

# AC FLORA PHASE 2 (HYBRID) INFORMATION



*All parents and students should carefully read the following information regarding the transition to Phase 2. This document provides general details about Phase 2 for both in-person and eLearning students. More information and updates can be found on our school web site and will be communicated as necessary. We appreciate your patience, understanding, and flexibility as we navigate this constantly changing new reality together. We are excited that many of you will be returning to campus, and we look forward to meeting our freshmen and new students. Please know that our staff will be ready to help students get their bearings, find their classes, and adjust to our new reality together. In addition, we look forward to continuing to support our students who will continue to learn from home. We absolutely know that this transition will come with a great deal of emotions, and we continue to be dedicated and committed to making this year a great year for all of our students and families! Thanks and Go Falcons!*

## **HEALTH/SAFETY PROCEDURES**

- The health and safety of our students, faculty, and staff is our first and most important priority. As such, we will be strictly enforcing the health and safety protocols set forth by the district. Students who do not follow these protocols will be sent home immediately and receive a discipline consequence in accordance with the Richland One Code of Conduct. The expectation of a safe and healthy environment for all is non-negotiable on our campus.
- Masks must be worn at all times while on campus. This includes classrooms, hallways, courtyards, parking lots, and any other area that is on our campus. Masks must be worn over the mouth and nose. Students may remove their mask to eat breakfast/lunch or take a quick drink of water, but must be properly and immediately replaced when finished. Students who stretch or abuse mask rules will be asked to leave campus and assigned a discipline consequence. Gaiters are not masks and are not allowed to be worn on campus.
- Social distancing is required at all times while on campus. The acceptable safe social distance is six feet. Signage across campus will help students estimate the distance between themselves in various situations. Classrooms have been arranged so that all students and teachers are socially distanced. Students who gather together in distances of less than six feet will be asked to leave campus and assigned a discipline consequence. This includes classrooms, hallways, courtyards, bathrooms, common areas, etc. In classrooms, students must remain in their seat the entire class period unless they have been excused by the teacher.
- To ensure safety while transitioning between classes, some hallways have been designated as one-way. We anticipate that it will take some time to adjust to these new foot traffic patterns.
- We have made every effort to ensure that each classroom will have no more than the maximum safe amount of students in it at any given time. In the event that we are unable to do so, any overflow students will be given an alternate location to log in to the teacher's eLearning class. These students will be monitored by an adult and will be rotated to minimize the number of times a student would not be in the classroom.

- Parents are asked to screen their students daily before sending them to school. In general, your student should not come to school if they have tested positive for Covid-19, are under quarantine for confirmed/possible exposure, are exhibiting symptoms of Covid-19 (fever, cough, etc.). For specific screening requirements, please view the attached document that will help you determine if your student should come to school on any given day and under a variety of circumstances.
- Nurse Catherine Horne is on campus and ready to assist with any health-related issues your student may have during the day. If students feel ill or suspect they may be sick while at school, they should notify an adult and they will be evaluated by Nurse Horne.
- If your student or someone in your household tests positive for Covid-19, has been potentially exposed, or are under doctor's orders to quarantine, please contact Brent Davis at [brent.davis@richlandone.org](mailto:brent.davis@richlandone.org) and Catherine Horne at [catherine.horne@richlandone.org](mailto:catherine.horne@richlandone.org).
- The Richland One Code of Conduct, which is available on our web site and has been previously communicated, is still applicable and we expect students to follow all school/district rules and policies.

## COMMUNICATION

We encourage constant and regular communication between our students and families. Our teachers, counselors, and administrators remain ready to assist you as we transition to Phase 2. Students are asked to log in to Teams, check their school email daily, and ask questions when they arise. As a general rule, parents and students should allow 24 hours for an email response, keeping in mind that teachers may not be able to check/respond to communications at night or on the weekends.

## DAILY SCHEDULE

Your student's precise daily schedule will depend on a few factors: your assigned Cohort, whether or not you are attending in-person classes, whether or not you have A/B classes.

### *Cohorts*

- Cohort 1 will attend in-person school Mon/Tues and engage in eLearning on Wed/Thurs/Fri.
- Cohort 2 will attend in-person school on Thurs/Fri and engage in eLearning on Mon/Tues/Wed.
- Your cohort assignment has previously been communicated via email and letter. If you are unsure of your child's cohort, please contact Abbi Dew at [abbi.dew@richlandone.org](mailto:abbi.dew@richlandone.org).

### *A/B Classes*

- If you have a class that meets on an A/B schedule, it will continue to do so, regardless of your assigned cohort. The AC Flora A/B schedule can be found on our web page and is also attached to this message.

### *Phase 2 Hybrid Bell Schedule*

- If you are attending school in person, regardless of your cohort assignment, you will follow the attached Phase 2 Hybrid Bell Schedule. Also embedded in that schedule is the eLearning "bell" schedule. Please note that the eLearning class times (and breaks) have been adjusted slightly, but have not increased or decreased in duration from our Phase 1 (full eLearning) schedule.
- If you are attending in-person school, please note that you must be in your 1<sup>st</sup> Block classroom no later than 8:00 am. Of course, we know it will take some time to get adjusted to this schedule and are prepared to be flexible as we transition to Phase 2.
- If you have previously requested, and been approved, to remain in eLearning, regardless of your cohort assignment, you will follow the eLearning "bell" schedule every day. If you wish to make a request to remain in eLearning, you must email Ms. Childs at [susan.childs@richlandone.org](mailto:susan.childs@richlandone.org).
- Wednesdays will still be a day of instruction and all students should attend eLearning classes at the assigned times. As Wednesday is designated as a "Flex Day," students may have a variety of different assignments/experiences based on the goals of the teacher/class, but students should still plan on signing on to Teams for their classes on Wednesdays.

## **ARRIVAL**

- Our campus opens at 7:30 am. Please do not arrive before 7:30, as we are unable to provide supervision prior to that time.
- If you are a bus rider, please refer to the district's web site for bus route information. Buses will arrive as normal in the Bus Loop. Bus riders arriving before 7:50 will report to the New Gym.
- If you are a car rider or student driver, please follow the Carpool Map attached to this email. These procedures have not changed from last year. Car riders coming from Beltline Blvd. will be dropped off in the Front Loop, and those coming from Forest Drive will drop off in the Gym Lot. Student drivers coming from either direction will park in the Gym Lot unless they have been assigned a space in the back of the school. Student drivers should remain in their own car or report to the Gym if they arrive prior to 7:50 am.
- At 7:50 am, students will transition to their 1<sup>st</sup> Block classroom and arrive no later than 8:00 am.

## **DISMISSAL**

We will stagger our dismissal at the end of the day by classroom number. Certain room numbers will release at 3:12 and others will release at 3:15. Car riders should plan to be picked up in the Front Loop (no change from last year) and bus riders will report to the Bus Loop. Students who are being picked up should plan to be picked up no later than 3:30 pm.

## **BREAKFAST/LUNCH/FOOD/DRINKS**

- "Grab and go" breakfast will be served at multiple locations as students arrive on campus.
- Lunch will occur with your student's 3<sup>rd</sup> Block class but will be eaten outside at a pre-designated, socially distanced location. Students eating a school lunch will be able to pick it up at a variety of locations across campus and then will report to their lunch location. During lunch, students will be supervised by their teacher to ensure social distancing. Students must eat in their assigned location (to be communicated by their 3<sup>rd</sup> Block teacher) and may not eat with students who are not in their 3<sup>rd</sup> Block class. This is a safety issue and will be strictly enforced.
- Water fountains are not available for use. Students are encouraged to bring a water bottle for use during the day. We also have bottled water available for students who may need it.

## **ATTENDANCE PROCEDURES**

- If you are returning to in-person learning on your assigned cohort days, please know that you must be at school in order to be counted as present. You may not come to school on any day that is not your assigned cohort day. If you are participating in in-person school and are absent from school on your assigned cohort day, you may choose to log in to eLearning instruction, but you will still be marked absent for that class/day.
- Students engaging in eLearning should sign on to the appropriate class Team at the appropriate time. eLearning attendance procedures have not changed from Phase 1.
- In a 4x4 semester-long class, students may only miss five school days in order to receive credit. In a year-long block class, they may only miss ten days in order to receive credit. If you miss in-person or eLearning classes, you may submit an excuse by filling out the form on our web site.