

# Concord Elementary School COVID-19 Restart Plan

**Revisions have been made in red font.  
This document will continue to be  
updated as the COVID-19 situation  
changes.**

Parents,

The purpose of this fact sheet is to provide you with as many details as possible about Concord's plans for the "re-start" of school for the 2020-2021 school year. The school district has provided overall guidance to schools. The Concord School-Wide Leadership Team has used these guidelines to create Concord's guidelines and procedures for restarting school this year. We have carefully looked at the structure of our school day, classrooms and other spaces, and previous procedures and guidelines to come up with this Re-Start Plan. Establishing these guidelines and procedures are inherent to ensure the safety of all students and staff. And for this reason guidelines will be followed and enforced. We are providing this document for your understanding.

This plan is written as an addendum to the Concord Parent/Student Handbook. The additions or changes are referenced by section headings in the handbook so you can compare the additions or changes. We remain hopeful these new guidelines will be temporary and can one day be eliminated.

As we "re-start" school we are entering uncharted territory and doing the best we can to provide a safe environment in which students can learn and staff can work. Information and guidelines for COVID-19 change frequently. Consequently, this is and will be a working document that will be periodically updated. It is our goal that you feel comfortable with our COVID-19 Re-Start Plan.

The entire staff at Concord looks forward to working face-to-face with the students, and working with the families when school begins on Tuesday, September 8. Please let us know if we can answer any other questions or concerns you have.

Sincerely,  
Tonna Marroni, Principal

## **Absences**

- In the event that the state announces another shutdown of school during the school year Anderson School District Five will begin eLearning. During eLearning the student (and parents of elementary students) must check-in every day with the online teacher, participate and complete assignments as appropriate to be counted present. **State attendance laws ARE in force during eLearning.**

### **Arrival**

- As of right now, the doors will open for car riders at 7:00 a.m.
- Car riders entering the building will go to various locations so that we can spread out each class. As of right now, students in grades 4K-1 will go to the gym. Grades 2-5 will be sitting outside their classrooms in the hallway, social distancing, but with their cohort class. All students will be monitored by staff in the building. We will have more staff on duty each morning.
- If students want to eat breakfast in the morning, students will be called by their cohort class to the cafeteria. If a student comes after their cohort class goes to breakfast there will be a last call for breakfast at 7:40 a.m. and these students will walk to the cafeteria and be seated at tables and will sit 6 feet apart. Breakfast will close promptly after this last seating at 7:45 a.m.
- There will be no Safety Patrol for the 2020-2021 school year. When arriving in the car line each morning we will have cones where each car should stop. Please move forward when the SRO motions the line to move forward. Once at a cone your child will need to exit the car by themselves and walk into the building. There will be adults outside, but not one for every cone. Be patient! It takes time for young children to unbuckle and safely exit a car.
- There will undoubtedly be fewer children riding school buses this year. This will create more cars in the car line. Be proactive so your child is not late. Allow plenty of time to make it through the carline so that your child can be in the building at 7:45 a.m. Your child needs to be in the classroom and unpacked ready to learn by 8:00 a.m. each day.
- **For the safety of all students and staff no parents or visitors are allowed in the building beyond the school office. We will have staff in the building available to walk students to classrooms if assistance is needed.**

### **Additional District Arrival Procedures**

- Arrival times may be staggered and multiple entries will be used.
- Social distancing of six feet and face masks are to be observed while waiting to enter the building.
- Students should use hand sanitizer upon entrance to their classroom.

### **Guidelines to Observe Throughout the School Day**

1. Face masks must be worn in the building following the mask protocol (previously explained).
2. Avoid touching your face at all times.
3. Cover your cough by using your elbow or in a tissue then immediately wash hands.
4. Wash hands thoroughly and often with soap and water for 20 seconds.
5. Use hand sanitizer or wash hands before and after eating.
6. You must social distance, to the extent possible, while eating.
7. Bathroom breaks will be staggered. Students must wash hands after using the toilet.
8. No hanging out in groups in parking lots, hallways, lunch areas.
9. School dismissal will follow social distancing guidelines, to the extent possible, as students exit the building.

### **Dismissal**

- 4K is new to Concord this year. We will have one classroom of 20 students. 4K will begin

dismissal at 2:15 p.m.

- 4K Bus and Daycare - The teacher or assistant will take bus and daycare students to the gym. 4K will load buses before all other students. Daycare will sit with their daycare cohort until picked up.
- 4K Car Riders - From Calrossie Road, parents should travel west on East Fredericks St. and turn into the parking lot behind the school gym and cafeteria. Follow the arrows in the parking lot. The parking lot will provide stacking for cars waiting to pick up 4K students. The parent will place the child's pick-up tag in the window. A staff member will walkie the teacher or assistant as to the child being picked up. The child will be assisted into the car. **NO CHILD WILL BE ALLOWED TO LEAVE WITHOUT THE SCHOOL ISSUED PICK-UP TAG.**
- Grades K - 5 Car Riders will be inside the building in their designated area with their cohort class and called by microphone to the appropriate cone for pickup. Classes will be waiting in different areas - some under the large awning in the front entrance, some inside in the entrance, some in the cafeteria, and some in the main and 5th Grade hallway. Classroom cohorts will be sitting 6 feet apart. There will be no Safety Patrol to assist students in cars. Non-homeroom staff will assist students in the car.
- **Because of COVID-19, parents WILL NOT be allowed to walk up and pick up their child as in the past.**
- **You MUST get into the car line which goes behind the school building. We will be running two car lanes in the front drive of the school.**
- **Cars will get into the same line that turns into the drive in front of the school, BUT drivers will be directed to either turn into the right or left lane. There will be a **double yellow** line painted to designate the two lanes. **Cars may not cross this double yellow line.****
- **The lanes will alternate with 8 cars loading students at the same time. Students will be called to their cone number to load.**
- **Students will be waiting at their cone in cue six feet apart.**
- **This same two-line loading system is already used at several other schools and works very efficiently. (North Pointe and Nevitt Forest are two examples.)**
- **DO NOT PARK YOUR CAR ON THE CURB AND WALK ACROSS THE TWO LANES OF TRAFFIC. THERE WILL BE NO ONE TO STOP THE TRAFFIC IN THE LANES. ALL STAFF WILL BE ASSISTING 8 STUDENTS GETTING INTO CARS AT ONE TIME.**
- **YOUR CHILD WILL NOT BE RELEASED TO YOU IF YOU WALK UP TO GET YOUR CHILD. CHILDREN WILL BE INSIDE THE BUILDING WAITING TO HEAR THEIR NAME AND CONE CALLED.**
- **PARENTS MAY NOT ENTER THE BUILDING, ONLY THE OFFICE, WHICH CAN ONLY SERVE THREE PARENTS AT A TIME.**
- **NO CHILD WILL BE ALLOWED TO LEAVE WITHOUT THE SCHOOL ISSUED PICK-UP TAG. Parents with no car tag will be asked to park their vehicle, walk to the office, and show their ID. The child will then be paged to the office. Only two parents will be allowed in the office at one time in order to maintain social distancing.**

#### **ORIENTATION PACKET PICK-UP DAY**

- **Pick-up Tags will be issued in an Orientation Packet passed out on Orientation Packet Pick-Up Days.**
- **Parents may drive through the drive which is located on the south side of the building off of E. Fredericks St. This is the drive by the gym.**
- **Remain in your car. Someone will come and ask for your student(s) name(s). You will show your Driver's License. Your identification will be verified and you will be given your student(s) Orientation Packet which will include their Pick-Up Tag.**
- **No Pick-Up Tags will be given out without verifying the parent identification.**

- **Dates for the Orientation Packet Pick-Up are September 2 - 4 from 8:00 a.m. - 3:00 p.m.**
- If parents do not have their child's pick-up tag on the first day of school, parents must park, come into the office, and provide identification to receive this pick-up tag. Only 3 parents are allowed in the office at a times so this may be a slow process.
- **Be proactive. Plan ahead of time to retrieve the Orientation Packet. This will avoid delays for you and your child.**

### **eLearning Days**

- In the event of eLearning **due to inclement weather** or School Closure for COVID-19 all students will take home their Chromebooks.
- Teachers will instruct students following the 2:2:1 format. For 2 days students will interact with the teachers on Google Meet. For 2 days students will have Google Slides instruction and assignments. 1 additional day will be for follow-up support and communication.
- During eLearning the student (and parents of elementary students) must check-in every day with the online teacher, participate and complete assignments as appropriate to be counted present. **State attendance laws ARE in force during eLearning.**

### **Student Illness**

- A private isolation room will be utilized for students or staff members who are experiencing the symptoms of COVID-19. If a person has symptoms they will be excluded from work or school until they test negative, symptoms have improved, AND a medical evaluation determines symptoms are due to another cause.
- **The school nurse will be using the symptoms protocol provided by the CDC for determining if a student or staff member must leave. NO EXCEPTIONS WILL BE MADE.**

### **Current Isolation Criteria**

- **Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 ([click here for August 7 document](#)) who do not get tested, should isolate until**
  - 10 days has passed since symptoms started **AND**
  - **Twentyfour (24) hours have passed since last fever** without taking medications to reduce fever **AND**
  - **Overall improvement in symptoms**
- **Those who test positive by PCR (mouth or throat swab) test or similar viral test but do not have symptoms will be required to stay out of school until ten (10) days\* after the specimen was collected.**
  - **\*Note: some people may be required to extend the isolation period to twenty (20) days. Their doctor will need to determine if this is necessary.**
  - **The criteria above should be used to determine eligibility to return to school. Negative PCR test results are not required nor recommended after meeting these criteria.**

### **Nurse's Office**

- The nurses' regular office will be used for dispensing medications, taking care of injuries, and assisting students who may have an illness with symptoms not related to COVID-19. Other office staff will assist the students in this room if the school nurse is with someone in the private isolation room.

### **Clubs**

- There will be no after-school clubs at all for the 2020-2021 school year. This includes Running Club, Good News Club, and Golf Squad.

### Field Trips

- There will be no field trips planned. The district will revisit field trips after Spring Break.

### Parent Conferences

- We are encouraging conferences to be held virtually with the classroom teacher through Google Meet or WebEx. If a face to face conference is held social distancing will be expected. All adult participants are required to wear a mask. This will include Nine-Week Conferences, IEP Conferences, and 504 Conferences.

### Testing

- All students in Grades K-5 will take the Measures of Academic Progress (MAP) testing three times.
  - During the first two weeks of school
  - In December before Winter Break
  - **In Mid-May**
- **Kindergarten will be administered the Kindergarten Readiness Assessment (KRA) during the first week of school.**
- The State has approved and filed a waiver for state testing for the 2020-2021 school year. The state is currently awaiting federal approval of this waiver.

### 4K and Kindergarten Hybrid Schedule

- **4k and Kindergarten students will begin the first four days of school on a hybrid schedule. Each kindergarten student will only come to school one day during the first week (September 8 11).**
- **The classroom teacher will be contacting the parent by email, letter, and/or a phone call to inform the parent about the hybrid schedule prior to September 1, 2020. The purpose of this hybrid schedule is for the Kindergarten teacher to get to know each student and to administer the state Kindergarten Readiness Assessment (KRA). It is also an opportunity for the 4K teacher to get to know each student and complete observation assessments.**
- **All students are counted present each day during the hybrid schedule.**

### Breakfast and Lunch

- The cafeteria layout will be modified to accommodate the need for more space between lunch tables.
  - Each class cohort will be assigned to a lunch table.
  - Tables will be 6 feet apart.
  - Classroom teachers will eat at the same table as the students in that classroom.
- All food will be served through the serving line. Lunch and Breakfast will be served on disposable trays. Students **WILL NOT** self-serve in any way. Napkins, utensil packages, condiments, and milk will **ALL** be placed on students' trays by the cafeteria staff.
- Tables will be sanitized after a cohort class leaves.
- Students may bring their lunch from home in their own lunch box.
- **NO OUTSIDE FOOD FROM RESTAURANTS OR FAST FOOD CHAINS WILL BE ALLOWED IN THE SCHOOL. STUDENTS MAY NOT BRING THIS FOOD AND THIS FOOD CANNOT BE DROPPED OFF FOR STUDENTS AT THE SCHOOL TO EAT FOR LUNCH OR BREAKFAST. THERE WILL BE NO EXCEPTIONS MADE.**

### Bus Transportation

- The district is encouraging parents to provide their own transportation if possible to reduce overall bus capacities.
- Bus drivers and assistants will wear masks or face shields.
- Students will have assigned seating with family members to increase bus capacity. **The State Superintendent of Education, Molly Spearman, has instituted that all students riding state owned school buses must wear masks.**
- Buses will be disinfected after morning and afternoon routes.

### Classroom Celebrations

- There will be no classroom parties of any kind this school year. Snacks and treats may not be sent in by the parents. Children will only eat food prepared by the school cafeteria or food in their lunch box brought from home.

### Classroom Instruction and SAFETY

- Each homeroom is considered a “cohort.” This means that each class/homeroom will stay together every day and we will limit movement in and around the school.
- Social distancing within a cohort may not always be reasonable or feasible. However teachers will do everything within reason to promote and utilize social distancing.
- Students within the same classroom will learn together, play together at recess, eat lunch at the same table, and sit together during arrival and dismissal.
- Furniture in the classrooms will be reduced to only the items and furniture that is essential for students and the teacher. This will enable more room for students to distance in the classroom.
- **All staff and teachers are required to wear masks or face-shields in all parts of the building.**
- **The State Superintendent of Education, Molly Spearman, has instituted that all students must wear masks at school in accordance with the CDC guidelines. The following is from the CDC website, “COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of cloth face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.”**
- **Masks should be washed after each use. There is information on the CDC website about how to wash masks. It may be a good idea for your child to have multiple masks.**
- All students will be provided with their own pencil box in which they can store their personal writing and drawing tools, scissors, and erasers. Teachers will limit and discourage the sharing of any classroom materials.
- All Related Arts will be push-in to the classroom with the exception of PE. Students will not travel to related arts unless it is their day for PE. PE will look similar to recess. PE can take place in the cohort classroom, or the PE teacher may also take the class outside to a designated area. Students will not be allowed to handle PE equipment.
- Art, Music, Spanish, Library, and Guidance teachers will all push-in to the cohort classrooms to teach. During this time the classroom teacher may leave the classroom for planning meetings, to check for information in the office, or other meetings..

### Media Center

- We are working on guidelines for the safe checkout and return of materials for the media center. As we develop a comprehensive plan we will follow the guidelines for re-entry established by the South Carolina Association of School Librarians which was published in “AccelerateED Task Force Guidance and REcommendations for 2020-21 School Year.

- Students will not be allowed to checkout their own books, as students have done in the past. The librarian will scan all books in and out.
- Only students from one cohort will be allowed in the media center at a time.
- Books and equipment returned to the media center will be quarantined for 72 hours before checking in, reshelving, or checking out to other students per CDC guidelines.

### Registration and Fees

#### - Page 2

- Parents will be asked to pay fees ONLINE ONLY beginning August 19.
- [Click here for detailed information about paying fees: Payment Link.](#) This information was emailed to parents via School Messenger on August 19, 2020.

### Orientation Packet Pick-up/Student Pick-Up Tag

- **We have scheduled 3 Packet Pick-up Days, September 2 - 4 from 8:00 a.m. - 3:00 p.m. Parents can pick up a similar packet of information received at our usual "Orientation Night." INCLUDED IN THE PACKET WILL BE EACH STUDENT'S PICK-UP TAG. Parents must present a valid driver's license that can be verified in order to receive their student's Pick-Up Tag.**

### Visitation to the School

- Visitors to the school may **ONLY** visit the school office. The number of visitors allowed in the school office will be limited so social distancing can be observed. Visitors must remain 6 feet apart, so only two visitors can be served at one time.
- **ALL VISITORS ENTERING THE OFFICE WILL BE REQUIRED TO WEAR A MASK. IF A VISITOR DOES NOT HAVE A MASK ONE MAY BE PROVIDED FOR THEM. Our ability to provide visitors with masks may be limited due to supply, so a visitor could be turned away if the visitor doesn't have a mask.**
- **NO VISITORS - Parents, Grandparents, or others will be allowed to eat lunch with students.**

## Other Important Restart Information Not Found in The Parent/Student Handbook

### Recess

- Students will participate in recess with their class only. Students will not be co-mingling with other classes during recess.
- Each classroom will have a designated area in which to play outside for recess.
- Students will not be using the playground equipment (swings, Big Toy, etc.).
- Classes **will** rotate to a different designated area so that all classes have a rotation for the track, blacktop and grassy areas.

### Additional Safety Measures

- Hand sanitizer will be available in all classrooms and other key places in the building.
- Floor decals will be present to help students social distance in the hallway and other waiting areas in the building.
- Cleaning contact surfaces all day will be the #1 Priority of custodians throughout the school day with approved disinfectant.
- A specialized sanitizing fogger was purchased for Concord that will be used at the end of

each day to sanitize all classrooms and the school.

### **Student Enhanced Health Guidelines**

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 calendar days you have knowingly been around anyone with COVID-19 without a mask, within six feet and for more than 15 minutes.
  - In the past 14 calendar days, if anyone in your house has experienced COVID-19 symptoms as outlined on page 4.
  - In the past 14 calendar days anyone in your house has been placed under quarantine.
3. All students must wear a face mask while riding the bus and in all buildings.
4. All students must practice social distancing, to the extent possible, as recommended by the CDC when entering the building, in the classroom, in the hallways, and/or when forming a line.
5. If social distancing can't be maintained in any area, a face mask must be worn. (Wearing a mask was covered in a previous section.)
7. Each student will be provided their own supplies to use as much as possible and any shared items will be disinfected after each use.
8. Custodians will disinfect frequently used surfaces throughout each day such as common workspaces, counters, door handles, bathrooms, bathroom fixtures, soap dispensers, handrails, telephones, interactive displays, and common areas.

### **Class Member Tests Positive for COVID-19**

- **The DHEC guidelines for “Cases in Classroom” document.** [Click Here](#)

### **Kindergarten Orientation**

- The 4K teacher and Kindergarten teachers will send a sign-up schedule to families of their students inviting families (parents and the student only) to sign up for a time slot on Thursday, September 3, to meet their teachers and visit their classroom. Parents and teachers must wear masks. The time slots will be as follows:
  - 8:00-9:00 a.m., 9:30 - 10:30 a.m., 12:30 - 1:30 p.m., and 2:00 - 3:00 p.m.
  - There is 30 minutes between sessions to allow sanitizing the classroom by the classroom teachers. Teachers will have disinfectant to clean the space, as well as gloves.
- No more than 5 families may come during a time slot. Social distancing should be provided for seating in the classroom. If Kindergarten has more than 20 students in a classroom, we will create another time slot.
- Teachers will present their expectations. Parents will be given a map of the school and can take a self-guided tour after the classroom presentation. All visitors will be asked to social distance and will be asked to exit the building at the end of the one-hour time slot.
- **Parents will receive an email invite or phone call from the teacher by August 31.**

### **Students New to Concord Orientation**

- Parents and students new to the school will be contacted by their child's homeroom teachers to set up a time on Thursday, September 3, to come and meet their teacher and visit their classroom. Parents and teachers must wear masks.



- The visit will last no more than an hour. Teachers will share their expectations. Parents will be given a map of the school and can take a self-guided tour after the classroom presentation. All visitors will be asked to social distance and will be asked to exit the building at the end of the one-hour time slot.
- **Parents will receive an email invite or phone call from the teacher by August 31.**

### Walking Students to Class on the First Day of School

- No parents will be able to enter the building on the first day of school to walk their child to class.
- We are providing an opportunity for **Kindergarten students** and **new students** to meet their teacher and visit their classroom.
- Staff members will be available to assist any students who need guidance getting to their classroom that first day. Please prepare your child that you **will not** be allowed to walk them to their classroom. **This is for the safety of all students and staff.**

### Special Services - GT, ESOL, Resource, OT, PT, and Speech

- Students who are provided with special services will still receive services.
- ESOL teachers will push into the homeroom cohort to provide services.
- **Each classroom with GT students will have an additional GT satellite classroom in which these students will meet with the GT teacher each day. No GT students from another cohort will use this satellite classroom.**
- Resource, Speech, OT/PT services will also be provided. Where these services will be provided will be on a case by case determination depending on class placements of these students, services for the students, and the schedules. If students travel to a different room for these services, the room where the services are provided will be sanitized after each student or small group is served.

### Substitutes

- If a teacher is absent a substitute will be allowed to teach in a cohort classroom.
- If a substitute is not available, someone from the certified staff will substitute in the class.
- Classes will not be split. Cohorts will stay together.

### Drinking Fountains and Water Bottles

- Students **WILL NOT** be allowed to use water fountains. **The district is installing no-touch bottle-fill fountains in schools.**
- **Students should each bring a water bottle to school that can be filled from the no-touch bottle-fill fountain.**
- **If your child does not have a water bottle, please contact your student's teacher so we can find an alternative for your student.**

### Safety Patrol and Class Buddies

- Due to our efforts to social distance and have limited co-mingling of students from each cohort class, students **WILL NOT** participate in Safety Patrol and Class Buddies this school year.

### Assemblies, Ceremonies, Musical Performances, Open House

- At this time **ALL** of the following types of events are suspended; assemblies, ceremonies, musical performances, open-houses
- We may be able to record some individual class cohort performances and post these performances on our school website.

## Anderson Five Virtual Academy Information

- The deadline to register for the Virtual Academy **was** 7:00 p.m. on July 28.
- Students who register for Virtual Academy are making a semester-long commitment to virtual school. The District “may” consider allowing a student to switch back to traditional school but the decision would be made case by case. The decision may depend on the number of students in a student’s home school and the need to keep a traditional classroom within the recommended student/teacher ratio. There is no guarantee that a student will be granted a move once the school year begins. The decision can be revisited at the end of the semester - February 2, 2021.
- GT and Special Education Services will be provided through the A5 Virtual Academy.
- Virtual Academy students must work (sign-on) during the regular school hours - 8:00 a.m. - 2:00 p.m. Students sign-out for lunch. There is more information on the district website about the Virtual Academy. Click the Re-Start Banner - <https://www.anderson5.net/>

### Difference between Virtual Academy and eLearning

- The **A5 Virtual Academy** is not a part of Concord Elementary. **However, students registered in Virtual Academy remain in Concord’s PowerSchool. Parents will still pay the materials fee and technology fee through Concord’s online link.**
- Students will be assigned a district teacher for instruction in the A5 Virtual Academy. The A5 Virtual Academy at the elementary level will follow the Calvert curriculum which is standards-based. If school is closed due to severe weather or COVID-19 the A5 Virtual Academy will not be affected.
- Traditional schools will be closed due to severe weather or a mandated COVID-19 shutdown. Then students will participate in **eLearning**. eLearning will follow a district-wide model and be led by each student’s classroom teacher. Plans for eLearning were already written and vetted over the summer to put in place improvements over last year’s experience. (See previous eLearning section)