

Welcome back for the 21-22 school year Bobcats!

We are looking forward to welcoming all returning and new students for what is sure to be a great year at A.C. Moore Elementary School! Please read this letter in its entirety for importation information regarding the return to school. In addition to being sent via email, this information will also be posted on our school website and social media outlets (Facebook & Twitter). On the first day of school, all students will come home with a copy of the Parent Directory with much more detailed information regarding school operations.

While COVID-19 has changed the daily operation of schools, our educational focus for students and families has not changed. At the start of this year we will continue to focus on filling in any learning gaps from last year which may have occurred due to the changes in educational platforms. With intentionality and purposeful planning, our staff intends to help students reach their personal academic goals. Our mission is to collaboratively empower students to be accountable and successful. Your support and parental involvement will be key to your child's success. You can help your child this year by being consistent with the following checklist items:

- Check Parent Portal regularly to stay informed of student progress
- Review weekly communication that will be sent by your child's homeroom teacher
- Encourage your child to follow all health and safety protocols
- Make your child's daily school attendance a priority

We appreciate your patience and understanding as we navigate the changes and challenges during this upcoming school year. Please carefully monitor both our school and district websites, school newsletter, school Facebook page, and school Twitter account for updated information. Before we begin the year, please review the following school-wide support systems:

School Mitigation & Safety Protocols

Rest assured that we are taking extensive preventative and sanitizing measures at school to reduce the potential spreading of any viral or bacterial contamination. We have implemented the mitigation strategies below for all students and staff who will participate in a face to face educational model:

Student Medication: Annual student health forms will be sent home with all students on the first day of school. Please complete the form and return to your child's homeroom teacher. If you have a child who requires medication to be administered at school, an adult will need to escort that medication to the Health Room and speak with the Nurse.

Masks: Students, staff, and visitors are **required** to wear masks inside schools, administrative buildings, and on school buses to help mitigate the spread of COVID-19, as recommended by public health officials.

Materials/Supplies: All students should bring their school supplies on the first day of school. Students will not share supplies within their homerooms and must have an individual set of the requested supplies for the year. Students will not utilize common area water fountains. Students are encouraged to bring a personal water bottle to school daily. If they do not have one, bottled water will be provided for all homerooms. Any equipment shared within Related Arts will be cleaned between classes.

Devices: All students in grade Pre-K – 5 will be issued a school laptop and charger. Families are to adhere to the district’s Acceptable Use Policy when utilizing district issued devices. Homeroom teachers will designate when and how often laptops are to come home.

Visitors: Visitors to our campus will be limited to help mitigate the spread of COVID-19. Conferences will be held virtually. Should there be a need to visit our campus, all visitors must sign in using their Drivers License or State Issued ID Card. You will not be allowed to go beyond the front office without properly signing in.

Social Distancing: At least 3 feet of social distancing will be maintained in classrooms and other areas where possible and to the greatest extent possible. Plexiglass desk shields will continue to be used in classrooms.

Cleaning and Disinfecting: Classrooms are still supplied with hands-free towel dispensers, touchless hand sanitizer stations and disinfectant wipes. Multiple opportunities for handwashing will be provided throughout the day. Cleaning and disinfection procedures will continue to be based on CDC guidelines with emphasis on sanitizing frequently touched surfaces. Electrostatic disinfection also will be utilized to supplement the disinfection process, as needed.

Cafeteria Use: Students will utilize the cafeteria for breakfast and lunch daily. They will be supervised by adults to ensure safety protocols are followed. There will be plexiglass shields on the tables and one empty seat between each student. For lunch, homerooms will be assigned to specific tables and tables will be cleaned between uses. Grade level homerooms will be assigned tables on opposite sides of the cafeteria to incorporate social distancing. Should the use of the cafeteria pose a safety concern, all homerooms will be served breakfast and lunch within their classrooms. Advance notice will be given to parents, staff, and students should this change occur.

Air Quality: All HVAC units are being serviced to maximize air quality, including appropriate filter upgrades. Nursing stations and isolation rooms have been equipped with HEPA-rated air purification units to improve filtration and air quality for occupants.

Afterschool Programs: Afterschool programs, including child care programs, will operate and follow established safety protocols. External (non-district) staff will be required to wear masks.

Vaccinations: Our school district strongly encourages students, staff and everyone else who is eligible to be vaccinated (ages 12 and up) to get vaccinated to help mitigate the spread of COVID-19 in our schools and in our community.

Quarantines: Unvaccinated students and staff who are identified as close contacts of positive COVID cases (within 3 feet for 15 minutes or more for students; within 6 feet for adults) will be required to quarantine for 10 days. Fully vaccinated students and staff (two weeks after the second dose of the Pfizer or Moderna vaccine and two weeks after the single-dose Johnson & Johnson vaccine) identified as close contacts will not be required to quarantine unless they have COVID symptoms. In order to be exempted from quarantining, parents will be asked to provide proof that students have been vaccinated and staff will be asked to provide proof that they have been vaccinated.

Arrival

Students attend school Monday – Friday 7:30am to 2:30pm. Doors open at 7:00am. Parents are not allowed to escort students to their classroom and no one is allowed to enter the building prior to 7:00am. Students are considered tardy if they arrive after to their classrooms after 7:30am. Main office hours are from 7:00am – 3:30pm. Below are the arrival procedures:

Bus Riders: Students arriving by bus are dropped off in the bus loop located at the back of the school and may go to breakfast or to their designated waiting area prior to the start of homeroom. Adults are located in all areas to provide supervision.

Car Riders: Students arriving by car, those who bike, or those who walk to school **must** be dropped off at the front of the school near the auditorium doors. We ask that you please pull all the way down to the end of Etiwan Avenue to drop off students. Adults will be there to assist. Students will enter the building through the doors near the auditorium. Parents who wish to enter must go through the front office area to sign in. Visitors will only be allowed for urgent matters. Parking is limited, therefore, we ask that parents stay in their cars to drop students off in the designated area. Once students are inside, they can either go to the cafeteria for breakfast or remain in their designated waiting area until dismissal at 7:20.

Walkers/Bike Riders: Walkers are asked to enter the fenced in area of the main entrance and proceed through the main entrance near the auditorium. Bike riders are asked to park their bikes before entering the building through the main entrance near the auditorium. From there, students can choose to go to breakfast in the cafeteria or remain in their designated waiting area until homeroom.

Dismissal

The dismissal process will begin at 2:25 daily. Dismissal will be staggered to avoid excessive hallway traffic and noise. Please ensure your child's teacher is aware of how your child is expected to go home prior to the end of the school day.

Car Riders and Daycare Riders: Our request is to have parents remain in the car for dismissal due to limited parking areas and traffic congestion. Cars are to pull forward as much as possible during afternoon care line. Students will remain in a designated area until their car number is called. All students will be provided with a car tag number that will be used to identify their car during the dismissal process. We ask that all families display their car tag in a highly visible area during pick-up.

Walkers and Bike Riders: Walkers and bike riders should immediately leave the campus upon exiting the building. A parental permission slip will be sent home on the first day of school for completion by the parent or guardian granting permission for a student to leave campus alone as a walker or bike rider. Students will not be able to walk or bike home without a completed form on file. Students who are walking home with another student need to have a note from the parent stating they are to walk home together. **Students in grades Pre-K – 1st will not be allowed to bike or walk home without the presence of an older sibling or adult. Older siblings must be in grades 3 or higher.** If have a student who you are meeting at the school to walk home with, you must pick them up from the front of the school. They will not be allowed to exit the fence to walk to you. We ask that if you are picking up a walker or biker, please stand on the "blue paws" located near the handicap ramp at the main entrance of the school on Etiwan Avenue.

Bus Riders: Students who ride the bus home from school must report immediately to the back hallway when dismissed. Students are to report to assigned areas and wait for pick-up. Students are not to visit with others or visit other classrooms.

Changing the Way a Student Dismisses from School: For safety reasons, there are two ways that a student can have their method of dismissal changed:

1. A note must be sent from a parent/guardian or
2. A fax or email must be sent from a parent/guardian stating how the student should be dismissed from school, including the applicable date. The fax number is 929-3882. To email the information contact, the child's teacher and/or Madolyn Thorpe (madolyn.thorpe@richlandone.org)

Students who do not have appropriate documentation through the office will be dismissed their usual way. We cannot take a student's word regarding a change in dismissal. We ask that last minute changes be called into the front office at least 2 hours before dismissal.

Parent Communication

During this time of uncertainty we understand that communication serves not only an essential function, but also one that can support you in answering your questions and concerns.

- Parent Portal information will need to be kept up to date throughout the year. District and school-wide emails, callouts, and written communications are sent to the contact listed within POWERSCHOOL. Please keep your emergency contact list updated throughout the year. Only the parties listed within POWERSCHOOL can receive communication concerning your child.
- All Teachers will communicate information weekly via a newsletter or email blast no later than 5:00pm on Sunday of every week.
- We ask our school families and employees to be diligent in communicating if your child becomes ill. In order to limit potential virus exposure to students and staff, any student noted to have viral symptoms will be assessed by a school nurse immediately. A student who experiences a temperature will be immediately isolated so that his or her parent can be contacted. Parents are asked to pick up students immediately from the front office or to send an emergency contact to support a student who is ill.
- Although we do not foresee having to suspend school operations this year as outlined by the plan submitted to the South Carolina Department of Education, please review school and district communications weekly so that you can be kept abreast of the most current updates for Richland School District One.

Our staff is looking forward to an educationally rewarding school year with you and your children. Again, please carefully review this letter as well as the corresponding attachments. Please do not hesitate to reach out if you have any questions or concerns.

Sincerely,

LaQuana Aldridge

Principal