

The Paw Print



Dates To Remember

Oct 1 Maltby BVA Picture Night
6p-8p
Oct 19 PTO Meeting 9am
Nov 16 PTO Meeting 9am
Dec 14 PTO Meeting 9am
Dec 21-Jan 1 NO SCHOOL
(Winter Recess)
Feb 15 PTO Meeting 9am
Mar 15 PTO Meeting 9am
Mar 29-Apr 2 NO SCHOOL
(Winter Recess)
Apr 19 PTO Meeting 9am
May 17 PTO Meeting 9am
May 31 NO SCHOOL

Greetings Maltby Bullpup Families,

It has been a busy week here at Maltby! The students did an excellent job with our new lunch and recess protocols. Though we have had to close some of the play structures and recess looks different than it did last year- students are adjusting and getting some good exercise outside. As we have said all along, there are many things that are going to look and feel different for your student this year- please encourage them to be patient if they are expressing frustration. Parents please if you have a question about a school process give us a call or write us an email.

Snacks...

I am happy to announce we are revising our snack plans for this year and students will be able to have a snack outside that coincides with their mask break! If your child wants to bring a snack for school please make sure it is something healthy that can easily be consumed outside during a brief break. Thank you.

Parking Lot...

Thank you all for your cooperation in our parking lot. Parents PLEASE remember that we do not permit students to walk without an adult in the lot- if you are picking up or dropping off in our main lot please escort your student to the sidewalk for pickup or back to the car for dismissal. Thank you.

Technology Support for Parents...

Our BAS Media Specialists have compiled an outstanding document to assist parents and students with technology-related issues. Please look for more information on our BAS Parent Technology Guide in the newsletter.

Remote Learning Wednesdays...

Students did a great job with our first Remote Learning Wednesday. Teachers will be posting assignments for students Wednesday morning before the start of the school day. We are asking that students complete the assignments by the time their teacher has designated. These assignment submissions do actually count as attendance for the remote learning day. Students should spend approximately 20 minutes per content area with some more time added for our Encore class assignments. Encore class assignments will be forthcoming for our future Remote Wednesdays. Please do not panic if your student was unable for some reason to submit their assignment- we can work with students the following day to correct that, but our goal is to have all of our students learning and submitting virtually on Wednesday. Teachers have spent a great deal of time these first two weeks getting students accustomed to Google Classroom procedures.

MTSS and Enrichment...

Our MTSS and Enrichment groups for students will begin next week- information is attached to this newsletter that describes those programs in detail.

Sincerely,
Maltby Intermediate School



D

Determination

O

Optimism

G

Generosity

S

Solidarity

Maltby

Maltby PTO is very excited to welcome you and your student, both in person and virtual families! The PTO is a parent teacher organization where all Maltby parents are members.

Maltby PTO provided building staff masks personalized with their name as a welcome back gift to start the school year and ease the transition for students. To welcome Maltby BVA teachers, we are providing a themed T-shirt. Look for photos of these gifts on the Maltby Intermediate School Parent Group Facebook page.

Thank you to all families that have contributed to the PTO this year. To date, we have **collected 40% of our goal**. The suggested family donation of \$25 can be made via PayPal: maltbypto@yahoo.com, or the direct link here: www.paypal.me/MaltbyPTO. We also accept cash or checks, payable to 'Maltby PTO' and dropped off in the front office. We sincerely appreciate your support!

Our next PTO meeting will be held via Zoom on **Monday October 19, 2020 at 9 am**. Zoom meeting code will be in our next newsletter! Please join us!

Did you know there is a Maltby Parent Group page on Facebook? On Facebook, search **Maltby Intermediate School-Parent Group**. Request to join the group and then answer the questions. There is a lot of communication to families via this group...check it out!

There is also a separate Facebook page where BVA families can communicate, specific to virtual learners - search **Brighton Virtual Academy-Parent Group**.

Future meeting dates: Oct 19, Nov 16, Dec 14, Jan TBD, Feb 15, Mar 15, Apr 19, May 17

Maltby PTO – Jennifer Marks-President, Ginger Timney-V.P., Angel Hamilton –Treasurer, Katie Tierney-Secretary



Maltby 2020/2021 DAILY SCHEDULE*

First bell at 8:26am

H.R.-8:40-8:44

1st -8:45-9:40

2nd-9:45-10:40

3rd-10:45-11:40

Lunches

A-11:45-12:20 (5th)

B-12:15-12:50 (5th)

C-12:45-1:20 (6th)

D-1:15-1:50 (6th)

5th hr. -1:35-2:30

6th hr. 2:35-3:27

**May be subject to slight change.*

Transportation Information

Transportation Dept. (810) 299-3890



Bus Cards – Make sure your student knows their home elementary school.

Transfer buses leaving Maltby at the end of the day will transport students to their home elementary school where they will board their home bus. **Students can only ride their designated transfer bus to their home elementary.** All buses will be clearly labeled with the elementary home schools. Hornung home elementary school students will meet in the upper gym bleachers at the end of the day and walk over to Hornung Elementary to get on their buses. **There are NO guest riders at Maltby or any other school this year, no exceptions.** This is to aid in contact tracing efforts.

Masks are to be worn on the bus – this is required. Students will load the bus from back to front, and will unload the bus from front to back.

Example of bus card bus number/drop off:

MSP44

M-Maltby, SP-Spencer, 44 Bus Number.

Key for card -M-Maltby, MSP-Spencer, MHI-Hilton, MHO-Hornung, MHA-Hawkins

PLEASE NOTE THAT PICK UP AND DROP OFF TIMES ARE APPROXIMATE TIMES. PLEASE BE AT PICK UP SPOTS 10 MINUTES EARLY.

Picture Day

BVA 5th & 6th Grade

Thursday, October 1st, 2020 from 6pm-8pm at Maltby

(BVA: If you bought a yearbook and have not received it, it will be available on picture night.)

Cell Phones at MIS

In accordance with the Brighton Area Schools Cell Phone policy, our students at MIS are permitted to bring their cell phones to school. We recognize the necessity and importance of family communication, but unfortunately ringing cell phones and the temptations of new games, cameras, and the technology that accompanies cell phones can present a distraction

for your student and/or others in their classes.

Therefore at MIS our students:

Turn off cell phones at the beginning of the day and place them in their backpack. Refrain from texting friends or parents during school hours. Utilize the main office phone to contact parents in the event of an emergency.

We have had great success in keeping Maltby

a distraction-free learning environment by following these procedures. In addition, we ask that parents please refrain from calling or texting their student during the school day. Any messages of an emergency nature can be relayed to students through the front office at 810 299-3600. **Please call before 3:05pm to ensure your child receives the message!** Thank you!



The McKinney Vento Act

The Brighton Area Schools is part of a consortium to serve students in temporary living situations that provides financial support for educational needs, referral for housing, clothing and other needs, general support and technical assistance. To ensure compliance with federal law, all school staff must help identify student living in the following situations: emergency shelters/transitional housing, motels/hotels, car, parks or public spaces, shared housing due to a loss of housing or economic hardship, or living temporarily with non-parent or guardian.

The district's homeless liaison is Starr Acromite and each building has trained staff members to assist in the endeavor. Our consortium contact at the Livingston Educational Service Agency is Candice Uyttendaele.

Please contact your building principal or Starr Acromite at 810-299-4040 for information/assistance.

PARENT CONNECT

Be sure to sign up/log in to your PC account. Go to the Maltby's website and click on Grades Icon, then click on the Parent Connect and follow instructions. Click on Enter Parent Login Info, then Need Login Info if you have forgotten your password or need to sign up. You will then enter your email address. Your password and login information will be emailed to you. If you experience difficulties, please email PC@brightonk12.com.

Masks are a requirement this school year, so please make sure your student is aware of how to wear one and what the expectations are regarding them.



Office Reminders

- You can deposit money into lunch account/s via Parent Connect. For questions regarding your child’s lunch account, please email gandola@brightonk12.com or call (810) 299-4175.
- **Parents may drop off medication (in the original bottle) in the office along with the medication form signed by the doctor by appointment. Please do not send the medication in with your student.**
- Maltby and Brighton spirit wear is available to purchase from Ivory Vines (www.ivoryvines.com) or Kensington Valley Varsity (www.kvvarsity.com).
- Masks are required and must be worn while at school. Please work with your student to make sure they are prepared and know what to do and what not to do with their masks.

2019/2020

YEARBOOK

We still have some Maltby yearbooks from the 2019-2020 school year for sale! They are \$35 cash or check (made out to “Maltby Intermediate”) available for your student to pick up in the office.

At this time, yearbooks for the 2020/2021 year are on hold...we will let you know more information in the future! Thanks!

If you have moved, or have a change to your phone number or email address, please contact the office as soon as possible, or update in Parent Connect.

Thank you!

MTSS and Academic Enrichment Update

For the latest newsletter regarding MTSS and Academic Enrichment, please click this link:

<https://www.smores.com/07qbw>

Thanks!

****NOTICE ****FIRST AGENCY, INC.****NOTICE**

Student Insurance is available online. If you are interested in enrolling, please follow the instructions below. Thank you!

How to Find the Brochure PDF and/or enroll online:

Go to our home page at www.1stAgency.com

From there, go to "Find Your School"; select the state; hit "Go"

A Word From The Special Education Department

Brighton Area Schools provides a variety of learning options for eligible students with disabilities by offering a continuum of educational environments, from generalized education class placements with special services to pull out programs in specialized classrooms. Special education programs and services are operated and administered in the local school buildings in collaboration with the Livingston Educational Service Agency.

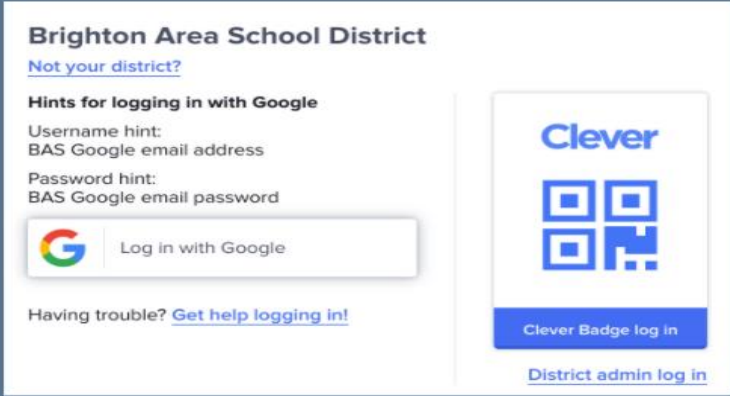
If staff members or parents believe a student is struggling academically, socially, or behaviorally, a referral should be made to the C.A.R.E. Team through his/her general education teacher or the school administration.

Attendance & Office Procedures



If your student is going to be absent from school please use our convenient twenty-four hour absence call-in line **(810) 299-3688**.


- Please obtain a doctor's note to receive a medically excused absence.
- Please call when your student will be coming in late.
- You must call in each day that your child is absent.
- Please call no later than 9:00 a.m. on the day of the absence.
- Students arriving late to school should be dropped off at the flag pole door.
- **Do not** drive off until your student has rang the doorbell and is **inside** the building.
- Students arriving late to school **must** report to the office to sign in. **Parents cannot come inside.**
- Please send in a note for early dismissal and have it signed by office personnel.
- **We will only allow students to be signed out by people who are listed on the emergency card.**
- If you need an in-person meeting with a Principal or with staff, we ask that you please call and make an appointment.



Clever

Brighton Area School District
[Not your district?](#)

Hints for logging in with Google
 Username hint:
 BAS Google email address
 Password hint:
 BAS Google email password


 Log in with Google

Having trouble? [Get help logging in!](#)

Clever Badge log in

[District admin log in](#)

Clever brings all K-12 applications into one secure portal through a single login.



Clever Login

In school, **K-2** students have learned how to log into Clever through the app. Students use Clever Badges (QR Codes) to log in.

In school, students in grade 3 and above have learned how to log into Clever using their Google Logins.

From home, Clever Badges OR student Google Logins can be used to log K-2 students into the Clever through the app or through the link on the elementary Library STEAM Center pages or district website. (The STEAM Center Pages are also great resources for enrichment activities for kids through distance learning!)

[Hawkins](#)

[Hornung](#)

[Maltby](#) (For Students - Clever Login)

[Hilton](#)

[Spencer](#)

[Scranton](#) (For Students - Clever Login)

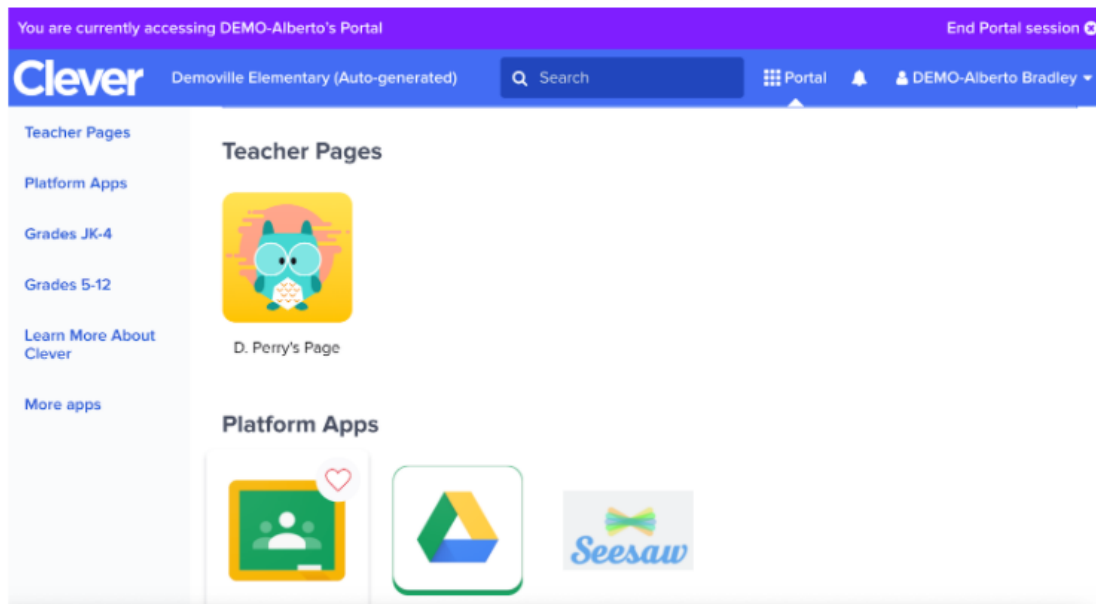
BHS (For Students - Clever Login)



Clever Family Portal

This page will be updated as soon as the Family Portal has been launched by the district.

Clever Interface



Students will use [Teacher Page](#) or [District Page](#) to access apps and assignments per teacher instructions.



Google Classroom



Google Classroom

Logging into Google Classroom from home

Students must use THEIR @brightonk12.com login.

Please do not log in with a parent gmail. Google classrooms are designed to work with our students' logins. If they do not remember their @brightonk12.com login you can look it up in Parent Connect. See page 8 & 9 of this document for instructions.



Google Classroom: Features Cheat Sheet for Parents

Class Tiles



- 1 Click class title to enter class
- 2 Click the "3 dots" to Unenroll from class
- 3 Link to upcoming assignments right on the class tile.
- 4 Link to your class folder in your Google Drive

View Assignment Details

From the stream or by clicking on the assignment title you can view assignment directions.




Open Templates


From the stream always click on "OPEN" in an assignment to view templates the teacher has attached.



Class Screen



- 1 Click the 3 lines (upper left) to go back to the class tiles screen.
- 2 Click on the envelope icon to email your teacher.
- 3 View a list of all assignments.
- 4 Click "Upcoming Assignments" to view details and submit.
- 5 View the list of announcements, assignments and class comments in the stream.
- 6 View a list of your classmates.
- 7 The about tab contains information about the class. Possibly links to syllabus, office hours, or a welcome video.

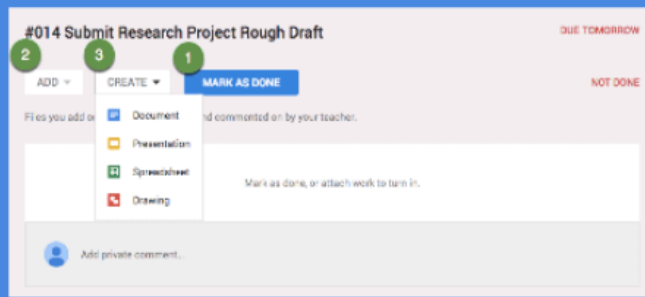


Google Classroom: Features Cheat Sheet for Parents - Continued...

Comments Posted to the Stream are Viewable to Everyone in the Class

Comments Posted to the ASSIGNMENT are Viewable Only by the Teacher

Assignment Submission Screen



- 1 If the teacher has not attached a template document for you to complete you can simply "Mark as done" by using the blue button if no document submission is needed.
- 2 Submit a collection of Google documents from your Google Drive, video files, links to websites, Office documents or other files. There is not a limit to the number of attachments you can submit for one assignment.
- 3 Create Google documents right from Google Classroom. The file will automatically be shared with the teacher and placed in your Classroom folder in Google Drive.



Google Classroom: Features Cheat Sheet for Parents - Continued...



Turn In Files

If the assignment has files to submit the "Mark as done" button is shown as a "Turn in" button. Additional files can be added or created right in Google Classroom to submit.

Sharing
Turning in files switches ownership of the document to the teacher and prevents student editing.

My Assignment
Click on "My Assignment" at the top of the assignment details to view the submission screen.

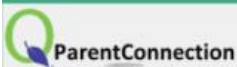
Unsubmit
After turning in an assignment an unsubmit button appears. Use this to gain back editing rights.



Google Login Information

Student Google Logins can be found in ParentConnect.

<https://sisweb.resa.net/ParentPortal/>



Home | FAQ's | District Website

ParentConnection Login

PIN:

Password:

[Need Your Login Information?](#)

- District Links**
- [District Website](#)
 - [Food Service Online Eligibility Application](#)
 - [Parent Connect FAQs](#)



Welcome to Parent Connect

Welcome to the Brighton Schools Parent Connect application. Access to Parent Connect is limited to Cafeteria Information, SBA, Back to School Registration, and transcripts where applicable.

Thank you for your patience, Back to School Registration is up and running again! Please complete the process for students in all of Brighton Area Schools.

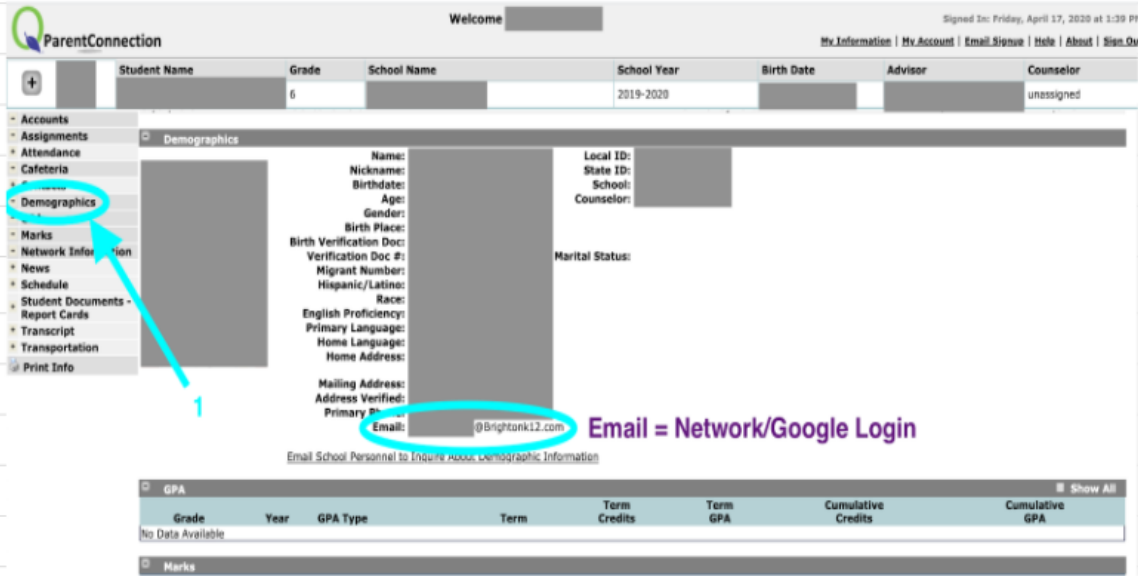


Parent Connect- Student Google Email

STEP 1: Login to your Parent Connect Account -

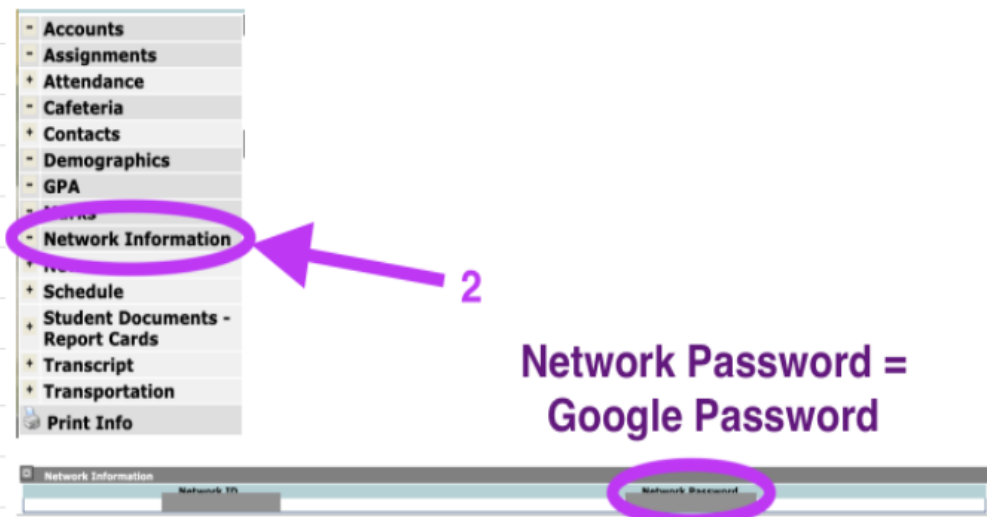
<https://www.brightonk12.com/parentconnect>

STEP 2: On the left navigation/menu bar, click on "Demographics". The Google login is in the Email field.



Parent Connect- Student Google Password

STEP 3: On the left navigation/menu bar, click on "Network Information". The Google password is in the Network Password field.



Parents of JK-4th Grade Students - Please note:

The email functionality is NOT turned on for Elementary Students. Their network login and password are used primarily to access Google applications and Clever.



Google Meet



BAS will be using Google Meet for video conferencing should we need to switch to online learning.



Google Meet Do's and Don'ts

When your student is in a Google Meet here are a few tips to help things go smoothly.

Note: Gridview is not available on a phone or tablet. It is not necessary or mandatory to have Gridview to be in the Google Meet, it is an aesthetic preference for participants.

There is now a Tiled view built into Google Meet, it is under layout in the 3 dots menu. You can view 16 members of the Meet.



OUR VIRTUAL CLASSROOM

DO'S AND DONTS FOR ONLINE LEARNING

DO'S:

- ✓ DRESS APPROPRIATELY
- ✓ MUTE YOUR MICROPHONE
- ✓ RAISE YOUR HAND TO ASK A QUESTION
- ✓ PAY ATTENTION TO YOUR TEACHER

HOW TO ATTEND A GOOGLE MEET:

1. GET LINK TO GOOGLE MEET FROM MY TEACHER.
2. MAKE SURE I AM IN AN AREA THAT I CAN LISTEN AND LEARN - AWAY FROM DISTRACTIONS.
3. CLICK ON THE LINK TO JOIN 2-3 MIN BEFORE THE MEETING.
4. ONCE YOU CLICK ON THE LINK, CLICK "JOIN NOW" TO ENTER THE MEETING.

EXTENSIONS TO ADD TO CHROME:

1. GO TO CHROME WEB STORE
2. ADD GOOGLE MEET GRIDVIEW
3. ADD GOOGLE MEET NOD

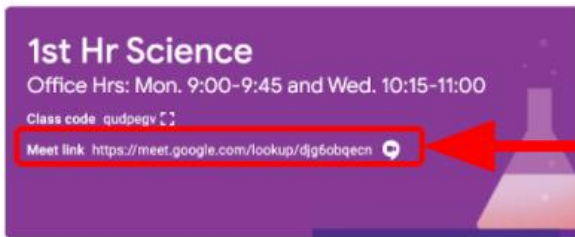
DON'TS:

- ✗ DON'T UNMUTE YOURSELF UNLESS YOUR TEACHER TELLS YOU TO
- ✗ DON'T PRESS THE "PRESENT NOW" BUTTON
- ✗ DON'T PRESS ANY OF THE SETTINGS
- ✗ DON'T BE RUDE OR DISRUPTIVE

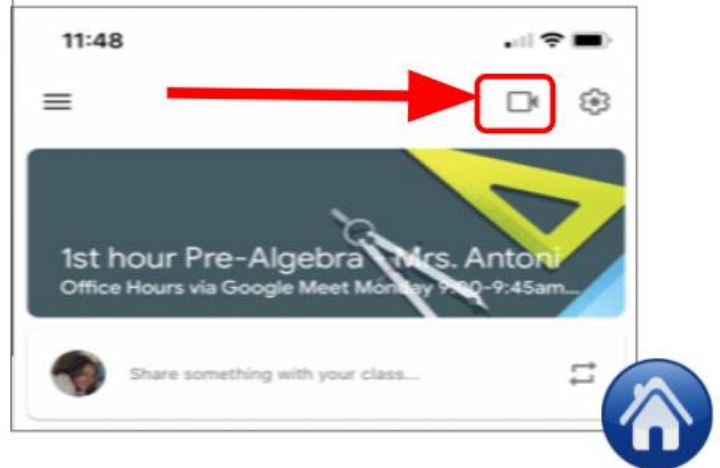
Google Meet-Connecting from Google Classroom

***The device (Chromebook) must be logged into Google with the student's account information to see the Meet link in Google Classroom**

If using a *computer*, click the link when you are in your Google Classroom:



If using a *phone or tablet*, click the camera when you are in your Google Classroom:



Need More Support?

Elementary Media Specialists:

Hawkins: Anna Wells WellsA@brightonk12.com

Hilton: Courtney Lauer LauerC@brightonk12.com

Hornung: Tracie Richards RichardsT@brightonk12.com

Spencer: Margaret Adams AdamsM@brightonk12.com

Secondary Media Specialists:

Maltby: April Johnson JohnsonA@brightonk12.com

Scranton: Scott Turner (media assistant)
turners@brightonk12.com

BHS: Jill Lane (media assistant)
lanej@brightonk12.com

Digital Citizenship

ALL DIGITAL CITIZENS



For information and resources about digital citizenship, visit www.commonsensemedia.org/educators.



Are you a good digital citizen?

from <https://www.commonsensemedia.org/blog/internet-safety-rules-of-the-road-for-kids>

Rules of the Road for Kids

1. Guard your privacy. What people know about you is up to you.
2. Protect your reputation. Self-reflect before you self-reveal. What's funny or edgy today could cost you tomorrow.
3. Nothing is private online. Anything you say or do can be copied, pasted, and sent to gazillions of people without your permission.
4. Assume everyone is watching. There's a huge, vast audience out there. If someone is your friend's friend, they can see everything.
5. Apply the Golden Rule. If you don't want it done to you, don't do it to someone else.
6. Choose wisely. Not all content is appropriate. You know what we mean.
7. Don't hide. Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.
8. Think about what you see. Just because it's online doesn't make it true.
9. Be smart, be safe. Not everyone is who they say they are. But you know that.



BAS Chromebooks



BAS Borrowed Chromebooks

Having Issues with WiFi Settings?

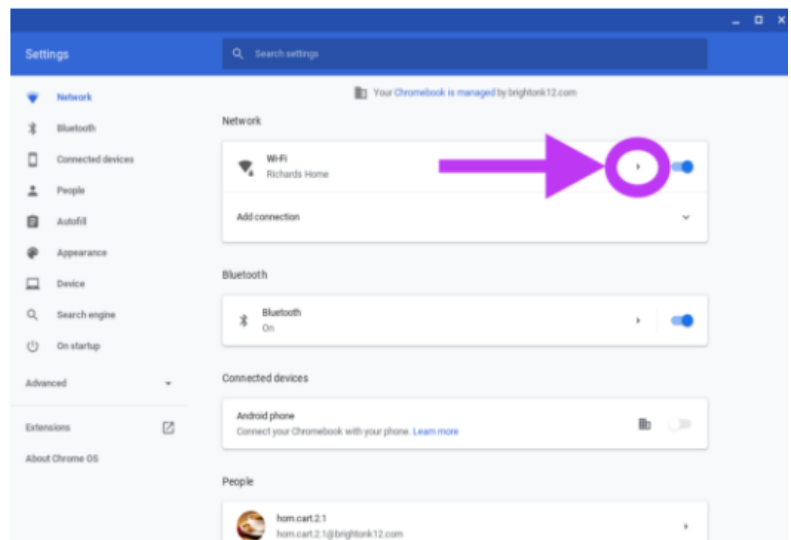
STEP 1: The first time you open it, choose your home WiFi network & password.

STEP 2: Log into the Chromebook with the Student's Google/Network Login & Password.

STEP 3: Open up Google Chrome

STEP 4: Click on the 3 dots on the right side of the screen, and click on settings.

STEP 5: Click on the arrow next to WiFi.

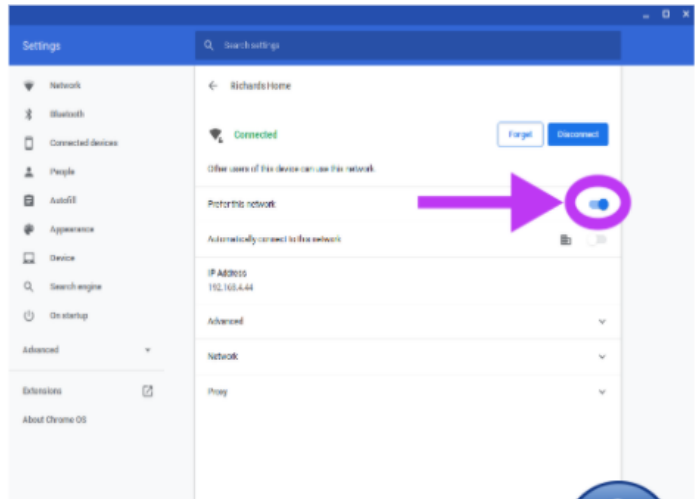
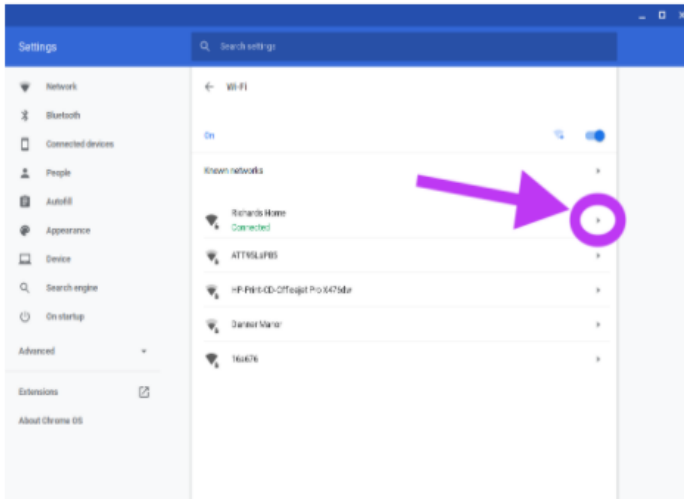


BAS Borrowed Chromebook

WiFi Settings Continued...

STEP 6: Click on the arrow next to your home WiFi network.

STEP 7: Click on the toggle button to choose "Prefer this Network".



BAS Borrowed Chromebook

Updating Chrome

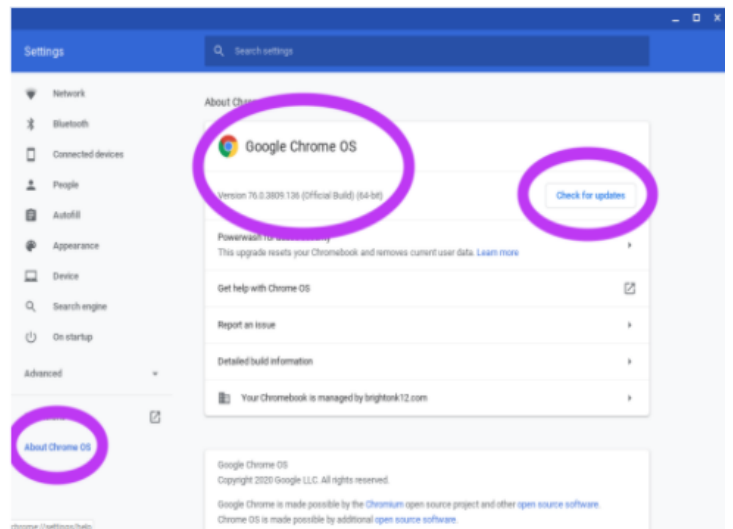
If you are having any issues with applications in Google Chrome, you may need to check to make sure Chrome is up to date.

STEP 1: After logging into the chromebook, click on Google Chrome.

STEP 2: Click on the 3 dots on the right side of the screen, and click on settings.

STEP 3: On the bottom left side of the screen, click on About Google Chrome.

STEP 4: Click on the "Check for Updates" in Blue



Dismissal at Maltby

1. Students being picked up:

- a. Students are able to take out cell phones & turn them on vibrate.
- b. Students will keep their phone on the desk. Parents are asked to text their student their location when they arrive.
- c. When the student receives a text and the teacher hears the buzz, the student will be dismissed as soon as they can move in a socially distanced manner.
- d. If a student does not have a phone and is a pickup, the teacher will dismiss those students at a good time so that they can socially distance themselves from others.
- e. Parents may either wait along the pickup lane in their car for their student.

Or

- f. Park and walk to the nearest sidewalk and wait for your student.
- g. Students MAY NOT walk to your car in the parking lot unaccompanied.

2. Students riding buses will be dismissed by their home or transfer school over the PA system.

- a. **Hornung bus riders will always be the last called as their buses arrive last.**

Lunch, Recess, and Encore Procedures

Due to our Return to Learn plan, below are descriptions of how aspects of school will change at Maltby.

1. Lunch

- a. Students will eat with their class at the same assigned tables and sit in either the cafeteria or the upper gym. Classroom cohorts will be separated by a considerable distance.
- b. Classes will be walked to the appropriate area and will not overlap with other cohorts.
- c. If a student orders lunch, it will be available at their table for pickup.
- d. There will be no microwaves for heating up a lunch, nor a condiment table (ketchup, mustard, dressings).

2. Recess

- a. Our recess area has been divided into 7 different sections.
- b. Classes will get an equal opportunity to use these different spaces on a 7 day rotating schedule.
- c. When at recess with their class cohort, students may remove their masks but need to adhere to social distancing.

3. Music, Band, Orchestra

- a. Students will attend their musical year long in the Encore classroom. If an instrument is being played or if anyone is singing, those activities will take place outside.

4. Art, World Language

- a. The Art and World Language teacher will be coming to the student's classroom.

5. PE

- a. Students will attend PE class in the gymnasium or outside.
- b. Students will not use the locker room nor change for PE.

6. This is our best first attempt!

- a. As systems and processes begin, we are sure that we will make changes and alter procedures. At this time, this is our process. We have decades of experience facilitating student movement through a building and managing large groups of students, but this situation is new and unique. Every effort will be made to make sure our Bullpups have excellent Encore experiences while maintaining safety.

Mask Up Maltby

For the 2020-2021 school year, all Maltby students and staff will be required to wear a face covering while in the classroom and in shared areas of Maltby. **It must be over the mouth and nose to be used effectively.** Below are some considerations for Maltby families to think about as we prepare to start school under these unusual circumstances.

1. Start talking to your student about wearing a mask.

- i. Explain why they are required at school
- ii. Answer your students questions with confidence and encouragement
- iii. Remind them this is not just about them, all students and staff will be wearing masks!

2. Ways to help your student wear a mask-

- i. Ask your child to wear it at home and in other social situations. Get used to taking it off and putting it back on efficiently.
- ii. Encourage your student to personalize their mask or pick out their own.

3. Students will be required to wear masks at school.

a. The Back to School Roadmap states that in Phase 4 students will be required to wear mask in their classrooms and shared spaces within the school building

- i. If your student refuses to wear a mask at school:
 1. A disposable mask will be offered to the student and a warning given.
 2. The second time a student is found without a face covering, the student's parents will be notified and the student will be sent home.
 3. If the behavior continues, disciplinary action will be taken and a parent meeting will take place.
- ii. The only times students will not be required to wear masks is when they are eating/drinking or at recess/outside with their class cohort.

Here is a helpful article about masks and kids:

<https://www.healthline.com/health-news/from-toddlers-to-teens-how-to-talk-to-kids-about-wearing-masks>

COVID-19 Back to School Parent Toolkit



LIVINGSTON COUNTY
Health Department

Updated: 8/4/2020



How Does COVID-19 Spread?



Droplets



Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, sing, yell, and talk. Basically, they are little flecks of spit. Droplets tend to settle out of the air after traveling several feet from the person that released them. Droplets can also spread directly by kissing or sharing personal items like drinks, vape pens, silverware, or other things that go from one person's mouth to another.

We can reduce the spread of respiratory droplets to each other by wearing face coverings, avoiding large crowded groups, and staying more than 6 feet apart from each other.

Aerosols



Aerosols are even smaller particles that are created when we breathe, talk, sing, sneeze, or cough. They are lighter and can stay in the air much longer than respiratory droplets but dry up more quickly.

We can reduce the spread of aerosols by increasing outdoor air ventilation or filtering air that is being recirculated.

Objects



Objects can spread the COVID-19 virus when respiratory droplets or aerosols settle on them, leaving germs behind. Objects can also spread the COVID-19 virus when someone has the coronavirus on their hands from touching their nose or mouth then touches an object. COVID-19 appears to stay on objects for one to three days.

We can reduce the spread of COVID-19 by objects by frequent handwashing, not touching our face, frequent cleaning and disinfection, and use of automatic or touchless controls.

Cloth Face Coverings



Wearing a cloth face covering helps protect people around you. Make sure your mask fits snugly but comfortably against the side of the face and completely covers the nose and mouth. Masks can be secured with ties or ear loops and should include multiple layers of fabric but should allow for breathing without restriction. Cloth masks should be laundered between uses.

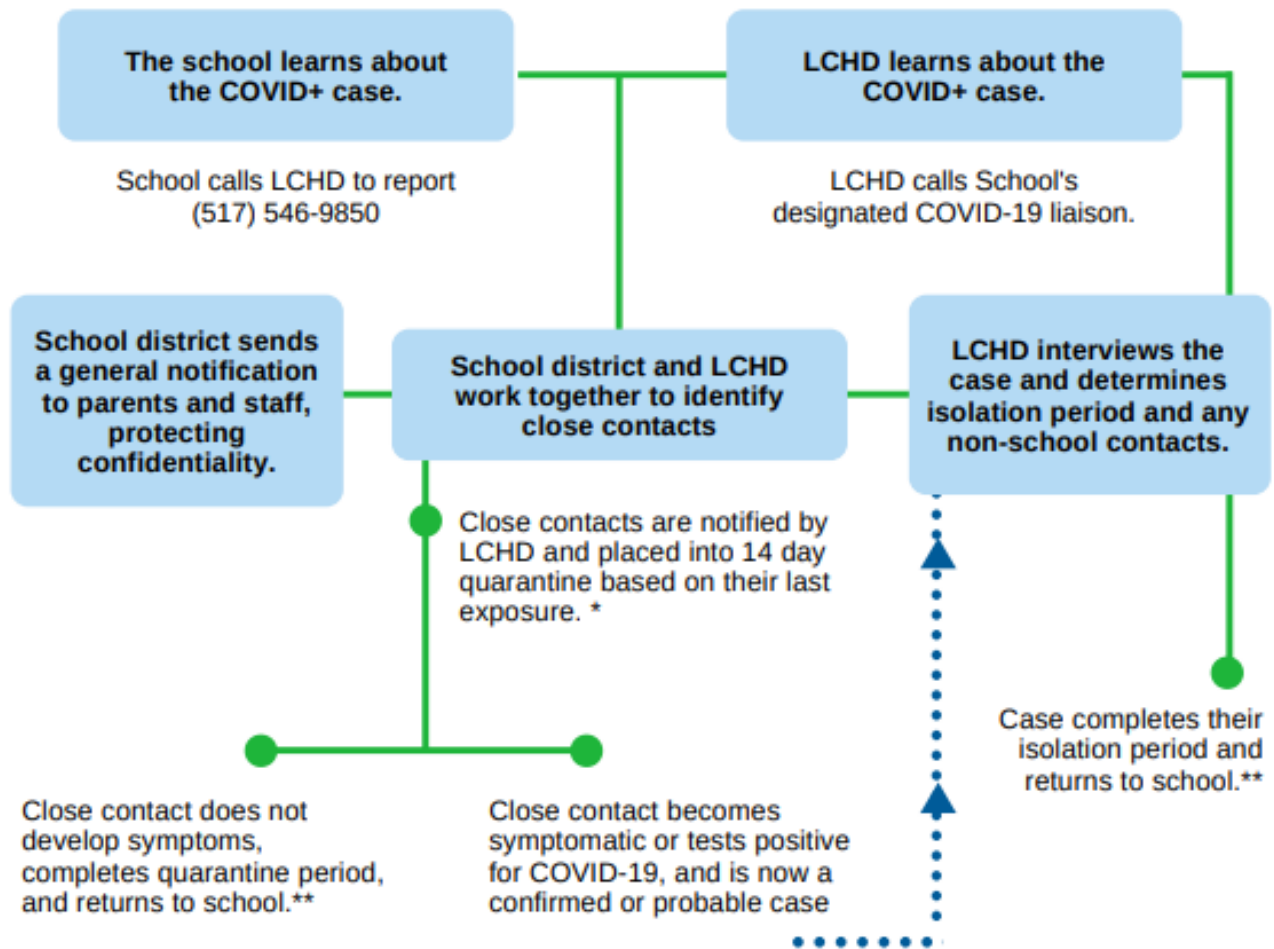
Children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance should not wear a face covering.

Process for a COVID-19 Case at School



What happens when someone at school gets COVID-19?

Student/Staff is confirmed positive for COVID-19 with diagnostic test (nose/throat swab)



* If someone is placed in quarantine, they may decide to get a COVID-19 test. A negative result does NOT shorten the length of the quarantine period.

** LCHD issues an Isolation and Quarantine Completion Notification Letter once an individual completes isolation/quarantine. Schools may use the this letter to determine when to allow return to school.

Process for a COVID-19 Exposure at School



How to handle symptoms and household exposures?

1

Does student have symptoms of COVID-19?

Yes, symptoms:

Are they at higher risk of getting COVID-19*?

Yes, at higher risk:

The student is excluded from school until:

- 24 hours with no fever (without fever-reducing medication) **AND**
- Symptoms have improved **AND**
- 10 days since symptoms first appeared.

---OR---

They have received a negative COVID-19 test **AND** have met the criteria for return to school in "Managing Communicable Diseases in Schools"

No, not at higher risk:

The student/staff person may return based on the guidance for their predominate symptoms (see "Managing Communicable Diseases in Schools").

2

Are they a close contact of a known COVID+ case?

Yes, close contact:

The student/staff person is excluded from school until 14 days past last known exposure to COVID+ person. If one or more negative tests are received, it does not change the length of the quarantine period, and does not allow them to return to school early.

3

Are they a household member or close contact of a person with symptoms or a pending COVID-19 test?

Yes:

Household members, classmates, and other close contacts of a symptomatic but undiagnosed person, or a quarantined person may continue to attend school and should monitor for symptoms. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19. If the household member or contact tests positive, they should follow step 2, above.

If the answers to the above questions are "no", and the person is not being isolated or quarantined for COVID-19, the staff or student may attend school.

This is a summary document that may not cover all scenarios. If you are concerned about a less common COVID-19 exposure situation at school, please contact LCHD at 517-546-9850 for guidance.

* Students at higher risk of developing COVID-19 include those who in the past 14 days, had close contact with a person with confirmed COVID-19, had close contact with person under quarantine for possible exposure to COVID-19, or has a history of travel.

Who Might be a Contact?



Classmates

Classmates within 6 feet* of someone with COVID-19, either in the classroom or on the bus, for 15+ minutes.



Lunch Mates

Lunch mates of person with COVID-19 if sitting within 6 feet* for 15+ minutes. This is a higher risk time as face coverings cannot be worn.



Playmates

Playmates on the playground or in gym within 6 feet* of someone with COVID-19 for 15+ minutes.



Teammates

Sports teammates within 6 feet* of someone with COVID-19 for 15+ minutes.



Opposing Teammates

Opposing teammates in sporting events who shared time on the field or court and were within 6 feet* of someone with COVID-19 for 15+ minutes.



Other Classmates

Any others who had interactions with someone with COVID-19 lasting over 15 minutes in confined areas, such as bathrooms or offices where distancing of 6 feet* is difficult.



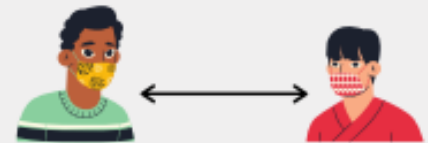
Entire Classrooms

If the contagious individual is a teacher and was frequently less than 6 feet* away from students while teaching, the entire class may need to be in quarantine.



Others

Any other person outside of school that had similar exposure to a contagious individual is considered a close contact.



* LCHD may determine that distances beyond 6 feet or less than 15 minutes can still result in high-risk exposures based on other considerations and circumstances for each case.

COVID-19 Privacy and Contacts



What happens when someone at school gets COVID-19?

- 1** The school and LCHD learn about someone with COVID-19. Someone diagnosed with COVID-19 is a "case".

PRIVACY IS IMPORTANT

Only a select few at the school should know the identity of the person. They help LCHD figure out who are close contacts to the case. The person's identity is kept confidential to respect their privacy as well as following regulations of FERPA (for schools) and HIPAA (for the health department).

- 2** Close contacts are identified and notified.



Who is a close contact? Typically it's someone who was within 6 feet (about 2 adult arms' lengths) of an infected person for at least 15 minutes.

A person with COVID-19 is considered contagious starting 2 days (48 hours) before they started having symptoms. If they are asymptomatic, or never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 test was performed.

Close contacts are at risk of getting sick, and must be identified and be in quarantine. **Quarantine separates people who were exposed to a contagious disease to see if they become sick.**



...but what about contacts to close contacts?

Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted.

Example:

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be quarantined, even though he is healthy at this time. Bob plays on the football team, and Fred does not. No one on the football team has been near Fred. Therefore, the football team does not need to be quarantined. Hopefully, Bob will not get sick and will be back to school and football in a couple of weeks.



Cohorts Help to Limit COVID-19 Contacts



Cohorts: Keep close contacts to a minimum

One technique to minimize the number of people that need to be excluded from school is to group children together consistently.



Meet the Tadpole Pod!

- This group of second graders has been assigned to a "pod". Their classroom has four pods of five children each.
- Each pod of students sits next to each other in the classroom, while still staying as far apart as practicable.
- Each pod eats lunch together, travels the halls together, and goes to recess together.

Examples



Meet the Wildcat Bubble.

- This group of 9th graders has been assigned to a "bubble". There are many bubbles of 9th graders at their school.
- Each bubble sits next to each other in the classroom, while still staying as far apart as practicable. They stay in the same room for math, English, and history, and their teachers come to them. They eat lunch together.

Cohorting can happen at many levels.



Small groups of 4-8 students -- breaking up a classroom, in space or time.



Classroom level -- keeping classrooms as contained as possible.



Cohorts keep the number of different people interacting to a minimum. It's a way to limit the number of close contacts that need to be quarantined if one person develops COVID-19.

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.

Updated: 8/4/2020

What are the Chances of Catching COVID-19?



While a close contact is typically someone who was within 6 feet (about 2 adult arms' lengths) of an infected person for at least 15 minutes, other factors can also come into play.

Intensity of Exposure

The intensity of exposure refers to how much virus a person is exposed to. The more virus someone is exposed to, the more likely they are to get sick.

- Was the sick person really contagious when a person was exposed to them?
- Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did they kiss someone?
- Did they share personal items like a drink or a vape pen?
- Did the sick person sit right next to someone and have a face to face conversation with them or were they 6 feet away with their back to them?



Duration of Exposure



The duration of exposure refers to how long were a person was exposed. If a person was in a classroom for six hours a day for several days while another person was sick with COVID-19 and contagious, yet their seat was not within 6 feet of them, they may still have had a long enough duration of exposure to that person, particularly to aerosols and objects in that classroom.

Personal Health

Personal health, like how good a person's immune system is, also plays a part in whether or not a person will get infected, as does whether a person is using all the COVID-19 risk reduction methods possible.



Age

Age also seems to play a part in risks for COVID-19. Children may be at lower risk of catching COVID-19. Children may also be a lower risk of spreading COVID-19 to others, both to other children and adults.



When a Student Should Stay Home or May Be Sent Home



Students should not go to school or participate in any school activities or sports if having symptoms of COVID-19. If a student starts having symptoms of COVID-19 while at school, they need to be sent home. The student may return based on the guidance for their diagnosis (See "Managing Communicable Diseases in Schools" bit.ly/2PaOz8U), unless they are at risk for COVID-19 exposure.

As long as there are cases of COVID-19 in the community, there is no way to prevent all risks of COVID-19 spread in schools. The goal is to keep the risk as low as possible to keep school and school activities as safe as possible.



If your child has been placed into isolation or quarantine for COVID-19, they may not attend school.

1. SYMPTOMS OF COVID-19 (CDC VERSION FOR K-12) (If new, different, or worse than any longstanding conditions)

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

2. IS YOUR CHILD AT RISK FOR EXPOSURE TO COVID-19?

Students are at higher risk for COVID-19 if in the past 14 days they:

- Had close contact with a person with confirmed COVID-19.
- Had close contact with person under quarantine for COVID-19.
- Have a history of travel.



If "YES" to any questions in Section 1, and "NO" to all questions in Section 2, student should stay out of school until they meet criteria for return based on their symptoms.



If "YES" to any question in Section 1, and "YES" to any question in Section 2, student should stay out of school, and be evaluated by their healthcare provider and possibly receive COVID-19 testing.

If "NO" to all questions in Section 1, and "YES" to any questions in Section 2, students need only be excluded from school if they have had close contact to someone with confirmed COVID-19, as they should be in quarantine.

If you are asked to have your child medically evaluated, call your health care provider or follow up with a local clinic or urgent care center. You can also call 2-1-1 or go to www.mi.gov/coronavirustest or www.lchd.org to find the closest testing location. **While testing is not required**, students may need to be excluded from in-person instruction for a longer period of time.

When a Student Should Stay Home or May be Sent Home



HOW LONG MUST THEY STAY OUT OF SCHOOL?

If your child has symptoms of COVID-19, and tests positive for COVID-19:

Keep your child out of school until:

- It has been at least 10 days from the first day they had symptoms.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- And other symptoms have improved. There is no need for a "negative test" or a "doctor's note" to clear your child to return to school if they meet all isolation and quarantine criteria. LCHD issues an Isolation and Quarantine Completion Notification Letter once an individual completes isolation/quarantine.

If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and no testing has been done (or results are pending):

Keep your child out of school until:

- It has been at least 10 days from the first day they had symptoms.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- Other symptoms have improved.

If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and tests negative for COVID-19:

Your child may return based on the guidance for their symptoms (see "Managing Communicable Diseases in Schools" bit.ly/2PaOz8U):

- **Fever:** at least 24 hours have passed with no fever, without the use of fever-reducing medications
- **Sore throat:** improvement in symptom (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- **Cough/Shortness of breath:** improvement in symptom
- **Diarrhea, vomiting, abdominal pain:** no diarrhea or vomiting for 24 hours
- **Severe headache:** improvement in symptom