



The Academy

RE-OPENING PLAN

2020-2021

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Chester, South Carolina 29706

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Welcome

Families,

This guide contains information that is critical for preventing the spread of the novel coronavirus that causes Covid-19. Information will be provided that addresses school procedures and protocols that will keep students safe while engaging in educational opportunities for your child to reach their academic potential.

The 2020-2021 school year will be unique. We will begin the school year with a distance learning model including a heavy emphasis of support to families to implement quality academic instruction in a home setting. Teachers will work diligently to create relationships with students and parents that promote a successful learning opportunity that fosters the individual needs of students and their families.

As the year progresses, we will use *on campus* and *off campus* instructional models to meet the educational needs of students. Decisions to safely permit students in our building will be a priority with strict safety protocols and guidelines that will ensure the health and wellness of students and staff at The Academy. We will continue to update families as the state provides more information quickly so you can make necessary adjustments. K-8 families will have an off campus option to register their child with **The Academy online** if they are not ready or able to return to school. Details for both on campus and off campus instructional models can be found beginning on page 17 of this guide.

Our priority is the safety and health of your child while providing quality, engaging and supportive academic options that meet the needs of our students. We want you to feel comfortable and confident that your child will have options for education.

As we navigate through the challenges we face as a result of Covid-19, we would like to express our gratitude for your support as we work together to make our 2020-2021 successful for all students.

Robyn Caldwell

Mary Ann Dawkins

Overview

This guide represents guidelines and protocols that were developed to prevent the spread of the novel coronavirus that causes Covid-19. It is based on the guidance from the Centers for Disease Control and Prevention (CDC), the South Carolina Department of Health and Environmental Control (DHEC), and the South Carolina Department of Education.

Decisions focus on the health, safety, and well-being of our students, staff members and school families. This document is subject to updates. Guidance will change as we receive updates concerning the Covid-19 pandemic.

To combat the spread of the virus, the expectation is that all staff members, students and families comply with the procedures, protocols, and requirements outlined in this document and any linked documents and updates on our website, atlchester.com. In addition, The Academy community is expected to comply with state and local regulations.

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Guiding Principles for Reopening Schools

Ensure the SAFETY and WELLNESS of students and staff

Deliver HIGH-QUALITY instruction to STUDENTS, regardless of delivery model

Provide parents FLEXIBILITY and CHOICE in instructional delivery models

Health and Safety Protocols

Enhanced Health Protocols 2020-2021 School Year

A. Disease Metrics and Categories for Spread from DHEC

Metrics and Categorizations:

Two –week cumulative incidence rate: the number of new cases in the prior two weeks per 100,000 people. This metric provides the recent incidence of COVID-19 infections in the county. Categorization (#cases/100,000):

Low: 0-50
Medium: 51-200
High: ≥ 201

Trend in incidence rate: whether the two-week incidence rate is increasing, decreasing, or stable compared to the previous two weeks. For purposes of this assessment, consider the trends to be equivalent to:

Increasing = High
Stable = Medium
Decreasing = Low

Two-week percent positive rate: the percentage of individuals who tested positive out of the number of the individuals tested with a molecular (swab, or PCR) test in the last two weeks for each county. The metric takes into consideration the number of tests performed in the county in the prior two weeks. Categorization:

Low: $\leq 5.0\%$
Medium: 5.1 – 9.9%
High: $\geq 10.0\%$

Overall Assessment for Each County:

1. Determine the categorization for the incidence rate, the trend in incidence rate, and the percent positive rate for the county. Example: Chester County
Incidence rate = Medium
Trend: Increasing = High
Percent positive rate = High
2. If the rates are all the same categorization, that is the overall assessment.
3. If the rates are not the same categorization, take the average of them.

Example: Chester County = Moderately High

B. Guidelines for Treating Staff/Students with COVID-19 Symptoms or Positive Test

COVID-19 Symptoms:

- Any one of the following
 - Fever-or-
 - Shortness of breath or difficulty breathing-or-
 - Loss of taste or smell-or-
- Any two of the following:
 - Sore throat –and/or-
 - Muscle aches –and/or-
 - Chills -and-/or-
 - New or worsening cough –and/or-
 - Congestion or runny nose –and/or-
 - Nausea –and/or-
 - Diarrhea

Guidance for Staff/Students with Symptoms at School:

- Immediately place a mask on student/staff and move safely and respectfully to an isolation room. Provide cool compress, tissues, and hand sanitizer if age appropriate.
- Parents are notified to pick up students within the hour.
- Students should be supervised by a staff member who maintains at least six feet distance and uses appropriate Personal Protective Equipment (PPE).
- Advise parents to call their primary healthcare provider or Health Department for further guidance and to determine if testing is needed. Advise parents to report test results to the school.
- Close off areas used by a sick person(s) and do not use until cleaned and disinfected with approved cleaner. 24 hours is recommended if possible.
- In accordance with state and local laws, the school nurse should notify local health departments, staff and families immediately of any case of COVID-19 while maintaining confidentiality.

When to return back to school:

Category 1

If I think/know I had COVID-19, and I've had symptoms as listed above, then I must meet all the following before coming back to school

- It has been at least 10 days since the test sample was taken or since symptoms began
- And, no fever within the last 24 hours without taking fever-reducing medicine

- And, all other symptoms have improved
- Or, tested negative or a medical evaluation determines symptoms were due to another cause (strep throat)

Category 2

If tested positive for COVID-19, but had none of the symptoms listed above, then I can return to school when:

- It has been at least 10 days since the test specimen has been collected
- And, no fever-reducing medications have been taken in the last 24 hours
- And, I continue to have no symptoms

Category 3

If I tested positive or had COVID-19 and have a weakened immune system due to a health condition or medication, then I can return to school when:

- My health care provider gives written clearance

Category 4

If I have been around a person (family, friend, acquaintance who has tested positive with COVID-19 (within six feet for more than fifteen minutes with/ without a mask within the past 48 hours):

- Then I should stay home for 14 days after the exposure and monitor for any of the above-listed symptoms
- Exception: Elementary students and staff follow the family model below in Category 5.

Category 5 Elementary Family Model:

If you have been around a classmate who has tested positive for COVID-19 (within six feet for more than fifteen minutes with/without a mask in the past two days):

- Sick classmate will remain home for 10 days after specimen is collected.
- The school nurse will monitor remaining students' temperatures and symptoms for a period of two weeks.
- Students will wear masks when less than six feet apart for a period of two weeks (carpet time, small group instruction).
- If 20 % of the class has symptoms of COVID-19, the class will move to intermittent eLearning for up to ten days.

When to close a class/school (Recommendations below are pulled from DHEC regulations on viral outbreaks):

1. If a classroom has 20% or more of the student population test positive for COVID-19 within a two week period
OR
2. If a building has 10 % or more of the total student enrollment test positive for COVID-19 within a two week period.

Category 6 Those Who Have Recovered From COVID-19:

If a student or staff member is a lab confirmed case of COVID-19 by PCR (nose or throat swab), they do not need to quarantine again after close contact to someone with COVID-19 in the first three (3) months after recovering but will for any close contact that happens after that three (3) month period.

C. Employee Enhanced Health Guidelines:

The school will implement the following Enhanced Health Protocols to provide for the safety of employees:

1. DO NOT report to work or to volunteer if you feel sick or have a fever of 100.4 or higher.
2. DO NOT ENTER the school if:
 - In the past 14 days, you have knowingly been around anyone with COVID-19 without a mask, within six feet and more than fifteen minutes.
 - In the past 14 days, if anyone in your house has experienced COVID-19 symptoms as outlined on page 8.
 - In the past 14 days, anyone in your house has been placed under quarantine.
3. All employees must practice social distancing as recommended by the CDC or wear a cloth face covering if work does not allow for social distancing.
4. Instructional staff must wear a shield when teaching students in the building.
5. All employees must wipe down all community use items and tools after use with provided disinfectant.
6. All employees must disinfect personal workspaces after use each day with provided disinfectant.

Employees who need to be away from work due to sickness or personal reasons will use accrued sick and personal leave. Any sick leave over five days requires a doctor's note, and a supervisor must approve leave.

Employees who request leave under the guidelines of the **Family First Coronavirus Response Act**, must contact The Academy administration and provide necessary documentation according to the reasons outlines in the Act.

Arrival Procedure for Reporting to Work:

1. Stay at home and contact a supervisor if you have fever (of 100.4 or higher) or answer yes to any of the questions above (see #2).
2. During sign in, staff will have their temperatures checked and answer “No’ to the questions above (see #2).
3. Social distancing of six feet is to be observed when entering the building.
4. Staff will bring face coverings/masks to use when needed (see #3). A mask will be provided to staff who cannot provide their own.

Staff Guidelines During the Workday:

- Masks must be worn while moving through the building if social distancing of six feet cannot be observed.
- Avoid touching face areas at all times.
- Wash hands thoroughly and often with soap and water for 20 seconds. Use an approved hand sanitizer if soap and water are not available.
- If your job requires the use of gloves, wash hands after removing gloves.
- Before and after eating, wash hands thoroughly with soap and water.
- Do not eat in groups if you are not six feet apart.
- Disinfect lunch area before and after eating.
- Reapply masks after lunch if social distancing is not possible.
- Staff will wipe down commonly touched items used throughout the workday, including but not limited to telephones, copier, pens/pencils.
- Remember to use proper hand hygiene before and after removing face coverings/masks.
- The BUDD Group will implement Enhanced Safety Protocols for cleaning and disinfecting surfaces in common areas at the end of each day and a minimum of two additional times throughout the school day.

D. Student Enhanced Health Guidelines

The Academy will implement the following Enhanced Health Protocols to provide for the safety of students:

1. DO NOT come to school if you feel sick or have a fever of 100.4 or higher.

2. DO NOT ENTER the school if:
 - In the past 14 days you have knowingly been around anyone with COVID-19 without a mask, within six feet and for more than fifteen minutes.
 - In the past 14 days, if anyone in your house has experienced COVID-19 symptoms as outlined on page 8.
 - In the past 14 days anyone in your house has been placed under quarantine.
3. All students must practice social distancing of six feet as recommended by the CDC entering the building, in the classroom, and in the hallways.
4. If social distancing cannot be maintained in the areas in #4, a face covering must be worn.
5. Students are encouraged to wear their own personal face covering. All teachers are required to wear face coverings/personal face masks/shields while teaching.
6. Each student will be provided their own supplies to use as much as possible and any shared items will be disinfected after each use.
7. BUDD Group employees will disinfect frequently used surfaces throughout each day such as common workspaces, counters, door handles, bathrooms, bathroom fixtures, soap dispensers, handrails, telephones, and common areas.

Arrival Procedure for Reporting to School:

1. Multiple entry points will be utilized.
2. Social distancing of six feet and face coverings are to be observed while waiting to enter the building.

Guidelines to Observe Throughout the School Day:

- Face covering must be worn moving through the building if social distancing of six feet cannot be observed.
- Avoiding touch face at all times.
- Cover your cough by using your elbow or in a tissue then immediately wash hands.
- Wash hands thoroughly and often with soap and water for 20 seconds.
- Use hand sanitizer or wash hands before and after eating.
- You must social distance of at least six feet while eating lunch.
- Bathroom breaks will be staggered. Students must wash hands after using the toilet.
- No hanging out in groups in hallways, play grounds or lunch areas.
- School dismissal will follow social distancing guidelines as students exit the building.
- Students will not be allowed to use the water fountains. Students should bring a filled water bottle to school.

Sick Policy:

1. If your child has fever of 100.4 or higher or has experienced COVID-19 symptoms as outlines on page 8.

2. Due to COVID-19, parents must have a reliable back up to pick up a child who becomes ill at school.
3. Students can return if they have been fever-free for 24 hours without fever reducing medicine unless there is a positive COVID-19 test.
4. Please let the school know if anyone in your family has been in contact with someone who has a confirmed case of the coronavirus.

Guidance for Parents:

Please have the conversation with your child about:

- Staying at home when you are sick
- Social distancing (stay six feet apart)
- Proper hand hygiene
- Importance of NOT touching their face
- To resist touching the personal belongings of others
- Cover your cough or sneeze with your elbow or a tissue, then wash your hands immediately

E. Enhanced Disinfecting Protocols

Safety Supplies:

Prior to the return of school, the school will provide the following supplies:

- Hand sanitizer
- Infrared thermometers
- Masks will be provided for students who are unable to provide one on their own.
- Shields for all instructional staff
- EPA and CDC approved disinfectant and misters (BUDD Group)

School Disinfecting Plan:

The BUDD Group, a contracted professional cleaning service will perform a nightly, deep, misting sanitation using an electrostatic mister with DHEC approved chemicals. Residue will be evaporated by the time students and staff arrive in the morning. This service will be performed throughout the school year.

Classroom Disinfecting Plan:

Remove, file, or store as many items laying on all flat surfaces to help speed up the sanitizing procedures. Daily sanitize surfaces and objects that are touched often, such as desks, countertops, chairs, tables, handrails, doorknobs, light switches, computer keyboards, hands-on learning items, faucet handles, phones, and toys.

BUDD Group Custodial Services:

The BUDD Group will provide regular custodial staff that will:

- Sanitize common workplaces, high traffic areas, and frequently touched surfaces multiple times per day.
- Check rooms for soap, paper towels, and sanitize.
- Empty all trash and sanitize trash receptacles.
- Vacuum if classrooms have carpet with vacuums equipped with HEPA filters.
- Sweep and mop hard surface floors with approved cleaners.
- High touch surfaces in bathrooms will be disinfected frequently during the day (sinks, soap dispensers, towel dispensers, door knobs, hand rails, and bathroom fixtures).

The BUDD Group will provide an additional custodial staff member that will:

- Provide an additional full disinfecting program multiple times per week using Karcher misters plus Victory electrostatic misters.
- An electrostatic backpack disinfectant mister sprayer will be housed at the school in the event of an outbreak in any area for additional and immediate remediation services.

Staff:

1. Remove, file, or store as many items laying on flat surfaces to help speed up the sanitizing procedure.
2. Wipe down and sanitize countertops and desks throughout the day.
3. Clean and sanitize door knobs, pencil sharpeners, and towel dispensers throughout the day.

Common Space Disinfecting Plan:

Main Office:

1. Remove, file, or store as many items laying on all flat surfaces to help speed up the sanitizing procedure.
2. Wipe down and sanitize countertops and desks throughout the day.
3. Clean and sanitize sinks and wipe down faucets and door knobs throughout the day.
4. Wipe down and sanitize common door knobs, cabinet knobs, pencil sharpeners, phones, towel dispensers, copy machines, printers, mail boxes, etc. throughout the day.
5. In lounge area/work area, at the end of the day, put away all dishes and utensils, coffee pot, coffee mate products, etc. to protect from disinfectant sprays.

Restrooms:

1. Staff should wash their hands after every use.
2. Custodial staff will clean and sanitize all office restrooms at the throughout the day.

Training Provided to Staff on Cleaning and Sanitation:

All Academy staff will receive the necessary training required by OSHA to clean and disinfect. See below:

1. Know the difference between cleaning, disinfecting, and sanitizing:
 - a. **Cleaning:** Removes germs, dirt, and impurities from surfaces and objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
 - b. **Disinfecting:** Kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove all germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
 - c. **Sanitizing:** Lowers the number of germs on surfaces and objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to the lower the risk of spreading infection.

2. Clean and disinfect surfaces and objects that are touched often.
 - a. Follow the school's standard procedure for routine cleaning and disinfecting. Typically, this means daily sanitizing of surfaces and objects that are touched often, such as desks, countertops, chairs, tables, handrails, doorknobs, light switches, computer keyboards, hands-on learning items, faucet handles, phones and toys. The Academy will require daily disinfecting of these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms.
 - b. Immediately clean surfaces and objects that are visibly soiled with bodily fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

3. Simply do routine cleaning and disinfecting:
 - a. It is important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Most studies have shown that the flu virus can live and potentially infect a person for up to 48 hours after being deposited on a surface. However, it is not necessary to close school or disinfect every surface in the building to slow the spread of flu. Also if, students and staff are dismissed because the school cannot function normally (e.g., high absenteeism during a flu outbreak). It is not necessary to do extra cleaning and disinfecting.
 - b. Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceiling, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can

irritate eyes, noses, throats, and skin, aggravate asthma; and cause other serious side effects.

4. Clean and disinfect correctly

- a. Surfaces should be cleaned using soap and water then a disinfectant if necessary. Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces. This may require separate EPA approved products. Read the label and make sure it states that EPA has approved the product for effectiveness against influenza A virus.
- b. Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure the electronics can withstand the use of liquids for cleaning and disinfecting.

5. How to clean and disinfect:

- a. Wear disposable gloves to clean and disinfect. Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- b. Clean surfaces using soap and water, then use disinfectant if necessary. Follow the instructions on the label to ensure the safe and effective use of the product. Many products recommend keeping surface wet for a period of time (see product label). Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in common areas, such as copiers and door keypads should be cleaned and disinfected often.
 - High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

6. Use products safely:

- a. Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.
- b. Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.
- c. Ensure that custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training provided in other languages.

7. Handle waste properly:
 - a. Follow the school's standard procedures for handling waste, which may include wearing gloves. Place waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

Learning Options for the 2020/2021 Academic Year

The following pages explain the different learning models that may be implemented during the 2020/2021 school year. The Academy's goal is to maximize face to face instruction and to progress to on campus instruction five days per week while maintaining guidelines for the health and safety of all our stakeholders. The school administration will consistently review data and guidelines provided by DHEC, CDC, and the State Department of Education to determine which learning model best promotes a safe environment for learning. Parents will be notified if a change in a different learning model is necessary due to community spread of the virus.

On Campus Instructional Models

The following chart describes the on campus student learning models that could occur during the school year based upon the most up to date Covid-19 information. If the spread of the virus is low in our community, then traditional learning where students attend school 5 days per week could occur. If the community spread of the virus is at a medium rate, then a hybrid model could be followed where students would attend school on either Monday/Tuesday or Wednesday/Thursday and then distance learn the other 3 days of the week from home. If there is a high community spread or high school/classroom spread of Covid-19, then students will distance learn from home with support from their teacher(s). Each of these models could occur at any time during the school year as needed.

Covid-19 LOW Community Spread	Covid-19 MEDIUM Community Spread	Covid-19 HIGH Community Spread
Traditional Learning 8:00am – 3:30pm	Hybrid Learning 8:00am-2:00pm	Distance Learning Learning from Home
School operates with students on campus 5 days per week.	<p>A/B Day Schedule will be followed. Students will come to campus for 2 days and distance learn for 3 days each week.</p> <p>A Day students would come to school on Monday and Tuesday and then distance learn at home on Wednesday, Thursday, and Friday with scheduled remediation/enrichment sessions</p> <p>B Day students would come to school on Wednesday and Thursday and then distance learn from home on Friday, Monday, and Tuesday with scheduled remediation/enrichment sessions.</p> <p>Students will be assigned as either an A Day student or a B Day student based upon class size and family consideration.</p>	<p>Students participate in distance learning 5 days per week from home.</p> <p>Teachers provide online instruction through videos and assignments. Weekly communication and support are given to the students and parents.</p> <p>Individual student appointments may be made for assessments, remediation, and enrichment.</p>

*Health and safety protocols will be in place during all models of instruction to ensure the well-being of both students and staff.

TRADITIONAL Learning

Least Restrictive Model

LOW *Community Spread*

Traditional – Enhanced Safety Protocols

Daily Schedule for 2020-2021:

8:00am – 3:30pm

Arrival:

- Students may not arrive prior to 7:30 due to the inability to group students for early arrivals.
- All individuals wear masks upon arrival.
- Students walk independently into the building and report directly to their classroom upon arrival.
- School staff will monitor hallways to ensure students safely arrive in their classrooms.
- Parents/Guardians or other visitors will not be permitted past the office corridor to walk students to class until all restrictions are lifted.

Classroom:

- All staff will wear masks or clear shields when providing instruction.
- Socially distancing practices will be adhered to at all times. Masks/shields will be worn when socially distancing is not possible.
- All student desks will be socially distanced and facing the same direction.
- Special education services will continue to be provided as outlined in the students' IEPs.
- Furniture and manipulatives that cannot be sanitized will be removed from the classroom.
- Students will have their own writing utensils, supplies, and tools in a separate box/bag to be used daily.
- Students' belongings will be kept separate from other students' belongings.
- All classroom will be equipped with necessary cleaning supplies for teachers to use to wipe down desks and other areas throughout the day.
- Classroom sanitation will occur daily by trained BUDD Group employees assigned to our school.
- Handwashing breaks will be scheduled often; handwashing/hand sanitizer will be required before and after meals, after recess, and after sneezing, coughing, or toileting.
- Restroom breaks schedule individually or small groups of no more than 3 students and monitored by staff to ensure social distancing is practiced.
- Open windows when possible to allow for better ventilation.
- Depending on the condition of the virus, student may remain in one classroom all day and teachers rotate to them. Decision to implement this step will be made as needed.

Meal Service:

- Breakfast and lunch will be provided for all students.
- Students will sanitize hands before and after meals.
- Students will rotate on a staggered schedule to the cafeteria and move to designated areas to eat.
- Students will sit to eat (whether in cafeteria or classroom) practicing social distancing.
- Utilize paper products and pre-packaged a la carte or grab and go options when possible.
- Students may bring their lunch and snacks if they prefer.
- Delivery of outside food is not permitted until all restrictions are lifted.

Common Areas:

- Water fountains are closed; students bring their own water bottles to school.
- Common areas (main office, hallways, teacher workrooms, restrooms, some specialized classrooms) will be cleaned throughout the day.
- Common areas will be marked with social distancing reminders.
- Restroom breaks scheduled and monitored by staff.

Related Arts:

- Related arts instruction (music, art, Spanish, P.E. computer) will occur either in related arts classrooms or within the students' regular classroom.
- Safety precautions and sanitizing protocols including social distancing will be followed.
- Materials and equipment will not be shared.
- All materials and surfaces will be sanitized between student groups.
- Band will not resume until all restrictions are lifted.

Recess:

- Playground equipment will be used and sanitized.
- Classroom recess equipment will be limited and cleaned after each use.

Large Gatherings and Events:

- No outside guests for lunch or classroom visitations
- Special gatherings and assemblies will not be held until all restrictions are lifted.

Dismissal:

- All students must be picked up by 4:00pm due to the inability to group students in a late dismissal group.
- Students will remain socially distanced in their classrooms and wait until their name is called.
- Social distancing will be practiced as students walk to load in their vehicles.
- Dismissal areas will be marked with social distancing reminders.
- Three or more passenger pick-ups will continue to load on the College Street Extension side of the building with the buses/vans.

HYBRID Learning

Moderately Restrictive Model

MEDIUM *Community Spread*

Hybrid – Modified Schedule with Enhanced Safety Protocols

Daily Schedule for 2020-2021:

8:00am – 2:00pm A/B Schedule

(50% classroom capacity; Students are assigned to either A Days or B Days and come to school 2 days per week and distance learn for the remainder of the week.)

A Day Students: On campus learning on Monday and Tuesday; distance learning on Wednesday, Thursday, and Friday with scheduled remediation/enrichment sessions.

B Day Students: On campus learning on Wednesday and Thursday; distance learning on Friday, Monday, and Tuesday with scheduled remediation/enrichment sessions.

Arrival:

- Students may not arrive prior to 7:30 due to the inability to group students for early arrivals.
- All individuals wear masks upon arrival.
- Students walk independently into the building and report directly to their classroom upon arrival.
- School staff will monitor hallways to ensure students safely arrive in their classrooms.
- Parents/Guardians or other visitors will not be permitted past the office corridor to walk students to class until all restrictions are lifted.

Classroom:

- Only 50 % capacity in classrooms.
- All staff will wear masks or clear shields when providing instruction.
- Socially distancing practices will be adhered to at all times. Masks/shields will be worn when socially distancing is not possible.
- All student desks will be socially distanced and facing the same direction.
- Special education services will continue to be provided as outlined in the students' IEPs.
- Furniture and manipulatives that cannot be sanitized will be removed from the classroom.
- Students will have their own writing utensils, supplies, and tools in a separate box/bag to be used daily.
- Students' belongings will be kept separate from other students' belongings.
- All classroom will be equipped with necessary cleaning supplies for teachers to use to wipe down desks and other areas throughout the day.

- Handwashing breaks will be scheduled often; handwashing/hand sanitizer will be required before and after meals, after recess, and after sneezing, coughing, or toileting.
- Restroom breaks scheduled individually or small groups of no more than 3 students and monitored by staff to ensure social distancing is practiced.
- Open windows when possible to allow for better ventilation.
- Students remain in one classroom all day and teachers rotate to them.
- Teachers will continue to communicate weekly with parents.
- Distance/online learning will continue on days students are not on campus and teachers will continue to upload and grade assignments online.
- Classroom sanitation will occur daily by trained BUDD Group employees assigned to our school.

Meal Service:

- Breakfast and lunch will be provided for all students.
- Students will sanitize hands before and after meals.
- Students' meals will be delivered to the classroom or when feasible students will rotate on a staggered schedule to pick up their meals while practicing social distancing.
- Students will sit to eat in classrooms practicing social distancing.
- Utilize paper products and pre-packaged a la carte or grab and go options when possible.
- Students may bring their lunch and snacks if they prefer.
- Delivery of outside food is not permitted until all restrictions are lifted.

Common Areas:

- Water fountains are closed; students bring their own water bottles to school.
- Common areas (main office, hallways, teacher workrooms, restrooms, some specialized classrooms) will be cleaned throughout the day.
- Common areas will be marked with social distancing reminders.
- Restroom breaks scheduled and monitored by staff.

Related Arts:

- Related arts instruction (music, art, Spanish, P.E. computer) will occur in students' regular classrooms.
- Safety precautions and sanitizing protocols including social distancing will be followed.
- Materials and equipment will not be shared.
- Band will not resume until all restrictions are lifted.

Recess:

- Playground equipment will not be used during hybrid learning.
- Classroom recess equipment will be limited and cleaned after each use.

Large Gatherings and Events:

- No outside guests for lunch or classroom visitations
- Special gatherings and assemblies will not be held until all restrictions are lifted.

Dismissal:

- All students must be picked up by **2:30pm** due to the inability to group students in a late dismissal group.
- Students will remain socially distanced in their classrooms and wait until their name is called.
- Social distancing will be practiced as students walk to load in their vehicles.
- Dismissal areas will be marked with social distancing reminders.
- Three or more passenger pick-ups will continue to load on the College Street Extension side of the building with the buses/vans.

DISTANCE Learning

Most Restrictive Model

HIGH *Community Spread*

Distance Learning Model – Online Instruction with teacher support

Daily Schedule for 2020-2021:

Students work from home to complete and upload all assignments, watch instructional videos, and communicate with the teacher.

Teacher Responsibilities:

- Teachers upload videos and assignments to the online platform weekly.
- Teachers grade assignments in a timely manner.
- Teachers communicate with parents weekly.
- Teachers schedule appointments for individualized instruction and assessment of students.
- Teachers will work from school if safe to do so.
- Special area teachers will continue to meet the individual needs of the students they serve.
- Teachers will assist in the social and emotional health of students.
-

Student Responsibilities:

- Students log onto the online platform and perform tasks daily.
- Students watch instructional videos and complete all assignments by the due dates.
- Students ask questions when they do not understand something or need additional support.
- Students will adhere to the acceptable use of technology that was agreed upon and be respectful to their teachers and classmates on all discussion boards and online educational chat groups.

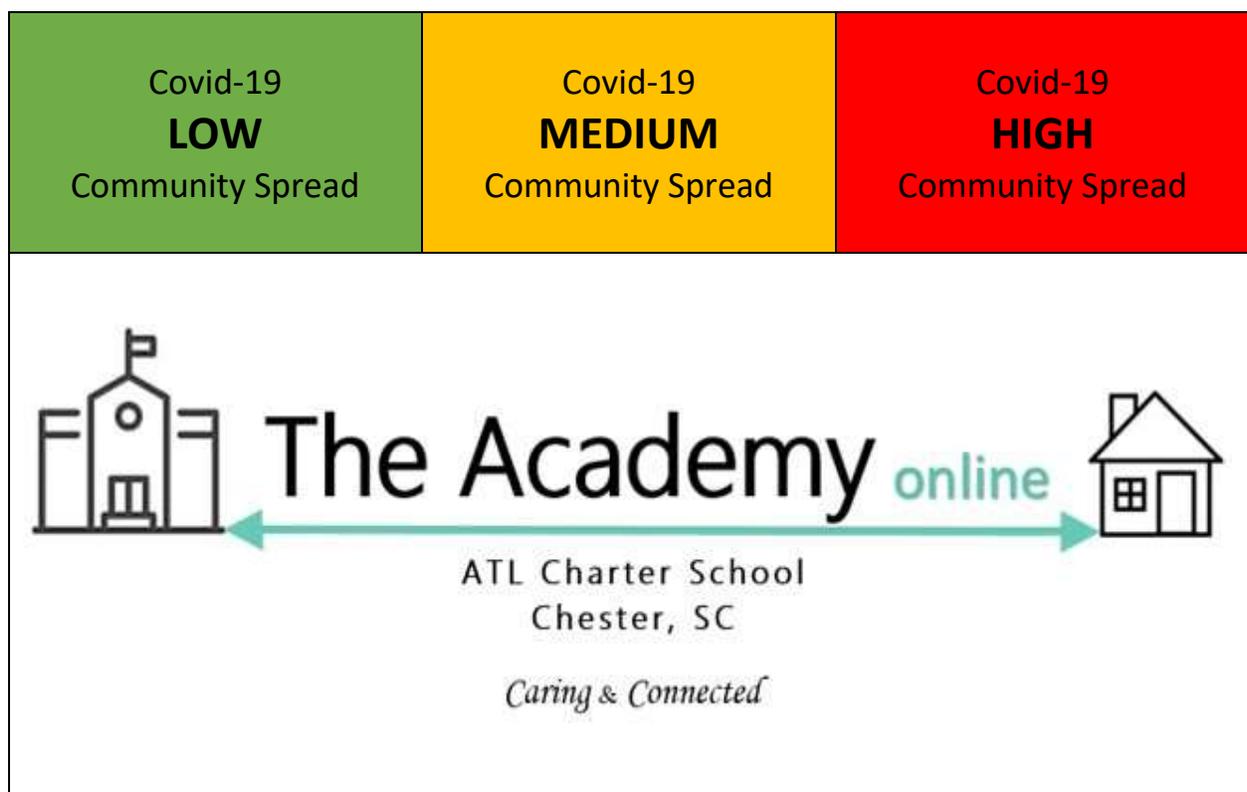
Parent Responsibilities:

- Parents ensure student participation in the online platform daily.
- Parents check for completion of assignments.
- Parents communicate weekly with teachers.
- Parents let the school know when they need additional assistance.
- Parents will let the school know if they are experiencing problems with technology.
- Parents work with teachers to schedule individualized appointments as needed.

****Distance learning can occur at any time a high spread of Covid-19 is present in the school or community. An individual classroom or the entire school may need to participate in distance learning if beneficial for the health and safety of staff and students.***

Off Campus Instructional Model

Parents also have the option of registering their student for **The Academy Online**. Our virtual, online model will differ from the on campus instructional models. Students who enroll in The Academy Online will receive all instruction and complete and submit all assignments virtually, without ever coming on campus, regardless of the state of the virus spread in our community. Families who enroll in this option will need to commit to this model for an entire semester before participating on campus.



Virtual Model Regardless of Community Spread



Kindergarten – 8th Grade

The Academy *online* is an off campus option for school families that would like their students to learn from home regardless of the rate of spread of Covid-19. Unlike distance learning, this instructional option would not change throughout the year. Students would continuously learn from home on an online platform with a current staff member at The Academy. If this option is chosen, students must commit to this platform of learning for an entire semester before changing back to an on campus option.

Learning Platform:

The Academy online will use Schoology Enterprise as its online platform. Course work will be aligned to the South Carolina standards and supported with teacher-designed lesson, direct instructional videos, and relevant activities. Students will have a flexible schedule which includes all required grade appropriate content. Students will have opportunities to schedule one-on-one appointments and tutoring sessions with teacher for remediation and enrichment.

Teacher Responsibilities:

- Teachers upload videos and assignments to the online platform weekly.
- Teachers will provide virtual sessions through Microsoft Teams or Zoom.
- Teachers grade assignments in a timely manner.
- Teachers communicate with parents weekly.
- Teachers schedule appointments for individualized instruction and assessment of students.
- Teachers will work from school if safe to do so.
- Special area teachers will continue to meet the individual needs of the students they serve.
- Teachers will assist in the social and emotional health of students.

Student Responsibilities:

- Students log onto the online platform and perform tasks daily.
- Students watch instructional videos and complete all assignments by the due dates.
- Students ask questions when they do not understand something or need additional support.
- Students will adhere to the acceptable use of technology that was agreed upon and be respectful to their teachers and classmates on all discussion boards and online educational chat groups.

Parent Responsibilities:

- Parents will need to provide internet connectivity (KaJeet hot spots will be available if needed; however, if internet connectivity is weak this option may not be appropriate.)
- Parents ensure student participation in the online platform daily.
- Parents check for completion of assignments.
- Parents communicate weekly with teachers.
- Parents let the school know when they need additional assistance.
- Parents will let the school know if they are experiencing problems with technology.
- Parents work with teachers to schedule individualized appointments as needed.



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