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This handbook was developed with guidance from the Aiken County Public School District, SC Department of Health and Environmental Control (SCDHEC) and Center for Disease Control and Prevention (CDC).

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- Ø Students that live in the same household will attend school in the same days.
- Ø Students will receive a red or a blue lanyard on the first day of school.
- Ø Parents will receive communication pertaining to their child's cohort color group through Power School and from their child's teacher during their LEAP Day appointment.
- Ø Students in the BLUE cohort will attend Mondays and Tuesday and then have THREE days of remote learning.
- Ø Students in the RED cohort will attend Wednesdays and Thursdays and then have THREE days of remote learning.
- Ø Students cannot attend on a day that they are not scheduled for during the hybrid model.



Parents will receive communication from the school through the usual platforms of:

Blackboard Robo Calls
School Website
School Facebook Page
Twitter
Wednesday Folders
Emails

Parents can also expect to hear from their child's teachers through _____ and through _____.

_____. During remote learning days some work will be paper and pencil and some will be submitted electronically. For students that do not have a computer, information can be sent in paper form.

Due to the procedures resulting from COVID-19 and our new procedures to ensure the health and safety of our students and staff there will be multiple changes in our procedures. Please assist us by being patient as we follow all guidelines.

If a parent wishes to communicate with their child's teacher there will be multiple ways of doing that this year. Parents may contact teachers to set up a time for a phone conference. Teachers will hold virtual office hours on Fridays and will be glad to meet with parents via scheduled face to face conference or via a zoom call.

Following CDC, SCDHEC and our district guidelines, Graniteville Elementary will be implementing the following procedures to create a healthy learning environment:

- 1) Masks
- 2) Arrival and Dismissal
- 3) Social Distancing
- 4) Student Cohorts / " Classroom Family Groups"
- 5) Breakfast and Lunch
- 6) Recess
- 7) Handwashing
- 8) Restrooms
- 9) Events and Field Trips
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- 1) Cleaning and Disinfecting Protocols
- 2) Hand washing and sanitizing
- 3) Restrooms
- 4) Water Fountain
- 5) Staying home when sick

- 1) Covid 19 Notification
- 2) Contact Tracing

- Social distancing protocols and masks are to be used while waiting to enter the school – students can find a Gators mark to stand on to help with remembering their social distancing

Walkers may begin arriving at school at 7:00 AM. They will enter school grounds on Rennie St at the first gate. Students will report to the sidewalk area beside the cafeteria and enter the building at the entrance closest to the nurse's office.

Car Riders will enter the building through the front lobby doors

All Bus Riders will enter through the gates at the cafeteria at the back of the school Social distancing protocols and masks are to be used while waiting to enter the school – students can find a Gator mark to stand on to help with remembering their social distancing!

- Staff will monitor students during arrival, transitions and during dismissal to ensure that students do not congregate in hallways or common areas.
- At dismissal, students will be staggered in groups and bus/car riders/walkers assigned to locations to decrease the risk of potential crowding outside at dismissal times.
- Walkers must leave campus immediately after school dismissal. Parents should be waiting to meet their child.
- Bus riders must wear masks while traveling to the bus in the building and when social distancing is not possible and must wear masks while riding the bus.
- Students may not be signed out after 2:15 PM due to safety concerns.
- Parents who wish to pick up their child before 2:15 PM will need to call ahead so that the student will be in the office area. Students will be signed out by the office and escorted to parents in a designated location.

- Be reminded that a driver's license or ID is needed to sign any student out of school. The individual signing the student out must be listed on the students Power school emergency contact list.
- Directional signage has been placed on all hallways traveled by our students.
- Social distancing stickers (Gator marks) are also in place as reminders for students in commons areas and in the front lobby to maintain social distance (6 ft. apart).
- Staff will monitor students during arrival, any transitions and during dismissal to ensure that students do not congregate in hallways or common areas.
- When traveling in hallways students are required to wear their masks.
- All students will attend either on a Red cohort (Wednesday/Thursday) or Blue cohort (Monday/Tuesday) day.
- Students will remain with their classroom family group – students will not co-mingle with other classroom family groups.
- Teachers will establish seating charts in all classrooms.
- Social distancing protocols will be implemented in all classrooms to the extent possible.
- All classroom desks will be six-feet apart.

- Classroom doors will remain closed and locked during instructional periods. Teachers will be responsible for opening and closing doors when students must enter or leave class to minimize multiple hands touching the door handles. This is also in alignment with our district policy of Ignore the Door.
- Specials Teachers (Art, Music, PE and Library) will push in to the classrooms (or PE may hold classes outside weather permitting) rather than students traveling to each of these classrooms during the week.
- Breakfast and lunch will be served in students' homeroom classroom each day.
- Students are allowed to bring individual water bottles; a water refilling station will be available in the classroom.

- During the first nine weeks, schools should consider fundraising activities that allow for social distancing and limited physical contact (i.e. use online payment platform in lieu of exchanging currency).

During the Hybrid Model, Quest Zone (QZ) will provide after school care Monday-Thursday until 6:00 PM in the school cafeteria. Once traditional school resumes QZ can resume Monday-Friday operations.

- If Graniteville has enough enrollment, they will have the afterschool program on site; if we do not have enough enrollment, students may be transported to the Byrd QZ site on Weldon Way.
- Students may attend QZ on the days their cohort attends face-to-face school. No drop-ins while in Hybrid model. QZ staff and students will follow the health and safety protocols that are followed during the regular school day. Students will be in cohorts of no more than 15 students.
- To register your child for QuestZone or to find out more information go to QZ224@thequestzone.com or call 803-335-9791.

- Custodians will clean (sweep, vacuum, mop, etc.) as they always have. This will occur primarily during those times when students are not present. Disinfection of touchable surfaces (doorknobs, panic bars, and communal restrooms) will take place during the school day hourly in elementary schools and after each class change in middle and high schools. Student desks will be disinfected each day after lunch. Teachers and students should wipe these desks with plain water each morning prior to breakfast.
- School personnel are encouraged to disinfect inside their classrooms during the instructional day as they deem appropriate.

- Parents will be asked to notify the school if any student has a confirmed COVID-19 diagnosis. The school will follow current DHEC guidelines for determining whether other students were exposed to the individual who tested positive and implement notifications as indicated specific to the circumstance in consultation with DHEC and the nursing supervisor.
- Direct contacts will be excluded from school until 14 days following the exposure, and

