school, you may request information about the receiving internet at a discounted rate. Please contact your school Principal for more information.

If you don't have internet at home or you are on the go, the following locations offer FREE Wi-Fi in Shippensburg:

	Arooga's	Burger King
Giant	Grand Pointe Church	The Harbor
Redemption BBQ	McDonalds	Planet Fitness
Sam's Wash & Swirl	SASD	Select Family Restaurant
Sheetz	Shippensburg Public Library	Starbucks
Subway	Wellspan	University Grille
Walmart	Wheelhouse Café	Weis Markets

**Wi-Fi often works in the parking lot of these locations.

DATA PRIVACY & SECURITY DURING REMOTE LEARNING:

Shippensburg Area School District can only ensure the safety of your child's digital footprint and identity if he/she is using the district owned technology and district-approved applications. The use of any other websites/applications or social media platforms is at the discretion of the parent. We strongly encourage you to read the privacy policies of any non-district approved applications to ensure that your child's identity is properly protected. If you are unsure whether a resource is approved by the district, please contact your school. As a community, we must all remain especially vigilant about cyber-security in the weeks and months ahead.

School Nurses

Each school building will have a licensed nurse present throughout the school day. School nurses follow Department of Health and CDC Guidelines related to COVID-19 and will assist administrators and staff in understanding and implementing those guidelines. School nurses have been provided with COVID-19 specific protocol for assessing and managing student and staff health needs including parent communication, managing students who exhibit symptoms

during the school day and supporting staff member who exhibit symptoms during the workday. Our nurses will also support the District's safety plan by upholding social distancing, face covering protocol, and effective hand washing procedures. Nurses will continue to provide daily medication as needed and attend to other illnesses and injuries that might occur during the school day. Immunization requirements remain in effect as per Shippensburg Area School District and PA Department of Health policies. School nurses continue to collaborate with school counselors and administrators to provide support for students with special learning and medical needs.

Protocol for a confirmed case of COVID-19 in our schools

If the District Administrators or Health Services Staff are made aware of a confirmed case* of COVID-19, they will follow the CDC Guidelines, PA Department of Health Guidelines, Cumberland and Franklin County Department of Public Safety's guidance, and physician orders regarding safe COVID-19 mitigation and management protocols.

Per these guidelines, the District will:

- Direct the student or staff member to remain at home for a minimum of 10 days from the onset of symptoms and follow the orders of their health care provider.
- Identify any individuals who had close contact** with someone with a confirmed case of COVID-19 within 48 hours of symptom onset and notify them to quarantine for 10 days. If the individual has a negative COVID-19 test at day five (5) of quarantine, the individual may return to the school setting after day seven (7) upon providing documentation of the negative COVID-19 test.
- Keep the identity of the individual with a confirmed case confidential pursuant to the Americans with Disabilities Act when notifying others that they may have been exposed to COVID-19 in our schools due to close contact.
- Follow cleaning and disinfecting protocols in accordance with CDC guidelines, PA Department of Health, and the SASD Health & Safety Plan.

*Confirmed Case is defined as a person has had a COVID-19 test and the results have come back positive. The person is under physician treatment.

** Per CDC, close contact is defined as "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for

asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated."

***Parents must provide documentation from a medical professional of a confirmed case.

Return to School

Each student situation will be evaluated on an individual basis by the School Health Staff and Administrator by using the following general guidelines.

Situation	When can my child return to school
My child was sent home from school with COVID-19-like symptoms and tested negative.	Your child may return to school after they have been evaluated by a medical professional, been without a fever for 24 hours*, and it has been determined that the child does not have COVID-19 (negative test). We request a doctor's note indicating the child may return to school.
My child was sent home from school with COVID-19-like symptoms and was not evaluated by a medical professional.	Your child may return to school after they have been without a fever for 24 hours* and have quarantined for 10 days, if they have not been evaluated by a medical professional (no test).
My child was sent home from school with COVID-19-like symptoms and tested positive.	If your child has been evaluated by a medical professional and has a positive test, your child may return to school after a quarantine of 10 days, no fever for 24 hours*, and respiratory symptoms have improved. We request a doctor's note indicating the child may return to school.
My child does not have symptoms, but had a positive COVID-19 test.	Your child may return to school after they have quarantined for 10 days and do not develop symptoms. We request a doctor's note indicating the child may return to school.
My child was in close contact with a person known to have COVID-19.	If your child is fully vaccinated***, your child may continue normal activities. It is recommended your child be tested 3-5 days after close contact.

	<p>If your child is not fully vaccinated, your child may return to school after they have been without a fever for 24 hours* and have quarantined for 10 days. If your child has a negative COVID-19 test at day five (5) of quarantine, your child may return to the school setting after day seven (7) upon providing documentation of the negative COVID-19 test.</p>
<p>My child was on an Educational Trip and is fully vaccinated***.</p>	<p>Your child may return to school the day after the trip. Your child does NOT need to get tested or self-quarantine if he/she is fully vaccinated or have recovered from COVID-19 in the past 3 months.</p> <p>Please follow all CDC travel recommendations during the time of the trip.</p>
<p>My child was on an Educational Trip and is not fully vaccinated</p>	<p>Your child should get a COVID-19 test 5 days after travel.</p> <p>If your child's test is negative, your child may return to school after day 7.</p> <p>If your child's test is positive, isolate your child for 10 days (after travel) and seek medical advice.</p> <p>If your child doesn't get tested, your child should stay home and self-quarantine for 10 days after travel.</p> <p>Monitor your child for COVID-19 symptoms; isolate and get tested if your child develops symptoms.</p> <p>Please follow all CDC travel recommendations during the time of the trip.</p>

*Students must be without a fever for 24 hours without using a fever reducing medication (Tylenol, Motrin, and Acetaminophen)

**See Appendix B for COVID-Symptomatic K-12 Student or Staff Process Flowchart

*** Students are considered fully vaccinated after they have received two properly spaced COVID-19 vaccines and it has been 14 days since the final vaccine.

Attendance

When your student is absent, you may email a note regarding your child's absence to the appropriate building attendance secretary at one of the email addresses below:

SASHSAttendance@ship.k12.pa.us

SAMSAttendance@ship.k12.pa.us

SAISAttendance@ship.k12.pa.us

JBESAttendance@ship.k12.pa.us

NGESAttendance@ship.k12.pa.us

GBLAttendance@ship.k12.pa.us

If your child has a doctor's note, please take a picture of the note and email it to the appropriate building attendance secretary above.

Attendance Procedure for Virtual Instruction (**Flexible Instructional Days**)

Students will be marked as "present in school" for the day after completing the activities during the synchronous instruction and/or those activities presented for completion on the asynchronous learning platform. If you have questions about your child's attendance, please talk with your child's Principal.

Grading

Grading for this school year during face-to-face instruction or virtual instruction will follow traditional grading practices outlined in your child's school student handbook. However, this school year, elementary special subjects (Health/PE, Art, Music, Library/Media Center activities, Guidance) will be graded using an O, S or N.

O = Outstanding

S = Satisfactory

N = Needs Improvement

Bullying and Harassment

COVID-19 is not at all connected to race, ethnicity, or nationality. School staff should be mindful that bullying, intimidation, or harassment of students based on actual or perceived race, color, national origin, or disability (including the actual disability of being infected with COVID-19 or perception of being infected) may result in a violation of state and federal civil rights laws. The School District Administrators will take immediate and appropriate action to investigate what occurred when responding to reports of bullying or harassment. If parents and

families believe their child has experienced bullying, harassment, or intimidation related to the COVID-19 outbreak, they should contact their child's School Principal.

Special Education

In an effort to fully engage students, the special education staff will continue to provide instructional modifications, accommodations, and support services through diverse and individualized learning strategies to address the specific needs of the students they serve. Along with engaging students, special education staff will act as a liaison to communicate and collaborate with various stakeholders and coordinate services to maintain compliance with federal and state guidelines.

School Counselors

The school counselors are an integral part of our school community, providing academic, social/emotional, and behavior support to students along with targeted instruction to support their growth. Through their work, our counselors help all students apply academic achievement strategies, manage their emotions, apply interpersonal and social skills, and plan for future success. Regardless of the learning tier, our counselors will provide students with:

- individual academic planning and goal setting
- short-term counseling services
- referrals for long-term counseling and other outside agency support
- classroom lessons to support postsecondary success and social/emotional/behavior targeted instruction

Important School Contact Information

Senior High School		717-530-2780
Administration	Mrs. Deborah Luffy	deborah.luffy@ship.k12.pa.us
	Mr. Greg Miller	greg.miller@ship.k12.pa.us
	Mr. Andrew Norton	andrew.norton@ship.k12.pa.us
Counselors	Mr. Dave Lindenmuth	david.lindenmuth@ship.k12.pa.us
	Mrs. Erica Frontino	erica.frontino@ship.k12.pa.us
	Mrs. Michele Dubbs	michele.dubbs@ship.k12.pa.us
Nurse	Mrs. Shelly Kwiatkowski	shelly.kwiatkowski@ship.k12.pa.us

Pandemic Coordinator	Mrs. Susan Martin	susan.martin@ship.k12.pa.us
Middle School		717-530-2750
Administration	Mrs. Bernadette Benbow	bernadette.benbow@ship.k12.pa.us
	Mr. Buck Brindle	buck.brindle@ship.k12.pa.us
Counselors	Mrs. Angie McKee	angie.mckee@ship.k12.pa.us
	Mrs. Rose Junkin	rosemary.junkin@ship.k12.pa.us
Nurse	Mrs. Beth Denning	beth.denning@ship.k12.pa.us
Intermediate School		717-530-3189
Administration	Mrs. Teri Mowery	teri.mowery@ship.k12.pa.us
Counselor	Mrs. Molly Onomastico	molly.onomastico@ship.k12.pa.us
Nurse	Mrs. Kathy Merideth	kathy.merideth@ship.k12.pa.us
James Burd Elem		717-530-2780
Administration	Mr. Matthew Flohr	matthew.flohr@ship.k12.pa.us
Counselor	Mrs. Shawn Chiappelli	shawn.chiappelli@ship.k12.pa.us
Nurse	Mrs. Kathy Merideth	kathy.merideth@ship.k12.pa.us
Nancy Grayson Elem		717-530-2770
Administration	Mrs. Susan Martin	susan.martin@ship.k12.pa.us
Counselor	Mrs. Kelly Ackley	kelly.ackley@ship.k12.pa.us
Nurse	Mrs. Teresa O'Neal	teresa.oneal@ship.k12.pa.us
Luhrs Elem		717-477-1612
Director	Mrs. Holly Garner	HTGarner@ship.edu
Counselor	Mrs. Kelly Ackley	kelly.ackley@ship.k12.pa.us
Nurse	Mrs. Teresa O'Neal	teresa.oneal@ship.k12.pa.us

Acknowledgement of Virtual Group Instruction Privacy Concern

The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are federal laws that protect confidentiality of a student's education and health records. Shippensburg Area School District complies with federal regulations outlined in both FERPA and HIPAA to ensure student confidentiality. In response to the COVID-19 nationwide public health emergency, the United States Department of Health and Human Services has provided guidance that the Office of Civil Rights recognizes the challenges of school districts to meet the needs of our students remotely; therefore, they have made accommodations with regulatory requirements related to HIPAA rules. The department supports the use of any audio and video conferencing product that allows only the intended parties to participate in communications in order to provide services to students virtually during the public health emergency.

In order to provide students with a continuity of education during this unprecedented time, Shippensburg Area School District, would like to engage your student in-group virtual instruction using nonpublic audio and video conferencing. The district will be utilizing Google Applications and/or Zoom to support remote learning. This letter serves to notify families that Shippensburg Area School District cannot ensure student privacy when utilizing group virtual instruction. During a virtual group instruction, student's names and faces may appear on a screen. Further, the virtual group instruction format could provide opportunities for individuals in other student's households to observe the learning session. As a reminder, the district will not share health and educational information with third parties without written parental consent. This letter serves to notify Shippensburg Area School District families of the district's good faith effort to provide instructional opportunities for socialization during this unique time using a product that complies with the current Department of Health and Human Services rules.

The district plans to move forward with providing group virtual instruction, when appropriate, unless the district receives written notification of a family's desire to opt out due to privacy concerns. If a family declines virtual group instruction, the district will collaborate with the student's family to develop an alternative arrangement. Please feel free to reach out to your student's School Principal to discuss any concerns.

Parent/Guardian Risk Acknowledgement **Notice Regarding Return to School**

As the beginning of the academic year approaches, the Shippensburg Area School District wishes to address the challenges associated with returning to in-person instruction for our District staff, students, and parents. The novel coronavirus, COVID-19, is extremely contagious and continues to remain a worldwide pandemic by the World Health Organization. COVID-19 is believed to spread mainly from person-to-person contact and has had severe consequences for those that are especially vulnerable, such as senior citizens and individuals with underlying medical conditions. As a result, federal, state, and local governments and federal and state health agencies have made numerous recommendations over the past months to fight the spread of infection, including increased handwashing and social distancing measures to limit contact with others.

The District has put in place preventative measures recommended by the Centers for Disease Control and Prevention, Governor Wolf's Executive Orders, the Pennsylvania Department of Health and other agencies, as more fully outlined in the District's Health and Safety Plan, to reduce the spread of COVID-19 and to allow students and parents to feel comfortable about returning to in-person instruction within the school setting. Even with preventative measures in place, there are inherent risks as the risk of infection for COVID-19 exists and is difficult to control.

We need families, parents and students to acknowledge and understand the contagious nature of COVID-19 and the risk of infection and injury associated with use of District transportation, in person instruction, and participation in District programs and activities. We cannot guarantee that you or your children will not become infected with COVID-19 as a result of the aggressive nature in which this virus may spread. Families, parents and students must understand the potential for infection, injury, or even death as a result of COVID-19 that exists when using District transportation or participating in District instructional programs and activities. An inherent risk of exposure to COVID-19 exists in any place where people are present.

We understand your concerns, and the School District has taken enhanced health and safety measures to create the safest environment feasibly possible during this pandemic. We require that all students and their families follow all posted instructions as provided by the School District's Health and Safety Plan for the health and well-being of all.

Parents that are uncomfortable with in person instruction should contact the Pandemic Coordinator, Mrs. Susan Martin at susan.martin@ship.k12.pa.us or your child's School Principal to discuss available options for the academic year, such as virtual instruction through our District's cyber instruction platform.

Let's be vigilant in keeping each other healthy and safe.

APPENDIX



SHIPPENSBURG AREA SCHOOL DISTRICT COVID-19 Daily Home Health Checklist for Families

Student Name: _____

Grade: _____

Building: _____

Parents/guardians must complete the COVID-19 Daily Self Checklist for each child daily before sending their child to school. The daily checklist requires you to take and record your child's temperature. These questions must be answered before reporting to school and you must retain this log indefinitely. Your school may ask to review your checklist should your child test positive for COVID-19 to assist with contact tracing. If you answer yes to any of these questions (or have 3 symptoms) or you have a fever of 100.4 F or higher, **DO NOT REPORT TO SCHOOL**. Call your school office.

Date	Temp. reading (do not report to school if 100.4F or higher)	Do you have 3 of the following symptoms without an known cause (i.e. asthma, COPD, sinus infection, etc.) Y=Yes or N=No							Close contact (see below) Y=Yes or N=No	New loss of taste or smell? Y=Yes or N=No	Travel outside of PA? Y=Yes or N=No	If Yes for Travel, contact your School; may need to self-quarantine up to 10 days
		Sore throat	Chills	Cough	Short of breath	Nausea	Vomiting	Diarrhea				

**Per CDC, close contact is defined as "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated."



COVID-19 Symptomatic K-12 Student or Staff Process Flow

To be referenced with the [Public Health Guidance for School Communities During COVID-19](#)

Student or staff present with symptoms*

Symptoms **are** consistent with COVID-19

(see *Example Symptom Screening Tool*)

Isolate from non-symptomatic students/staff – separate room or separate space in nurse's office

Send home with referral to healthcare provider

Evaluation by healthcare provider/Investigation and notification by Public Health**

Positive COVID-19 test (case) or person is a close contact to person with COVID-19 – isolate case for 10 days/quarantine contact for 14 days

PA Dept. of Health (DOH)/County-Municipal Health Departments (CMHD) staff contacts individual or parent/ guardian and school entity to provide guidance and recommendations, including isolation for the case and quarantine for close contacts

Return to school***

Symptoms **are not** consistent with COVID-19

Assess using normal school policies

Return to school

* Notifying DOH or CMHD staff is not necessary for symptomatic students, staff, and faculty as other non-COVID-19 illnesses may present with similar symptoms. School nurses should contact DOH CMHD staff for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.

** For staff and students, who are not currently a close contact or quarantined, presenting with symptoms that may be associated with COVID-19 may return to school when any one of the following applies:

- Symptomatic individual/child not tested: exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) AND improved respiratory symptoms; or
- Symptomatic individual/child clinically cleared by primary medical doctor, certified school nurse or other health care provider: exclude until afebrile for 24 hours (if fever present) and symptoms improving; or
- Symptomatic individual/child with test negative: exclude until afebrile for 24 hours (if fever present) AND improved respiratory symptoms.

*** There is no need for a "negative test" for student or staff diagnosed with COVID-19 to return to school. Follow public health isolation guidance.



EQUAL OPPORTUNITY STATEMENT~

The Shippensburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender identity, pregnancy, sexual orientation, parental status, ancestry, national origin, marital status, veteran status, political affiliation, or handicap/disability in activities, programs or employment practices as required by Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Age Discrimination Act of 1975, and all other applicable state and federal laws. For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Mrs. Tina M. Clever, Director of Human Resources and Title IX Coordinator, at the District Office of Human Resources at 317 North Morris Street, Shippensburg, PA 17257 or at (717) 530-2700; or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201; or to the U.S. Equal Employment Opportunity Commission, (800) 669-4000 (toll-free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments).