



RETURN 2 LEARN PLAN

TROY SCHOOL DISTRICT TRANSITION PLAN

FAMILY GUIDEBOOK

UPDATED 11.1.20

CONTENTS

SUMMARY	2
FACTORS THAT IMPACT LEARNING OPTIONS	2
FAMILY CHOICE OPTIONS	3
WHY *THIS MODEL* OF HYBRID LEARNING	4
ELEMENTARY HYBRID MODEL	5
SECONDARY HYBRID MODEL	6
INSTRUCTIONAL SCHEDULES	7
PARENT/GUARDIAN RESPONSIBILITIES FOR IN-PERSON LEARNING	8
STUDENT RESPONSIBILITIES FOR IN-PERSON LEARNING	8
NEW SAFETY PROTOCOLS <i>(added 11.1)</i>	9
NEW SIBLING & ABSENCE CALL POLICIES <i>(added 11.1)</i>	10
NEW QUARANTINE VS. ISOLATION <i>(added 11.1)</i>	11
PERSONAL PROTECTIVE EQUIPMENT	12
HYGIENE	13
SPACING, MOVEMENT AND ACCESS	14
CLEANING AND DISINFECTING PROTOCOLS	15
ARRIVAL, SIGNAGE AND HALLWAY PROTOCOL	16
HVAC AND BUILDING VENTILATION	16
BUSING AND STUDENT TRANSPORTATION	17
LUNCH / FOOD SERVICE	17
RECESS / OUTDOOR BREAKS	18
COVID PROTOCOLS	18
PROTOCOL FOR SUSPECTED CASES OF COVID-19 IN THE CLASSROOM	19
PROTOCOL FOR PARENTAL REPORTING OF COVID-POSITIVE CASES	19
PROTOCOL FOR NOTIFICATION OF COVID CASES	20
VISITORS, GATHERINGS AND EXTRACURRICULAR ACTIVITIES	21
ATHLETICS	21
SPECIAL EDUCATION PROGRAMS & SERVICES	22
IMPORTANT UPDATES PUBLISHED 11.1.20	22
MOVING THE DIAL	28
CONCLUSION & NEXT STEPS	28

SUMMARY

The Troy School District recognizes the importance of returning students to classrooms for in-person instruction while protecting the health and safety of our students, school staff, and broader community from COVID-19. This plan is intended to give our school community information about what the TSD transition plan will entail and the factors that impact which learning options will be available.

As we have communicated since June, the 2020-21 school year should be looked at as a dial, with COVID-19 conditions in the county and region requiring the “turning of the dial backward or forward” to prevent the spread of the virus as much as possible.

Though we will seek to avoid unnecessary disruption of in-seat instruction, this means that parents, students and staff should be prepared to return to 100% virtual instruction as needed at any time.

This guidebook will outline how the transition plan will be executed and what hybrid learning will look like.

FACTORS THAT IMPACT LEARNING OPTIONS

The Troy School District, with guidance from the Oakland County Health Division, will evaluate the availability of learning models (100% virtual, transition/hybrid, full in-person learning option) based on several factors, including but not limited to:

DASHBOARD METRICS & TRENDLINES

Community Spread of COVID-19: as measured by Percentage of Positive Tests

7- and 14-Day Average of New Daily Oakland County Case Counts

Total and trendline of Oakland County Cases in 0-19 (or 5-19) Age Group

14-Day Average of New Cases within the Troy School District boundaries (per 10,000 residents)

Percentage of Cases Hospitalized in the Last 14 Days

14-Day Average Daily Death Counts

OTHER FACTORS

Staffing to safely implement in-person instruction (teachers, support staff, custodial, transportation, etc.)

Healthcare Capacity Strength

Testing, Tracing, Containment Infrastructure

On September 16, 2020, the State of Michigan issued guidance for risk mitigation that relies on the first two data metrics we follow. In order to keep families updated, we will publish those metrics (Average new case count in Oakland County and Percentage of Positive Tests in Oakland County) on our website each week under “HEALTH DATA WEEKLY REPORT,” updating on Fridays, beginning Friday, September 25.

<https://www.troy.k12.mi.us/home-covid-19/tsd-news-and-updates>

FAMILY CHOICE OPTIONS

- 1) For the entire 2020-21 school year, families will always have the option to have their student(s) remain in virtual learning.

Students/families who elect to remain in a virtual setting will have the same teacher, classroom community and class schedule they have now, unless your student’s teacher opts to take a leave of absence or extreme unforeseen circumstances force us to change our model. Daily instruction will continue to be streamed to virtual students.

- 2) Beginning with the dates on our Transition Plan Timeline, students/families will have the option to chose to return to in-person learning in our hybrid/transition plan. Please note that the hybrid model has different components at elementary and secondary levels.

CHANGING YOUR PREFERENCE

In order to carefully acclimate our in-seat students and staff to safety procedures in the building, we will set an initial four-week period in which families must stick with the option they choose now. If you choose to remain in virtual instruction, you will not be allowed to change your selection and return in person until a second opportunity to change your selection is offered in November 2020. A third opportunity will be made available at the end of the first semester (end of January.) Finally, we will offer a fourth opportunity in the Spring (after Spring Break.) Families should note that these

opportunities will not be available or can be pushed back if virus conditions in the community have caused the TSD to return to 100% virtual for all students.

WHY *THIS MODEL* OF HYBRID LEARNING

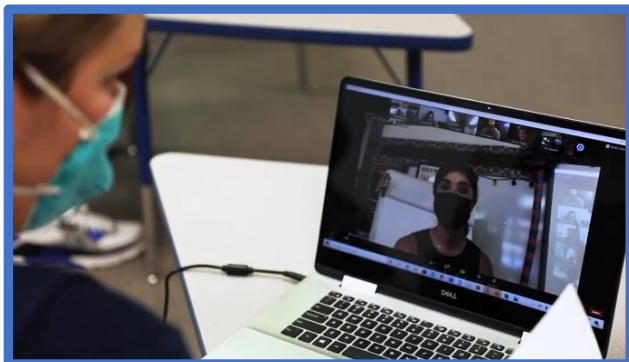
Our hybrid model with classroom streaming was developed in collaboration with the Troy Education Association as the model that best serves the needs of our students. Administrators and teachers were able to collectively develop a model that offers to ensure student learning with unique advantages in this unprecedented time.

As we have outlined since unveiling our plans for the 2020-21 school year, it is critically important to build a sense of classroom community, regardless of whether we are in a 100% virtual setting, a hybrid/transition model or ready to offer full in-person attendance as an option. By placing students into “traditional” classes, we can best mimic that sense of belonging to a certain class, facilitate the collaboration between students in small group settings (whether they be virtual in a “breakout” room or in-person), and build relationships and connections between student and teacher and among peers.

Placing students into classes that persist despite the model or family choice also ensures the least disruption to a student’s education in a time filled with uncertainty. If a student has to self-quarantine because of exposure to COVID-19 but is otherwise able to learn, that student can remain on pace and a part of his/her class by switching to virtual learning without missing a beat until such time that he/she can return.

This type of hybrid model has been successful in other schools and school districts and we are confident it will be successful here as well. Please see this demonstration video to envision what hybrid learning might look like for your student, whether he/she is in-person or learning virtually:

HYBRID MODEL DEMONSTRATION VIDEO—CREATING COMMUNITY OF ALL LEARNERS: <https://youtu.be/nozWNagp43Y>



But how might this model work with our earliest learners? Come along as teachers demonstrate the model with students in Kindergarten and second grade.

EARLY ELEMENTARY LIVE HYBRID DEMONSTRATION:

<https://youtu.be/deravIUWPP0>



Understand, though, that this is a new method of instruction for our teachers and things may not go exactly as planned in every instance in the beginning. We are confident that the flexibility and sense of community it provides will outweigh any initial hiccups and that with time, all students will benefit from our hybrid model.

ELEMENTARY HYBRID MODEL – FIVE DAYS PER WEEK

There are several important differences between elementary, middle and high school students, both in the rate of transmission/impact of COVID-19 and in our ability to cohort them throughout the day. Cohorting is when we are able to isolate a group of students together throughout the day—for example, an elementary class. This is not possible with the myriad of different classes each student takes at the middle and high school level.

Because guidance from the CDC and OCHD tells us that elementary students are less impacted by COVID-19 and less likely to spread the virus, our transition plan will involve all elementary students who choose to return to come back to school for five days of hybrid instruction. Our parent survey indicated that 30-40% of families plan to keep students in virtual learning; this will result in smaller in-person classes to begin the transition. It is impossible to tell you exactly how many students will return in-person in your child’s elementary class, but we anticipate having 16 or more students in each room. We have reconfigured classrooms so that students will be placed as far apart as possible (see section on Spacing, Movement and Access.)

The health and safety of staff is further protected with an abbreviated daily schedule, and all in-seat students will remain in a cohort with their class throughout the day, including lunch and recess. Seating charts will be used so that each student is directly

exposed to a smaller number of other students. Parents should be aware that the number of students in the classroom could grow as parents of virtual students in the class decide to return to in-seat.

The elementary transition schedule will begin with students in grades K-1. If data trends and health and safety protocols go as planned, we will add additional grades each week until all students who wish to return are back in their classrooms.

SECONDARY HYBRID MODEL – M/T or TH/F

To maintain the high level of choice in student programming at the secondary level, we are unable to cohort students in grades 6-12. Each secondary student has a unique schedule honoring their needs and interests. For this reason, secondary students who choose to return will attend a 50% hybrid model that has each returning student attending in-person instruction either Monday and Tuesday or Thursday and Friday each week. Students will be grouped by last name, with A-K attending in-person together and L-Z attending in-person together. Seating charts will be used so that each student is directly exposed to a smaller number of other students and uses the same workstation each day. On the days they are not scheduled to attend in-person, secondary students will learn in a virtual setting. On Wednesdays, all students will learn in a virtual setting, which will allow our custodial staff the opportunity to deep clean each middle and high school.

This hybrid model may evolve over time if conditions and in-seat numbers allow.

The secondary transition schedule will begin with grades 6 and 9. This will have the added bonus of allowing new students to the building an adjustment period before additional students are brought back. If data trends and health and safety protocols go as planned, we will add additional grades until all secondary students who wish to return are back in their classrooms in our hybrid model. If the numbers allow for 50% or less of total student population who want to return in-seat, TSD will explore having all in-person students attend on the same days with additional days per week added.

INSTRUCTIONAL SCHEDULES

All students, whether they are learning in-seat in classrooms or virtually at home, will follow the same class schedule they have been following, though start and end times will be adjusted to accommodate bus schedules and lunch breaks (*dismissal prior to lunch will occur at Athens, Troy High and TCCHS only, because it is not possible at this time to have those populations eat with appropriate physical spacing and supervision. Elementary, middle school and IAE students will eat lunch at school.*)

The start and end times for elementary and secondary hybrid models are as follows:

EARLY & LATE START ELEMENTARY SCHOOLS

Bemis, Hill, Martell, Troy Union, Wass and Wattles

START TIME: 8:40am
DISMISSAL TIME: 2:30pm

Barnard, Costello, Hamilton, Leonard, Morse and Schroeder

START TIME: 9:10am
DISMISSAL TIME: 3:00pm

EARLY & LATE START MIDDLE SCHOOLS

Boulan Park Middle School, Larson Middle School

START TIME: 7:55am
DISMISSAL TIME: 1:25pm

Baker Middle School, Smith Middle School

START TIME: 8:20am
DISMISSAL TIME: 1:50pm

HIGH SCHOOLS & POST SECONDARY

Athens High School, Troy High School, Troy College & Career HS

START TIME: 7:20am
DISMISSAL TIME: 12:10pm

International Academy East

Start and dismissal times will be communicated by the school

Troy Center for Transition

START TIME: 7:50am
DISMISSAL TIME: 1:45pm

RESPONSIBILITY COMMITMENTS

IF YOU CHOSE TO HAVE YOUR CHILD RETURN TO FACE-TO-FACE LEARNING IN OUR HYBRID MODEL, YOU SHOULD BE AWARE OF THE FOLLOWING REQUIREMENTS AND IMPORTANT INFORMATION TO GUIDE YOUR DECISION:

PARENT/GUARDIAN RESPONSIBILITIES FOR RETURN TO IN-PERSON LEARNING

Recognizing that face-to-face instruction during a pandemic comes with the shared responsibility to protect the health and safety of all students and staff, strict adherence to certain guidelines are necessary. If parents choose to have their students return to in-person learning, parents must agree (in writing or by checking the appropriate box in PowerSchool):

- Conduct daily health screening of their children and report results to school through Student Health Assessment in PowerSchool
- Notify school principal immediately if anyone in the household exhibits symptoms or tests positive for COVID-19
- Adhere to guidance from the Oakland County Health Division regarding self-quarantine for exposure to COVID-19, whether that exposure is in school or outside
- Abide by all protocols and procedures outlined by the Troy School District, including requiring students to wear masks at all times*, student assistance in cleaning of individual student workstations, food and beverage restrictions/guidelines and behavioral expectations.

These procedures are subject to change as best practices evolve. Parents and students will be notified of any changes. Families and students who choose not to follow these requirements will exercise the option to learn in a 100% virtual environment.

**see section on Personal Protective Equipment - Masks for information on “mask breaks” and rare exceptions to our mask policy.*

STUDENT RESPONSIBILITIES FOR RETURN TO IN-PERSON LEARNING

Students who return to in-person learning must follow the protocols and procedures outlined by the Troy School District, including wearing a mask at all times*, assistance in cleaning of individual student workstation, food and beverage restrictions/guidelines and behavioral expectations. *These procedures are subject to change as best practices evolve. Families and students will be notified of any changes. Families and students*

who choose not to follow these requirements will exercise the option to learn in a 100% virtual environment.

NEW SAFETY PROTOCOLS--IMPORTANT

In order to continue to keep cases from spreading within schools, we have several important changes for in-seat students:

1. **NEW STUDENT HEALTH SCREENER:** The questions and conditions on our Student Health Assessment have changed, per the Oakland County Health Division. You will see this beginning tomorrow morning.

Now, there are two categories of symptoms to look for and different requirements to return:

If students/staff experience ONE symptom in the first category (new cough, shortness of breath, difficulty breathing, new loss of taste or smell), you must keep them home AND have a negative COVID-19 test to return or have them stay home for a full 10 day isolation period, be fever free without medication and symptoms must have improved to return.

If student/staff experience TWO symptoms in the second category (Fever of 100.4 degrees or higher, chills, muscle aches, headache, sore throat, fatigue, diarrhea, nausea or vomiting, congestion or runny nose) you must keep them home AND have a negative COVID-19 test to return or have them stay home for a full 10-day isolation period, be fever free without medication and symptoms must have improved to return.

If students/staff experience ONE symptom in the second category (Fever of 100.4 degrees or higher, chills, muscle aches, headache, sore throat, fatigue, diarrhea, nausea or vomiting, congestion or runny nose) you must keep them home and consult your medical provider. Students/staff may return to work/school after being fever free for 24 hours without taking fever reducing medication and symptoms have improved. A negative test is not required for one symptom provided the above applies.

This will also be the protocol followed in schools for sending students home from school with symptoms.

Please note that this means we can no longer accept an alternate diagnosis from a doctor to return to school.

The screener does allow for exceptions for existing conditions (asthma, allergies, etc.) BUT that information with a doctor's note, must be on file with your student's school prior to students getting sick. You will not be allowed to produce an allergy

note to return after a student has been sent home or stays home with possible COVID-related symptoms.

2. **NO RAPID TESTS:** We can NO longer accept Rapid Tests as proof that someone does not have COVID-19. In order to provide proof of a negative test, you must have a PCR test.
3. **UPDATED SIBLING POLICY:** If a student stays home or is sent home with COVID-related symptoms, ALL SIBLINGS of that student must go home/stay home until the results of a PCR test come back negative. If a parent or anyone living in the same home has COVID-related symptoms and is awaiting the results of a COVID test, all students from that home should stay home and attend school virtually until the results of a PCR test come back negative. Families in both scenarios must provide proof of negative results.
4. **MUST REPORT ABSENCES/CHANGES TO SCHOOL:** If your student is supposed to attend in-person on any given day and does not, YOU MUST CALL THE ATTENDANCE LINE at your student's school and list the symptoms your student is experiencing and why they are not in school.

If students are not attending in-person because they are self-quarantining due to exposure, you must call in and let the school know—the OCHD will also let us know, but there may be a short delay so you must also self-report. Students who do not inform us of exposure, self-quarantine or positive tests will revert to virtual learning immediately. If the school advised your student to self-quarantine, you do not need to call in.

In all cases, students should still attend virtually if they are able, but you must call the absence in. In-seat students should not attend virtually without a parent calling the attendance line. The Student Health Assessment must also be done every day that your student is expected to attend in-person (not on virtual days in secondary.)

Important—we do not want anyone coming to school with any illness for any reason. Absences will NOT be counted against any student, provided the work is made up/done.

5. **TESTING OUT:** You cannot test out of quarantine. A negative test is a snapshot in time—illness can appear anytime in the 14-day quarantine period. So, while a negative test may give you peace of mind, students/staff must still self-quarantine for the full 14-day period.

DIFFERENCE BETWEEN ISOLATION AND QUARANTINE

If a student or staff member is EXPOSED to COVID-19 but has no symptoms, they should **SELF-QUARANTINE** for 14 days after the last day of exposure (we start to count with the next day.)

SELF-QUARANTINE means you must:

- Stay home 24/7 for 14 days
- Watch for symptoms and maintain physical distance (at least 6 feet) from others at all times.
- Check and record your temperature 2x a day

If a student or staff member TESTS POSITIVE for COVID-19, they must **ISOLATE** for a minimum of 10 days from symptom onset or test date.

ISOLATION involves everything that quarantine does, but in addition, it means you must stay away from other family members. The OCHD says someone in isolation:

- Stay in a separate room from other household members.
- Use separate bathroom if possible. If sharing a bathroom, keep toothbrushes separate and disinfect all surfaces after each use.
- Avoid sharing personal items like dishes, drinking glasses, cups
- DO NOT eat, hang out or spend time in the same room as others

WHEN ISOLATION IS NOT POSSIBLE

In many cases, especially with parents caring for young children, isolation is not possible.

If individuals cannot isolate, then **every family member must also stay home** for the COVID-positive person's minimum 10-day isolation, THEN start a 14-day quarantine.

This means that siblings and children of COVID-positive people will be out of school (and in their homes) for a minimum of 24 days.

Many people who have a family member test positive do not realize this important distinction. The OCHD explains this by stating that every family member who cannot isolate from a COVID-positive person is continually exposed for the entire 10-day isolation period, and then can have their own illness appear up to fourteen days later. See LAST SCENARIO: Scenario #4 under **CLOSE CONTACT QUARANTINE GUIDE:** [Close-Contact-Quarantine-Guide.pdf](#)

TRAVEL

We know that the holidays are coming up, which means that many families may consider travelling. We encourage families to familiarize themselves with the new guidance from the Michigan Department of Health and Human Services regarding holiday gatherings and travel: <https://www.oakgov.com/covid/best-practices/prepare/Pages/travel.aspx>

If a family travels internationally, you must notify the school and complete a 14-day self-quarantine upon return. Student cannot return to school before the 14-day quarantine is over.

We discourage non-essential travel out of state and ask that all families who travel use safety and mitigation efforts, but at this point there is no quarantine requirement for domestic travel. Should that change, we will let you know.

PERSONAL PROTECTIVE EQUIPMENT - MASKS

In order to protect the health and safety of our school community, all students in preschool through post-secondary programs must wear a face mask inside school buildings and while riding the bus at all times. Face shields and bandanas are not an acceptable substitute for a face mask.

Masks are not necessary when outside if a six-foot distance can be maintained and are not required at recess or while eating during designated lunch times. Masks can be worn outside if a student chooses to wear one.

Teachers will be encouraged to give short “mask breaks” using outdoor spaces or when six-foot physical spacing can be enforced indoors. Students will also be allowed to drink from a bottle of water at their desk by pushing their mask up to drink and then immediately pushing the mask back down.

Staff and students will be expected to provide their own face masks. Handmade cloth masks should be washed daily. Disposable masks should be thrown away. Students who forget their mask will be issued a disposable mask for the day.

Students who intentionally attempt to remove or interfere with the mask of other students or staff will be subject to discipline, which could include the requirement to transition to virtual learning.

Very rare exceptions to the mask requirement may be made for students with documented disabilities that make it impossible to wear one (i.e. students who cannot physically remove a mask themselves or have severe sensory issues, etc.) Families are encouraged to have all students practice wearing masks to build tolerance.

PERSONAL PROTECTIVE EQUIPMENT – PLEXIGLASS DIVIDERS

All main offices will be equipped with plexiglass dividers at the counters. In classrooms, every effort is made to have all students face the same direction and no plexiglass dividers will be placed on student desks or workstations. However, teachers will all have the option to use a plexiglass divider when working in close proximity to students (during writing conferences, for instance.)

HYGIENE

Buildings will be provided with adequate hand washing and hand sanitizer stations in hallways, lunchrooms, bathrooms, etc.

Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked as necessary.

Hand sanitizer will be available in all classrooms and in the main office and will be supplied by the TSD. Families may be asked to send in additional donations of hand sanitizer as the year progresses.

Hand-washing reminders and mandatory hand-washing breaks will be instituted in all buildings.

SPACING, MOVEMENT AND ACCESS

The Troy School District will physically space student desks and workstations as far apart as possible. Depending on student numbers, a six-foot distance between students will not always be possible. Whenever possible, all student workstations will be placed

so that students are facing the same direction. The following are examples of secondary and elementary classrooms set up with three feet between students:



Figure 1 Secondary Classroom



Figure 2 Elementary Classroom

Some elementary classrooms have workstations that are shared between two or more students. When possible, only one student will be placed at each station, but in some cases, more than one student will be placed at each station, and students will be 3-6 feet apart but facing one another:



Families choosing to have their elementary students return to school should feel comfortable in either configuration. It will not be possible to notify each parent of the room set up in advance.

CLEANING AND DISINFECTING PROTOCOLS

Although recent CDC guidance outlines that COVID-19 is transmitted primarily through the air and not on surfaces, enhanced cleaning protocols in each building will be instituted.

Custodial staff will walk the building wiping all high frequency usage areas every four (4) hours. These could include frequently touched spaces such as door handles, light switches, etc.

Vectorfog disinfecting fog machines have been purchased and are in place for use in each school building: https://youtu.be/mx3_0TR57Jc



All student desks and workstations will be cleaned and disinfected with an EPA-approved disinfectant every day so that they are ready for students when they arrive in the morning.

In order to minimize exposure, seating charts will be used in all classrooms at all grade levels.

Secondary students (middle and high school) will be required to wipe down their own desk or workstation after transitioning to a new class. This will happen twice a day in the hybrid model. Wipes with a solution appropriate for student use will be supplied in every classroom.

In the event that a confirmed case of COVID-19 is identified in a classroom, the District will perform additional cleaning and disinfecting of a room or portion of a school building. This will generally be done overnight, but in some cases, this may require moving an individual class to another location in the building for the day in order to complete the necessary disinfection.

ARRIVAL, SIGNAGE AND HALLWAY PROTOCOL

Each school building is developing plans to minimize large crowds in concentrated areas at arrival and dismissal times. This could include having students enter through different doors, staggering arrival and dismissal times or other methods unique to that school. Age appropriate signage will be placed throughout every school, reminding students to wear masks and wash their hands, designating physical distancing for lining up and identifying which seats can and cannot be used to facilitate social distancing.

In secondary schools, signage designating one-way hallways will be used to cut down on crowding in hallways and students will be expected to travel immediately to their next classroom. No lockers will be used at the secondary level, except for instrument lockers in the band hallway, where students will not be allowed to linger. Parents of secondary students should understand that social distancing may not be possible in the hallways between classes, even at 50% attendance during our hybrid model, but should be aware that passing time would not be considered “close contact exposure” as defined by the OCHD standard of 15 minutes of contact within six feet (see section below on protocol for suspected COVID cases.)

HVAC AND BUILDING VENTILATION

The Troy School District has invested over \$10 million in the past five years in heating, ventilation, and air conditioning (HVAC) systems in all our schools. This investment, along with other infection control measures including physical distancing, handwashing and face masks, can help mitigate the spread of COVID-19.

Here is why: Unlike your home heating and cooling systems, which kick on only until a set temperature point is reached, our HVAC systems run continuously during building operating times to ensure constant air movement and air exchange. TSD HVAC systems are designed to continually bring 20% of fresh outside air into the buildings at all times. The EPA says proper ventilation with outside air is critical to reducing the concentration of airborne contaminants indoors, including viruses.

Your home HVAC system circulates the same air inside your home over and over--it does not bring in fresh air, which is why some homeowners buy portable units with HEPA filters or UV lights in an attempt to trap contaminants or sanitize the air.* TSD HVAC systems do not use HEPA filters because they offer too much resistance and would not allow as much outside air in the building. Instead, our HVAC systems use minimum efficiency reporting value (MERV) filters with ratings of 8 to 13, which still filter contaminants but provide significantly more continual fresh air.

** It's important to note that HEPA filters are not a fail-safe solution when it comes to COVID-19, however. These filters are designed to trap 99.97% of particles that are 0.3 microns. This means that not all viruses*

can be contained with HEPA filtration. COVID-19 particles are spherical particles with a diameter of 0.125 microns. The smallest particles are 0.06 microns and the largest are 0.14 microns. HEPA filters are also less effective in spaces where there is continuous activity (i.e. doors opening/closing or people moving in/out).

BUSING AND STUDENT TRANSPORTATION

Maintaining six-foot social distancing is not possible on TSD-provided bus transportation. Families who choose to utilize transportation recognize that students will likely be in closer proximity for certain time periods during the bus ride, though every effort will be made to physically separate students as much as possible.

Students will be required to wear masks at all times on bus transportation. Disposable masks will be provided for those who forget.

Hand sanitizer will be available for all students as they enter the bus.

Windows on all buses will be open, weather permitting.

LUNCH / FOOD SERVICE

Elementary and middle school students will eat lunch in school buildings with physical distancing maintained (seats marked off, etc.) Elementary students will remain with their class cohort when seated in the cafeteria. Elementary Schools, Middle Schools and IAE will utilize the cafeteria and other large spaces.

Physical distancing with supervision during lunch is not possible at AHS, THS, and TCCHS, so students will receive a grab-and-go lunch as they leave school. Eating is not permitted on buses because of the mask requirement, so students who use TSD transportation will wait to eat until they get home.

Under the USDA grant program, all school lunches are free through the end of the 2020-21 school year, but students in elementary and middle school are still welcome to bring their own lunches, provided they meet the allergy requirements of individual schools.

RECESS / OUTDOOR BREAKS

Weather permitting, all students in elementary school will participate in outdoor recess. At teacher discretion, additional outside breaks and recess periods may be added into the school day. In order to keep cohorts of small group classes together, in-person students will not have the option of staying inside when their class goes outside.

Teachers in all grade levels in all schools will be encouraged to take students outside for mask breaks. Longer block scheduling at the secondary level will make easier to manage.

COVID PROTOCOLS

All protocols for suspected or positive cases of COVID-19 were developed in conjunction with the Oakland County Health Division for the purpose of preventing community spread and protecting our students and staff. Students who are able to learn while awaiting test results or after they test positive are encouraged and expected to join the class virtually from home.

Each incident will be handled on a case-by-case basis by the Oakland County Health Division. The following is a typical outline for what will happen if a case is reported, but please be aware that, depending on the outcome of the investigation, the Oakland County Health Division may decide to have larger groups of people self-quarantine, including entire classrooms or school buildings.

PROTOCOL FOR SUSPECTED CASES OF COVID-19 IN THE CLASSROOM

If a student experiences symptoms of COVID-19 during the school day, the student will be removed from the classroom and placed in a COVID-suspected isolation room. According to the CDC, symptoms include: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf> (SEE UPDATED GUIDANCE FOR SYMPTOM CHECKER.) Parents/Guardians will be notified and must make arrangements to pick the student up immediately. A staff member will be monitoring the room, but parents should be aware that other students with similar symptoms will be waiting in the same room.

Parents will be advised to call your health care provider and arrange for a COVID-19 test. (Testing appointments and locations through the Oakland County Health Division can be found here—and are available to all adults and any student under 18 who is

experiencing symptoms: <https://www.oakgov.com/covid/best-practices/sick-caring/Pages/testing.aspx>)

Students who are sent home with symptoms of COVID-19 must remain at home until one of the following:

- 1) The student can produce proof of a negative COVID test OR
- 2) 10 days have passed since symptom onset and at least 24 hours without fever reducing medicine.

SIBLINGS/FAMILY MEMBERS MUST QUARANTINE/ISOLATE AT HOME WHILE WAITING FOR A FAMILY MEMBER'S TEST RESULTS.

If the original student tests positive, see the protocol for positive cases below.

PROTOCOL FOR PARENTAL/GUARDIAN REPORTING OF COVID-POSITIVE CASES

Parents/Guardians of students who test positive for COVID-19 must notify their building principal immediately with a phone call to the school. Please indicate to the secretary that you must talk to the principal or other administrator on an urgent matter (do not leave a message.) In the rare event where a parent finds out after hours, he/she should send an email to the principal immediately and follow up with a phone call in the morning if the principal has not yet contacted them. This applies whether the student was sent home from school or was tested for another reason.

The privacy of the student will be protected, and his/her name will not be released, except to the OCHD and to school officials who will be responsible for facilitating the student's return to school. This could include the child's teacher and/or a designated staff member.

Students who test positive must follow the recommendation of the OCHD and self-isolate for a period of 10 days after the onset of symptoms or after a positive test result, if asymptomatic.

PROTOCOL FOR NOTIFICATION OF PRESUMED COVID-POSITIVE CASES

When a parent notifies the TSD of a positive COVID-19 result, we must notify the Oakland County Health Division, who immediately begin work to verify the result and start contact tracing. Using classroom seating charts, we will communicate to the OCHD

which students sit within six feet of the student who tested positive. These students are considered close contacts, as defined as within six feet for 15 minutes or more.

CLOSE CONTACT: If YOUR child is identified by our seating charts as a close contact, your building principal or designee will inform you that a student or staff member has self-reported as being COVID-positive and that your child has been in close contact with him/her. You will not be given the name of the student or staff member. After verifying the positive result with the lab or clinic who conducted the testing, an OCHD contact tracer will contact you to follow up and confirm that your child was exposed. While you are waiting for that call from the OCHD, you should act as if your student has been exposed and self-quarantine.

The OCHD contract tracers may identify additional students as being in close contact. These could include students who rode the bus together, played together at recess or had contact outside of the school day. If you have been notified by the OCHD that your child has had close contact with someone who tested positive, you must notify your building principal.

All students who are verified as having close contact with a COVID-positive person must follow the recommendation of the OCHD by self-quarantining for a period of 14 days and watching for symptoms.

NOT BELIEVED TO BE CLOSE CONTACT: Though the OCHD investigators are the authority in determining who was in close contact, building principals will call students who sit within six feet, as outlined above, in order to notify those potentially directly exposed as quickly as possible. If your child was in a classroom with a student or staff member who tested positive for COVID-19 but was not identified as an initial close contact, you will receive an email informing you of the case within that classroom before the start of the next school day. Again, if you did not receive a phone call from either the building principal or the Oakland County Health Division, your child was not believed to be directly exposed. Your child does not have to self-quarantine and can attend school as usual, but you are asked to keep an eye out for any symptoms.

You always have the option to keep your student home for a period of time, even if he/she was not exposed, but please let your child's teacher or building principal know.

All families who have students attending a school with a verified COVID case will receive an email informing them of the case. The TSD will also maintain a COVID-19 dashboard on our District website (<https://www.troy.k12.mi.us/home-covid-19/tsd-news-and-updates/covid-reporting-dashboard>) that lists the total number of cases and the weekly total of cases at each school. Please note that some of the cases listed are from the summer , arents who do not have students in the classroom will not be informed of COVID positive cases, unless the OCHD determines that they are close contacts through interviews with the family of the student who is ill.

VISITORS, GATHERINGS AND EXTRACURRICULAR ACTIVITIES

While we are in the transition/hybrid model, no visitors will be allowed into school buildings, except for those who are there on official business (auxiliary staff, district administrators, school liaison officers, etc.) Parents who must drop off items for students will do so by leaving the item in the vestibule with the student's name on it and notifying the school secretary using the intercom. No restaurant food deliveries or other outside deliveries to students are allowed.

During the transition/hybrid model, no large gatherings will take place inside school. Parent/teacher conferences and other meetings will be held virtually. No outside field trips or assemblies will be held unless they can be done virtually.

Extra-curricular clubs will begin the transition plan by meeting in a virtual setting. If school and district administrators determine that a club or activity can take place in a socially distant manner with appropriate PPE, small groups of students and an advisor will be allowed to meet in person after school, provided that students are picked up promptly or able to transport themselves home after the activity is over and there is no student lingering in the building or outside afterward.

ATHLETICS

Athletics will follow the guidelines set up by MHSAA for both practices and competition, including but not limited to the limitations on spectators. No additional students or staff can attend sporting events, though they will be streamed live through our partnership with NFHS (subscription required.)

For more information on regulations and protocols governing athletic activities, please contact your child's coach or athletic director.

Parents of student athletes who test positive or become symptomatic for COVID-19 should remind the principal of their participation on a team when reporting the case, and also inform their coach. Coaches/athletic directors will coordinate with the building principal to ensure that appropriate teammates are notified.

SPECIAL EDUCATION PROGRAMS & SERVICES

Our hybrid plan recognizes that some special education services are difficult to deliver to our most vulnerable students in a virtual setting. We also know that some of our self-contained classrooms have very small class sizes. For these reasons and others, we will make every attempt to prioritize offering in-person learning opportunities to students receiving special education services and support, if possible. For our students with IEPs that are not part of a categorical classroom, in-person services will begin in alignment with the District's phase in plan. Any additional support that may be required during remote instruction will need to be addressed on an individual basis with your child's IEP support team.

UPDATES PUBLISHED 11.1.20

COVID-19 CASES IN SCHOOL AND OAKLAND COUNTY DATA

There is no getting around it, our county is seeing an increase in COVID-19 cases and our percentage of positive tests (which is used to measure community spread) is increasing as well. We have had--and will continue to have--cases in our schools that come in from the outside. Thankfully, we have been successful so far in preventing spread within our schools (all cases except one have originated outside our buildings and have not spread to anyone else inside.) But as the number of cases rise, that will be more difficult, so we need our community's help in preventing spread both outside and inside our schools.

First, the data—if you want to keep up to date on COVID cases in our schools and the data within the county, we have a dedicated page on our website (www.troy.k12.mi.us.) Click on COVID-19 Safety & Data and you can see our TSD Reporting Dashboard, which lists every case in one of our schools by date, along with how many people were involved and the letter to the community that was sent out to families in that school. This dashboard is updated within 24 hours of OCHD confirmation of a new case. *(note: the site was undergoing maintenance today so there are two letters that we have not been able to upload yet, but the cases are listed.)*

Clicking on “Health Data Weekly Report” will show you the data from the county,

including number of new cases, percentage of positive tests, rate of hospitalization, cases by age group, strength of health care system, cases within the TSD physical boundaries per 10,000 people, and cases within our schools per 10,000 people, a new data point for families to use. We also show the trendlines for each measure of data. This information updated every Friday.

NEW SAFETY PROTOCOLS--IMPORTANT

In order to continue to keep cases from spreading within schools, we have several important changes for in-seat students:

6. **NEW STUDENT HEALTH SCREENER:** The questions and conditions on our Student Health Assessment have changed, per the Oakland County Health Division. You will see this beginning tomorrow morning.

Now, there are two categories of symptoms to look for and different requirements to return:

If students/staff experience ONE symptom in the first category (new cough, shortness of breath, difficulty breathing, new loss of taste or smell), you must keep them home AND have a negative COVID-19 test to return or have them stay home for a full 10 day isolation period, be fever free without medication and symptoms must have improved to return.

If student/staff experience TWO symptoms in the second category (Fever of 100.4 degrees or higher, chills, muscle aches, headache, sore throat, fatigue, diarrhea, nausea or vomiting, congestion or runny nose) you must keep them home AND have a negative COVID-19 test to return or have them stay home for a full 10-day isolation period, be fever free without medication and symptoms must have improved to return.

If students/staff experience ONE symptom in the second category (Fever of 100.4 degrees or higher, chills, muscle aches, headache, sore throat, fatigue, diarrhea, nausea or vomiting, congestion or runny nose) you must keep them home and consult your medical provider. Students/staff may return to work/school after being fever free for 24 hours without taking fever reducing medication and symptoms have improved. A negative test is not required for one symptom provided the above applies.

This will also be the protocol followed in schools for sending students home from school with symptoms.

Please note that this means we can no longer accept an alternate diagnosis from a doctor to return to school.

The screener does allow for exceptions for existing conditions (asthma, allergies,

etc.) BUT that information with a doctor's note, must be on file with your student's school prior to students getting sick. You will not be allowed to produce an allergy note to return after a student has been sent home or stays home with possible COVID-related symptoms.

7. **NO RAPID TESTS:** We can NO longer accept Rapid Tests as proof that someone does not have COVID-19. In order to provide proof of a negative test, you must have a PCR test.
8. **UPDATED SIBLING POLICY:** If a student stays home or is sent home with COVID-related symptoms, ALL SIBLINGS of that student must go home/stay home until the results of a PCR test come back negative. If a parent or anyone living in the same home has COVID-related symptoms and is awaiting the results of a COVID test, all students from that home should stay home and attend school virtually until the results of a PCR test come back negative. Families in both scenarios must provide proof of negative results.
9. **MUST REPORT ABSENCES/CHANGES TO SCHOOL:** If your student is supposed to attend in-person on any given day and does not, YOU MUST CALL THE ATTENDANCE LINE at your student's school and list the symptoms your student is experiencing and why they are not in school.

If students are not attending in-person because they are self-quarantining due to exposure, you must call in and let the school know—the OCHD will also let us know, but there may be a short delay so you must also self-report. Students who do not inform us of exposure, self-quarantine or positive tests will revert to virtual learning immediately. If the school advised your student to self-quarantine, you do not need to call in.

In all cases, students should still attend virtually if they are able, but you must call the absence in. In-seat students should not attend virtually without a parent calling the attendance line. The Student Health Assessment must also be done every day that your student is expected to attend in-person (not on virtual days in secondary.)

Important—we do not want anyone coming to school with any illness for any reason. Absences will NOT be counted against any student, provided the work is made up/done.

10. **TESTING OUT:** You cannot test out of quarantine. A negative test is a snapshot in time—illness can appear anytime in the 14-day quarantine period. So, while a negative test may give you peace of mind, students/staff must still self-quarantine for the full 14-day period.

DIFFERENCE BETWEEN ISOLATION AND QUARANTINE

If a student or staff member is EXPOSED to COVID-19 but has no symptoms, they should **SELF-QUARANTINE** for 14 days after the last day of exposure (we start to count with the next day.)

SELF-QUARANTINE means you must:

- Stay home 24/7 for 14 days
- Watch for symptoms and maintain physical distance (at least 6 feet) from others at all times.
- Check and record your temperature 2x a day

If a student or staff member TESTS POSITIVE for COVID-19, they must **ISOLATE** for a minimum of 10 days from symptom onset or test date.

ISOLATION involves everything that quarantine does, but in addition, it means you must stay away from other family members. The OCHD says someone in isolation:

- Stay in a separate room from other household members.
- Use separate bathroom if possible. If sharing a bathroom, keep toothbrushes separate and disinfect all surfaces after each use.
- Avoid sharing personal items like dishes, drinking glasses, cups
- DO NOT eat, hang out or spend time in the same room as others

WHEN ISOLATION IS NOT POSSIBLE

In many cases, especially with parents caring for young children, isolation is not possible.

If individuals cannot isolate, then **every family member must also stay home** for the COVID-positive person's minimum 10-day isolation, THEN start a 14-day quarantine.

This means that siblings and children of COVID-positive people will be out of school (and in their homes) for a minimum of 24 days.

Many people who have a family member test positive do not realize this important distinction. The OCHD explains this by stating that every family member who cannot isolate from a COVID-positive person is continually exposed for the entire 10-day isolation period, and then can have their own

illness appear up to fourteen days later. See LAST SCENARIO: Scenario #4 under **CLOSE CONTACT QUARANTINE GUIDE:** [Close-Contact-Quarantine-Guide.pdf](#)

TRAVEL

We know that the holidays are coming up, which means that many families may consider travelling. We encourage families to familiarize themselves with the new guidance from the Michigan Department of Health and Human Services regarding holiday gatherings and travel: <https://www.oakgov.com/covid/best-practices/prepare/Pages/travel.aspx>

If a family travels internationally, you must notify the school and complete a 14-day self-quarantine upon return. Student cannot return to school before the 14-day quarantine is over.

We discourage non-essential travel out of state and ask that all families who travel use safety and mitigation efforts, but at this point there is no quarantine requirement for domestic travel. Should that change, we will let you know.

OPPORTUNITY TO OPT-IN TO IN-PERSON LEARNING:

On Thursday, November 4, the option to select in-person learning (or continue virtual learning) will open in Power School. Additional information will be sent this week, with instructions for what each family should do. The selection option will remain open until Friday, November 13th. The selection you make during this time will be in place through the end of the first semester (near the end of January.) You will have another opportunity to opt-in for the second semester at that time.

NEW: Families have asked that we offer **a fourth opportunity to opt-in** for in-seat learning in the Spring, after the cold/flu season has ended. Therefore, we will now have one additional opportunity to have students return in the Spring. The exact dates have not been established (likely at the end of the third marking period,) but we wanted to let families know that this will be an option.

CALENDAR CHANGES

We have had a few inquiries about calendar changes and the availability of a district-wide calendar. We do have a district calendar on the website that lists all breaks and marking periods, but we ask parents to watch their email from individual schools for information on any new schedule changes. We are working very hard to minimize any

calendar changes (in-seat to virtual/half-days, etc.) but unfortunately, during these very challenging times, there will be occasions where levels (secondary/elementary) or individual schools may have to change the method of learning or schedule for a given day. This may be due to staffing issues with self-quarantine or other reasons, but it is very important that families watch their email for any necessary alterations to the published calendar. This information will come from your student's school, not from the district.

Finally, we ask that all families take precautionary measures in their own lives. Our schools are a reflection of our community and unfortunately, we will not be able to keep schools open if the COVID-19 data continues to rise sharply. Though we absolutely understand the importance of socialization and “normal” ways of life for our students, we are not in normal times and we all have to be careful. We ask you to be mindful of OCHD guidance on the safest ways to allow children to interact: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/protect-children.html> and limit high risk activities, such as parties and sleepovers.

We are also acutely conscious of the mental health challenges that students can experience during this pandemic. Our school psychologists, counselors and social workers are here to help if you need it (reach out to your principal or use the TSD Cares link on the district website.) The OCHD has helpful resources for anyone experiencing stress, anxiety and mental health issues: <https://www.oakgov.com/covid/best-practices/mental-health/Pages/default.aspx> If you notice anything changing with your child, contact their healthcare or mental health provider. Oakland Community Health Network has a crisis hotline open 24/7: 800-231-1127.

As we have said since the beginning, the data and guidance from public health experts will guide our decisions to shift the dial for in-person/virtual learning. The data has risen significantly the past few weeks, and we will be watching it closely over the next week. Though our goal remains to allow for in-person learning, all families should have back up plans in place should we be forced to revert to a situation where everyone learns virtually at any time throughout the year.

We are grateful for our partnership with our families as we all work through these difficult times to keep students and staff safe & keep learning intact. We are committed to keeping you informed every step of the way. This information will be added to the Family Guide and we will update as necessary as things continue to evolve.

MOVING THE DIAL

As described in the beginning of this guide, students and parents should be prepared to pivot to a return to 100% virtual instruction if the dashboard metrics or other factors that impact learning options worsen significantly. Conversely, if those factors and metrics improve significantly, the TSD may turn the dial to move toward additional in-person options.

CONCLUSIONS & NEXT STEPS

It is understandable that additional questions will arise as the school year continues. An FAQ section will be maintained under the Learning Update heading on the TSD website: www.troy.k12.mi.us.

This guidebook will also be updated as necessary and posted in the same section on the website.

As always, we appreciate the support of our entire ONE Troy community.



Rich Macheksy, Ed.D.
Superintendent
Troy School District