



## Crayton Middle School

October 15, 2020

Greetings Parents and Guardians,

First, we would like to thank each of you for support and partnership in helping us create a virtual learning environment for your child. We have collectively worked to serve you and your child in the safest way possible. We started our school year off with *e-learning*; and along the way, we have learned many valuable lessons relative to the teaching and learning experiences for our students. Within the last few days, we have been anxiously watching COVID-19 numbers are ready to move into Phase II our district's Reopening Plan. Concerted efforts have been made to ensure that all students return to school in an environment that is safe for all students; safety is our ultimate goal. Therefore, various processes and procedures will be in place.

### Arrival/Departure

1. Arrival time for students will be 8:15 a.m. Your child is late at 8:31 a.m. Beyond 8:30 a.m. you will have to get out of your car, meet the clerk at the attendance door, complete the Tardy Slip, and then your child will enter the building. Do not leave your child unattended at any door. If you have signed up to take early bird classes, you may be dropped off at 7:25 a.m.

Drop off and Pick Up for Hybrid will be a new procedure. Please have patience as we work through this new process to keep staff and students safe. All cars will enter the large parking lot and go around the loop. Do not take the shortcut to the back or you will cause a gridlock. 6<sup>th</sup> grade will stop in the loop at the gym doors and enter the building at the corner door. 7<sup>th</sup> and 8<sup>th</sup> grade parents safely pass those dropping off and turn right on the service road at the big tree. 8<sup>th</sup> grade will be dropped off at the art room doors. A sign will be posted at the drop off area. 7<sup>th</sup> grade parents will safely pass the 8<sup>th</sup> grade drop off area and drop off at the back of the 8<sup>th</sup> grade hallway. A sign will be posted at the drop off area.

Our dismissal process will change to ensure social distancing. There are two pick up locations. One is the median in the large parking lot and the other is the service road with pick up at the "big tree." As you enter the pick-up area, an assistant principal will assist you. You will scan a QR code, which will take you to a Microsoft Form to enter all the names of students you are picking up. This form will be displayed in the classrooms and your student(s) will report to your vehicle. If you do not have a smart phone, help will be provided. Make sure you communicate with your student where you will be picking up.

2. No one is allowed to walk in the building or stand at the front entrance doors. A staff member will ensure your child reports to his or her assigned class.

WE ARE CRAYTON MIDDLE WHERE HIGH EXPECTATIONS AND POSITIVE RELATIONSHIPS INCREASE THE ACHIEVEMENT OF ALL STAKEHOLDERS.

RICHLAND COUNTY SCHOOL DISTRICT ONE

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3. On early dismissal days, classes will end at 1:00 p.m. No exceptions will be permitted. You are still required to submit excuses in writing to [Elizabeth.wine@richlandone.org](mailto:Elizabeth.wine@richlandone.org).
4. Dismissal is at 3:45 p.m. for students. You must remain in your car.

### **Safety**

5. Your child must wear a MASK every day. THIS IS A NON-NEGOTIABLE. If he or she cannot wear a mask, we will provide a face shield to be worn on campus; a doctor's note needs to be provided. If your child refuses to keep his or her mask on, you will be contacted to pick him or her up immediately. This precaution will be highly enforced to ensure the safety of all staff and students. Please discuss what six foot distancing means with your students. Violations of safety protocols will not be tolerated.
6. We encourage parents to do self-checks for temperatures and other illnesses before sending the child to school. If students are suspected of having Covid-like symptoms, their temperature will be taken.
7. If your child has been exposed to COVID-19 or has a positive result, he or she cannot attend school. Please follow all of the CDC guidelines to quarantine. Our COVID-19 school contact is Brian Blease and he can be reached at (803) 738-7224 or at [Brian.Blease@richlandone.org](mailto:Brian.Blease@richlandone.org). He will organize how your child will continue to receive his or her work, help with attendance, and answer any of your questions or concerns.
8. Crayton has electrostatic sprayers and they will be used to enhance traditional cleaning.
9. All student and teacher desks have shields affixed to their desks.
10. Hands free sanitation stations are in every classroom. Additional sanitizing stations are located throughout the hallways.
11. Hand free soap and paper towels are in every restroom.

### **Classroom and Lunch Structures and Formats:**

12. Students assigned to Cohort A will meet each week Monday and Tuesday; students assigned to Cohort B will meet each Thursday and Friday.
13. Wednesdays will continue to be "Flex" days for all. Office hours for teachers will be posted on our school website and followed; students will sign in for interventions/enrichment or other services that will be planned and monitored.
14. Students will report to school on their assigned cohort day and/or log into the class on their non-cohort days. Teachers will continue to teach both groups on those four days.
15. Please make sure that you have access to PowerSchool to keep up with your child's live grades and attendance.

### **Breakfast and Lunch**

16. Breakfast will be picked up from a mobile cart as students enter the building and proceed to their first class where they will eat.
17. Lunch will either be delivered to the classroom or students will walk through the cafeteria to collect their meal. We are working with nutrition services to coordinate this procedure. The decision will be finalized when we know the number of students on campus.

### **Cohort Assignments for Hybrid Phase of Instruction**

18. Your child's cohort is listed on his/her class schedule. Students who have Amanda Arflin as their lunch teacher are assigned to Cohort A. Cohort A will attend school Monday and Tuesday. Students who have Brian Blease as their lunch teacher are assigned to Cohort B. Cohort B will attend school Thursday and Friday.

### **School Supply List**

19. Students must bring their device to school daily.
20. Students should bring their chargers with them daily in the event they run out of charge as materials will not be shared.
21. Students should bring a water bottle as the fountains will not be in operation.
22. Students should bring headphones with a mic if possible.

### **Communications**

23. Make sure your contact information is updated and you are able to receive Auto Messages from the school and district. All teachers, counselors, and administrator's email addresses are located on our school website.
24. Beyond the eLearning/Hybrid Student/Parent Handbook that was given out in August at the laptop pick up, we will share information via phone blasts and website notices, as well as Facebook, Twitter, and Instagram.
25. Please make sure you have reviewed the Re-Start Strong Guide located on the Richland One website as well as the Q&As posted by the district.
26. Know that you may email or call the school and we will be happy to answer any questions or concerns you may still have.

### **Parent Choice to Remain eLearning or choose Hybrid**

27. Please know that it is imperative to the school's planning that we know if you are reporting to school. Many duties have to occur to prepare for your student's arrival such as the ordering of food and transportation and dismissal duties to ensure safety. Please go to the Crayton Website if you are planning to return to school and fill out our Crayton Return Survey. Only fill this survey out for Crayton students. If you are staying home and logging in daily, do not complete the survey.
28. Our transportation survey is also located on the Crayton website.

Lastly, please find comfort in knowing we are doing everything possible to ensure your child's safety while at Crayton Middle School. We are educators who have anxiously anticipated the arrival of our students who will add to the passion and energy for teaching and learning. We are here to support and serve you. We are ready for the challenges that lie ahead. Together, we believe we can achieve great things.

Kind regards,

Angela D. Burns  
Principal