

# Lancaster County School District Reopening 2020-2021

The Lancaster County School District will offer two learning models as we reopen schools for the 2020-2021 school year. We will offer a face-to-face A/B schedule and a distance learning (remote) A/B schedule. Both options will differ from the remote learning experience provided in Spring 2020 during school closure. Parents may choose their enrollment option by July 31, 2020 using this link <https://bit.ly/2OS1Oeu>. Both models will provide a more consistent, standards-based instructional model with increased teacher support.

Regardless of the option chosen, the teacher(s) will communicate with students and parents through Gmail, Google Classroom, and Google Meet. Teachers will not communicate with individual students without a parent/guardian present except through Gmail or Google Classroom. All stakeholders will utilize various tools to communicate including Gmail, Google Classroom, Google Meet, Blackboard Connect, Remind, Talking Points App, District and School Websites, District and School Social Media Accounts, LearnTV, Local News, and Class Dojo.

## Rationale for Reduced Capacity

By implementing an A/B model, we will be able to reduce student capacity on school campuses by approximately 50%. Students may choose between Option 1, face-to-face or Option 2, Distance Learning. With the face-to-face model, students will receive on-campus instruction for two (2) days per week and engage in at home learning with teacher support for the remaining three (3) days per week (see detailed explanation below). With the distance learning model, students will receive teacher led instruction and teacher supported instruction. Regardless of the chosen option, teachers will be available for support on a daily basis. Weekly instructional schedules and student contact times will be posted weekly. Additionally, tech support will be available to students who have technical concerns.

The district will assign students to A or B groups and notify students of their assignment after the July 31 registration deadline. Students will be expected to follow the school dress code for face-to-face and Distance Learning models.

The SC Department of Health and Environmental Control (DHEC) has recommended for all buses to be reduced by 50 percent capacity. In order for our district to meet this recommendation, we are modifying bus routes and adjusting start time and dismissal time. This adjustment also allows us to decrease the number of students in common areas and meet health and safety recommendations when transitioning.

Students in grades 2-12 will be issued a device, charger, and case for school and home use. Students will have the opportunity to download items to work on offline prior to leaving school daily. Students in grades K-1 will utilize paper-and-pencil learning packets and other instructional resources as available.

In the event that students have limited or no WiFi access at home, students may access WiFi at their school in the designated, marked areas after school hours or on weekends. Maps of designated school WiFi zones will be posted on campus and shared online via school and district websites.

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The table below provides an overview of the student learning models the district will implement due to the most recent COVID-19 information.

Elementary Schools - OPTION 1 Face-to-Face Learning Model		
Teacher Information	Parent Information	Student Information
<p><b>Option 1</b>  <b>A/B Schedule Face-to Face</b></p> <ul style="list-style-type: none"> <li>Teachers will report to school daily</li> <li>Provide standards-based instruction using the district pacing guides</li> <li>Maintain a weekly instructional plan using the district pacing guides</li> <li>Provide direct instruction and small group instruction</li> <li>Utilize formative and summative assessments</li> <li>Lead hands-on experiences</li> <li>Provide social-emotional support as needed</li> <li>Provide Tier 2 and Tier 3 interventions for targeted students</li> <li>Support at-home learning students during posted check-in times</li> </ul> <p><b>At Home with Teacher Support</b></p> <ul style="list-style-type: none"> <li>Upload lessons/assignments into Google Classroom by 9:00pm Sunday night for the upcoming week</li> <li>Provide check-in times to support at home learning</li> <li>Notify school counselor of any social-emotional support needs</li> <li>Share deadlines for completing assignments</li> </ul>	<p><b>Option 1</b>  <b>A/B Schedule Face-to-Face</b></p> <p>Students will attend on campus for 2 days per week for full time face-to-face instruction. They will engage in at-home learning with limited teacher support for 3 days per week.</p> <ul style="list-style-type: none"> <li>A Cohort (½ student population) - Monday and Tuesday on-campus instruction will be provided</li> <li>B Cohort (½ student population) - Thursday and Friday on-campus instruction will be provided</li> <li>C - G.R.O.W - Wednesday               <ul style="list-style-type: none"> <li>G.R.O.W. (grouping, remediation/enrichment, optional support, wellness)</li> <li>All students will be learning at home, but some students may report to campus, as needed</li> <li>Could combine options of in-person and online interactions on a rotating basis</li> <li>The district will determine your A or B group</li> </ul> </li> </ul>	<p><b>Option 1</b>  <b>A/B Schedule Face-to-Face</b></p> <ul style="list-style-type: none"> <li>Students will be expected to adhere to normal school day expectations</li> <li>Students will follow the safety procedures mandated by the teacher and school</li> </ul> <p><b>At-Home with Teacher Support</b></p> <ul style="list-style-type: none"> <li>Complete continued learning experiences posted into Google Classroom</li> <li>Assignments must be completed by the deadlines set by individual teachers</li> <li>Email your teacher if you have any questions or need support</li> <li>Set up a quiet workspace (desk/chair) free from distractions</li> <li>Follow a routine/schedule provided by your teacher</li> </ul>

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<ul style="list-style-type: none"> <li>● Update grades in Powerschool weekly</li> <li>● Provide required materials for at home learners</li> </ul>		
<b>Elementary Schools - OPTION 2 - Distance Learning Model</b>		
<b>Teacher FAQs</b>	<b>Parent FAQs</b>	<b>Student FAQs</b>
<p><b>OPTION 2 - DISTANCE LEARNING At-Home with Teacher Support</b></p> <ul style="list-style-type: none"> <li>● Teachers will report to school daily</li> <li>● Provide standards-based instruction using the district pacing guides</li> <li>● Maintain a weekly instructional plan using the district pacing guides</li> <li>● Upload lessons/assignments into Google Classroom by 9:00 p.m. on Sunday</li> <li>● Provide direct instruction and small group instruction</li> <li>● Utilize formative and summative assessments</li> <li>● Lead hands-on experiences</li> <li>● Provide Tier 2 and Tier 3 interventions for targeted students</li> <li>● Support at-home learning students during posted check-in times</li> <li>● Notify school counselor of any social-emotional support needs</li> </ul>	<p><b>OPTION 2 - DISTANCE LEARNING A/B Schedule</b></p> <ul style="list-style-type: none"> <li>● Families should plan for students to attend real-time, live or recorded teacher sessions (whole group and small group personalized sessions) and to complete independent work daily.</li> <li>● Students will attend teacher-led, at-home virtual instruction for 2 days per week. They will engage in at-home learning with teacher support for the remaining 3 days.</li> <li>● A Distance Learning Cohort (½ student population) - Monday and Tuesday teacher-led instruction will be provided virtually</li> <li>● B Distance Learning Cohort (½ student population) - Thursday and Friday teacher-led instruction will be provided virtually</li> </ul>	<p><b>OPTION 2 - DISTANCE LEARNING At-Home learning consists of two days of teacher-led remote instruction and the 3 remaining days of learning activities at home with teacher support.</b></p> <ul style="list-style-type: none"> <li>● Complete continued learning activities/experiences that were posted into Google Classroom</li> <li>● Assignments must be completed by the deadlines set by individual teachers</li> <li>● Email your teacher if you have any questions or need support</li> <li>● Set up a quiet workspace (desk/chair) free from distractions</li> <li>● Follow a routine/schedule provided by your teacher</li> <li>● Families should plan for students to attend real-time, live or recorded teacher sessions (whole group and small group personalized sessions) and to complete independent work daily</li> </ul>

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<ul style="list-style-type: none"><li>• Share deadlines for completing assignments</li><li>• Update grades in Powerschool weekly</li><li>• Provide required materials for at-home learners</li></ul>	<ul style="list-style-type: none"><li>• C - G.R.O.W - Wednesday<ul style="list-style-type: none"><li>○ G.R.O.W. (grouping, remediation/enrichment, optional support, wellness) Day</li><li>○ All students will be learning at home, but some students may report to campus, as needed</li><li>○ Teachers will be available for support on a daily basis. Contact times will be posted each week.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Tech support will be provided for students who need assistance with their device.</li><li>• Complete activities by the deadlines set</li><li>• Set up a quiet workspace (desk/chair) free from distractions</li><li>• Follow a routine/schedule provided by your teacher daily</li></ul>
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# Lancaster County School District Reopening 2020-2021

## Elementary Information

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Elementary School: 7:50 a.m. to 2:20 p.m.

Teachers will provide a weekly schedule to include reading, writing, math, science, social studies and enrichment activities. School supply lists will be available after student assignments are finalized. Grading will follow the LCSD assessing and reporting guidelines (as was the case prior to March 13, 2020). We are intentionally building in social and emotional content in our learning day. Attendance will be taken daily.

All elementary gifted and talented students will utilize the online tool, *Thrively*, to facilitate extended learning opportunities. Learning will be individualized and catered to students' personal interests. Teachers will differentiate instruction to challenge and engage diverse learners.

## Elementary Protocols (Face-to-Face Days)

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### Arrival/Dismissal:

- Staff will monitor entry to ensure students do not crowd hallways or common areas.
- Doors will be monitored and opened by staff.
- Masks will be required for all individuals.
- Temperature/wellness checks will be administered before entry into the building for all individuals.
- A designated quarantine area will be created per school for students with temperatures or other symptoms of COVID-19.
- Students enter the building and report to their classroom.
- Bus riders and car riders will enter the building in separate designated areas to adhere to social distancing guidelines.
- Students will be released on a staggered schedule to the car rider line, parking lot, or bus zone to reduce crowding.
- Markers will be placed six feet apart at pick-up stations.
- Staff will monitor waiting areas (daycare lines, bus, car, walker, etc.) to promote social distancing.

# Lancaster County School District Reopening 2020-2021

## Common Areas:

- Water fountains are closed; students should bring their own water bottles to school.
- Common areas (main office, hallways, teacher work rooms, restrooms, etc.) will be marked for social distancing and cleaned a minimum of three times daily.
- Restroom breaks will be scheduled to reduce mass gatherings.
- Student lockers and cubbies may be closed for social distancing purposes.

## Meal Service:

- Students will wash/sanitize hands before and after eating.
- Students will be seated in the cafeteria and classrooms to promote social distancing guidelines.
- If eating in the cafeteria, the students will rotate on a staggered schedule to pick up meals and move to their eating location.
- If eating in the classroom, the teacher/students will sanitize eating surfaces before and after meals.
  
- Meals may also be delivered to classrooms.
- If there is a student with food allergies, arrangements will be made for the student.
- Meals will be served by cafeteria staff only; students will not touch serving utensils.
- Students will bring their own snacks and water bottles.
- When possible, paper products and grab-and-go meals may be provided.

## Recess:

- No playground equipment will be used.
  - Contact sports will be restricted and social distancing will be used.
  - A modified recess schedule may be implemented.
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# Lancaster County School District Reopening 2020-2021

## Classroom:

- Depending on the most recent COVID-19 information, preK-5 students may remain in one classroom all day and teachers rotate into the classroom, if necessary (i.e. Art, Music, Guidance, etc.).
- Staff will wear Personal Protective Equipment (PPE): clear face shields, masks, etc. at all times.
- Students will be required to wear masks in the classroom during any instruction that requires close proximity (small group instruction, guided reading, math groups, partner work and one-on-one instruction time) and during transitions.
- All classroom desks will face the same direction.
- Students will have their own individual learning supplies (writing utensils, supplies and manipulatives/tools, etc). These supplies will be kept in their assigned learning spot.
- Personal belongings of students will be kept apart from one another.
- Special education services will be provided as outlined in the students' IEPs.
- Furniture and fixtures that are hard to sanitize will be removed from the classroom.
- Hand sanitizer will be provided in all classrooms and teachers will be provided cleaning supplies to sanitize hard surfaces as needed.
- Doors will remain closed and locked during instructional periods; only teachers will be allowed to open/close doors.
- Handwashing and restroom breaks will be scheduled to meet safety standards.
- Handwashing or sanitizing will be required before/after meals.
- Handwashing or sanitizing will be required after coughing, sneezing and after using the restroom.
- Handwashing or sanitizing will be required before and after recess.
- Only staff are allowed to collect items from outside the classroom.
- Classrooms will be sanitized by our cleaning staff at the end of every day.
- Students will be expected to adhere to the school dress code as part of the Distance Learning model and the Face-to-Face school model.

# Lancaster County School District Reopening 2020-2021

## Library/Media Center:

- Social distancing guidelines will be implemented.
- All materials and surfaces will be sanitized between groups and/or classes.
- Staff will wear Personal Protective Equipment (PPE): clear face shields, masks, etc. at all times.
- Staff will wash hands or use hand sanitizer before and after handling books, equipment and other materials.
- Students will use hand sanitizer before and after handling books, equipment and other materials.
- Student self-checkout stations will be suspended.
- Libraries will be examined to determine the safe number of visitors allowed at one time to promote social distancing.
- Signage will be used throughout the library to help patrons promote social distancing.
- Tables, chairs, and seating will be spaced to allow for social distancing when possible. In cases where impossible, signage will be used to designate available seating.
- Flexible scheduling will be utilized when possible to allow for social distancing, collaborative teaching/learning, curating resources.
- Collaborative instruction may take place in the school library, in the classroom, or in Google Meet.
- Student browsing will be limited to promote social distancing.
- Students can put books on hold using Destiny or Google Forms.
- Books, equipment, and other materials will be quarantined for 72 hours before checking in, reshelving, or checking out to other students.
- Small groups visiting the library for instruction will bring their own materials.
- Overdue library fines will be suspended, lost book charges will be assessed, and Interlibrary loans will be suspended.

Adapted from the SCASL South Carolina School Library Media Services Re-Entry

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## Music/Art:

- Shared items will be minimal.
- All materials and surfaces will be sanitized between groups and/or classes.
- Social distancing guidelines will be followed.
- Large classes will meet in a larger venue to adhere to social distancing guidelines.
- Students will be encouraged to wear masks when working on projects in small groups. Groups will remain consistent throughout the semester/year.



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## Physical Education:

- Incorporate stations or zones for increased social distancing.
  - Designate personal space spots for students throughout the class/lesson.
  - Increase outdoor activities (weather permitting).
  - Designate entrances and exits to activity areas.
  - Focus on activities that require little or no equipment.
  - If equipment is shared by students, it must be sanitized between student groups.
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## Large Gatherings and Events:

- No outside guests for lunch or classroom activities.
- No visitors will be allowed due to health and safety concerns.
- Use virtual options for as many events as possible (i.e. Open House, Orientation, Parent/Teacher Conferences, SAT Meetings, PTO Meetings, RTI Meetings).

## After-School Programs:

- No after-school programs unless they are being held virtually.

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## Sample Distance Learning Daily Schedule - Elementary

7:50 - 9:50	<b>Reading Workshop</b> <ul style="list-style-type: none"><li>• 7:50 - 8:00 Google Meet Classroom</li><li>• 8:00 - 8:45 Small Groups</li></ul> <b>Writing Workshop</b> <ul style="list-style-type: none"><li>• 8:50 - 9:00 Google Meet/Classroom</li><li>• 9:00 - 9:45 Small Groups</li></ul>
9:50 - 10:00	<b>Brain Break</b>
10:00 - 11:20	<b>Enrichment</b>
11:20 - 11:50	<b>Lunch</b>
11:50 - 1:15	<b>Math</b> <ul style="list-style-type: none"><li>• 11:50 - 12:00 Google Meet/Classroom</li><li>• 12:00 - 1:10 Small Groups</li></ul>
1:15 - 1:30	<b>Brain Break</b>
1:30 - 1:55	<b>Science</b> <ul style="list-style-type: none"><li>• Google Meet/Google Classroom</li></ul>
1:55 - 2:20	<b>Social Studies</b> <ul style="list-style-type: none"><li>• Google Meet/Google Classroom</li></ul>

# Lancaster County School District Reopening 2020-2021

Middle/High Schools -Option 1 Face-to-Face Learning Model		
It is the teacher's responsibility to...	It is the parent's responsibility to...	It is the student's responsibility to...
<p><b>Face-to Face Days</b></p> <ul style="list-style-type: none"> <li>● Provide standards-based instruction</li> <li>● Maintain a weekly instructional plan</li> <li>● Provide direct instruction and small group instruction</li> <li>● Create and utilize formative and summative assessments</li> <li>● Lead hands-on experiences</li> <li>● Provide social-emotional support as needed</li> <li>● Provide Tier 2 and Tier 3 interventions for targeted students</li> <li>● Support at home learning students during posted check-in times daily</li> </ul> <p><b>At Home with Teacher Support</b></p> <ul style="list-style-type: none"> <li>● Upload continued learning experiences into the Google Classroom by 9:00 PM on Sunday night. (Lessons may be adjusted based upon assessment data and needs of students.)</li> <li>● Continue the learning; teachers are expected to deliver instruction that ensures continued understanding and mastery of the content standards. (I.E. pre-recorded lessons, relevant and rigorous assignments, continued teacher availability and support...)</li> </ul>	<p><b>HYBRID OPTION: A/B/C Schedule</b></p> <p>Students will attend on campus 2 days per week and engage in at home learning with teacher support for 3 days per week.</p> <ul style="list-style-type: none"> <li>● A Cohort (½ student population) - Monday and Tuesday (on campus) instruction will be provided.</li> <li>● B Cohort (½ student population) - Thursday and Friday (on campus) instruction will be provided.</li> <li>● C - G.R.O.W - Wednesday <ul style="list-style-type: none"> <li>○ G.R.O.W. (grouping, remediation/enrichment, optional support, wellness)</li> <li>○ All students will be learning at home</li> <li>○ Teachers will schedule small groups as needed utilizing Google Meet.</li> </ul> </li> </ul>	<p><b>During Face-to-Face Days</b></p> <ul style="list-style-type: none"> <li>● Adhere to normal school day expectations.</li> <li>● Follow the safety procedures mandated by the teacher and school.</li> </ul> <p><b>At-Home with Teacher Support</b></p> <ul style="list-style-type: none"> <li>● Complete continued learning experiences that were posted into the Google Classroom daily</li> <li>● Complete assignments by the deadlines set by individual teachers.</li> <li>● Contact the teacher if additional support is needed or desired.</li> <li>● Set up a quiet workspace (desk/chair) free from distractions</li> </ul> <p>Follow a routine/schedule provided by your teacher daily</p>

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<ul style="list-style-type: none"><li>• Provide office hours to support at home learning daily during teacher planning</li><li>• Notify school counselor of any social-emotional support needs</li><li>• Share deadlines for completing assignments</li><li>• Update grades in Powerschool weekly</li><li>• Provide required materials for at home learners</li></ul> <p><b>C - G.R.O.W - Wednesday</b></p> <ul style="list-style-type: none"><li>• G.R.O.W. (grouping, remediation/enrichment, optional support, wellness)</li><li>• Teachers will plan, upload lessons, assess/grade student work, analyzing student data, participate in grade/department/vertical meetings, participate in IEP/MTSS and advisory meetings for social and emotional needs of students and staff, participate in professional development, and assist in cleaning</li><li>• Teachers will schedule small groups as needed utilizing Google Meet.</li></ul>		
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# Lancaster County School District Reopening 2020-2021

<b>Middle/High Schools – Option 2 Distance Learning Model</b>		
<b>It is the teacher’s responsibility to...</b>	<b>It is the parent’s responsibility to...</b>	<b>It is the student’s responsibility to...</b>
<p><b>At Home with Teacher Support</b></p> <ul style="list-style-type: none"> <li>● Upload weekly lessons/assignments into the Google Classroom by 9:00 p.m. on Sunday. (Lessons may be adjusted based upon assessment data and needs of students.)</li> <li>● Continue the learning; teachers are expected to deliver instruction that ensures continued understanding and mastery of the content standards. (I.E. pre-recorded lessons, relevant and rigorous assignments, continued teacher availability and support...)</li> <li>● Provide office hours to support at home learning daily during teacher planning period</li> <li>● Notify school counselor of any social-emotional support needs</li> <li>● Share deadlines for completing assignments</li> <li>● Update grades in Powerschool weekly</li> <li>● Provide required materials for at home learners</li> </ul> <p><b>C - G.R.O.W - Wednesday</b></p> <ul style="list-style-type: none"> <li>● G.R.O.W. (grouping, remediation/enrichment, optional support, wellness)</li> </ul>	<p><b>DISTANCE LEARNING OPTION:</b></p> <ul style="list-style-type: none"> <li>● The course requests of students that choose the Virtual option will be taken into account when building their virtual schedule. However, please note that the virtual courses that are scheduled will be based upon the total number of requests across the district. Please note that some courses may not “make” if numbers do not support the need for that virtual course. Therefore, if a course requested by a student is not able to be offered, the parent, student, and guidance counselor will explore a variety of options that may be able to accommodate their academic needs. .</li> <li>● Students will attend teacher led remote instruction for 2 days per week and engage in at-home learning with teacher support for 3 days per week.</li> <li>● Students will be divided into two distance learning cohorts</li> <li>● Distance Learning A Cohort (½ student population) - Monday and Tuesday teacher-led instruction will be provided.</li> </ul>	<p><b>At-Home learning consists of 5 days of at-home learning: two days of teacher-led remote instruction and three days of learning activities with teacher support</b></p> <ul style="list-style-type: none"> <li>● Complete continued learning activities/experiences that were posted into the Google Classroom.</li> <li>● Complete activities by the deadlines set by individual teachers.</li> <li>● Contact teachers if you any questions arise or additional support is needed.</li> <li>● Set up a quiet workspace (desk/chair) free from distractions</li> <li>● Follow a routine/schedule provided by your teacher daily</li> </ul>

# Lancaster County School District Reopening 2020-2021

<ul style="list-style-type: none"><li>• Teachers will plan, upload lessons, assess/grade student work, analyzing student data, participate in grade/department/vertical meetings, participate in IEP/MTSS and advisory meetings for social and emotional needs of students and staff, participate in professional development, and assist in cleaning</li><li>• Teachers will schedule small groups as needed utilizing Google Meet.</li></ul>	<ul style="list-style-type: none"><li>• Distance Learning B Cohort (½ student population) - Thursday and Friday teacher- led instruction will be provided.</li><li>• Distance Learning C - G.R.O.W - Wednesday<ul style="list-style-type: none"><li>○ G.R.O.W. (grouping, remediation/enrichment, optional support, wellness)</li><li>○ All students will be learning at home</li><li>○ Teachers will schedule small groups as needed utilizing Google Meet.</li></ul></li><li>• HIGH SCHOOL PROPOSAL FOR VIRTUAL SCHEDULE - WITH HIGH-SPEED INTERNET ACCESS - In order to establish a more consistent platform from which to work for students, teachers, and parents, we are expecting each student to follow a schedule that allows for live viewing of instruction. The daily schedule will be determined based upon course requests and needs.</li></ul>	
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# Lancaster County School District Reopening 2020-2021

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## MIDDLE SCHOOL PROTOCOLS (Face-to-Face)

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### Arrival/Dismissal:

- Doors will be monitored by staff.
- Masks will be required upon entry/exit for all individuals.
- A designated quarantine area will be created per school for students with temperatures or other symptoms of COVID-19.
- Temperature checks will be administered before entry into the building for students and staff.
- Students will walk independently into buildings and report to their designated area.
- Staff, bus riders, and car riders will enter the building in separated designated areas to adhere to social distancing suggestions.
- Staff will monitor hallways to ensure students do not crowd hallways or common areas to ensure social distancing.
- Students will be released on a staggered schedule to the car rider zone or bus zone area to reduce crowding.
- Staff will monitor waiting areas (car and bus zones) to ensure social distancing.

### Common Areas:

- Water fountains are closed; students should bring their own water bottles to school.
- Common areas (main office, hallways, teacher work rooms, restrooms, etc..) will be marked for social distancing and cleaned.
- Restroom breaks will be scheduled by the teacher to ensure social distancing.
- Student lockers will not be used.

### Meal Service:

- Students will sanitize hands before and after eating.
- Students are seated in the cafeteria or classrooms following social distancing guidelines.
- Meals will be served by cafeteria staff only; students will not touch serving utensils.
- Students will bring their own snacks and water bottles.
- When possible, paper products and grab and go meals may be provided.
- No student microwaves/students will not have access to microwaves.
- Cafe staff will follow DHEC regulations.

### Dress Code:

- No uniform requirements, but each school will provide guidelines for dress code for hybrid and distance learning environments.
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# Lancaster County School District Reopening 2020-2021

## Classroom:

- Instructional staff will wear face coverings when providing instruction; all other staff will wear cloth masks when unable to practice social distancing.
- Students will be required to wear face coverings in the classroom during any instruction that requires close proximity (small group instruction, guided reading, math groups, partner work and one-on-one instruction time) and during transitions.
- All classroom desks/students will face the same direction if possible.
- Students will have their own individual learning supplies (writing utensils, supplies and manipulatives/tools, etc).
- Special education services will be provided as outlined in the students' IEPs/504/ELL.
- Furniture and fixtures that are hard to sanitize will be removed from the classroom.
- Hand sanitizer will be provided throughout the school.
- Doors will remain closed and locked during instructional periods; only teachers will be allowed to open/close doors.
- Only teachers are allowed to collect items from outside the classroom.

## Library/Media Center:

- Social distancing guidelines will be implemented.
- All materials and surfaces will be sanitized between groups and/or classes.
- Staff will wear Personal Protective Equipment (PPE): clear face shields, masks, etc. at all times.
- Staff will wash hands or use hand sanitizer before and after handling books, equipment and other materials.
- Students will use hand sanitizer before and after handling books, equipment and other materials.
- Student self-checkout stations will be suspended.
- Libraries will be examined to determine the safe number of visitors allowed at one time to promote social distancing.
- Signage will be used throughout the library to help patrons promote social distancing.
- Tables, chairs, and seating will be spaced to allow for social distancing when possible. In cases where impossible, signage will be used to designate available seating.
- Flexible scheduling will be utilized when possible to allow for social distancing, collaborative teaching/learning, curating resources.
- Collaborative instruction may take place in the school library, in the classroom, or in Google Meet.
- Student browsing will be limited to promote social distancing.
- Students can put books on hold using Destiny or Google Forms.
- Books, equipment, and other materials will be quarantined for 72 hours before checking in, reshelving, or checking out to other students.
- Small groups visiting the library for instruction will bring their own materials.
- Overdue library fines will be suspended, lost book charges will be assessed, and Interlibrary loans will be suspended.

Adapted from the SCASL South Carolina School Library Media Services Re-Entry



# Lancaster County School District Reopening 2020-2021

## Assessment and Grading

- Multiple forms of assessment (formative and summative) will be administered.
  - Grading will adhere to LCSD's Assessing and Reporting document
    - Number of required assessments
      - ELA - 12
      - Math - 12
      - Social Studies - 9
      - Science - 9
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## Music/Art:

- Students will maintain an individual basic set of art supplies.
- All materials and surfaces will be sanitized between groups and/or classes.
- Social distancing guidelines will be implemented.
- Large classes will meet in a larger venue to adhere to social distancing guidelines.
- Students will be encouraged to wear masks when working on projects in small groups. Groups will remain consistent throughout the semester/year.

## Physical Education:

- Incorporate stations or zones for increased social distancing.
  - Designate personal space spots for students throughout the class/lesson.
  - Increase outdoor activities (weather permitting).
  - Designate entrances and exits to activity areas.
  - Focus on activities that require little or no equipment.
  - No dressing out and use of lockers.
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## After School Activities:

- No clubs, field trips, dances or programs.

## Athletics:

- South Carolina High School League guidelines will be followed.

## Large Gatherings and Events:

- No outside guests for lunch or classroom activities.
  - No visitors will be allowed due to health and safety concerns.
  - Use virtual options for as many events as possible (i.e. Parent/Teacher Conferences, SAT Meetings, PTO Meetings, RTI Meetings).
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# Lancaster County School District Reopening 2020-2021

## MIDDLE SCHOOL PROTOCOLS (Distance Learning Days)

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### Teacher Responsibilities

#### At Home with Teacher Support

- Upload lessons/assignments into the Google Classroom by 9:00 p.m. on Sunday.
- Provide office hours to support at home learning daily during teacher planning period
- Notify school counselor of any social-emotional support needs
- Share deadlines for completing assignments
- Update grades in Powerschool weekly
- Provide required materials for at home learners

#### G.R.O.W - Wednesday

- G.R.O.W. (grouping, remediation/enrichment, optional support, wellness)
- Teachers will plan, upload lessons, assess/grade student work, analyzing student data, participate in grade/department/vertical meetings, participate in IEP/MTSS and advisory meetings for social and emotional needs of students and staff, participate in professional development, and assist in cleaning
- Teachers will schedule small groups as needed utilizing Google Meet.
- Middle school schedule:
  - Science 8:45-9:15
  - Social Studies 9:15-9:45
  - ELA 9:45-10:15
  - Math 10:15-10:45

### Student Responsibilities

#### At-Home learning consists of 5 days of at-home learning: two days of teacher-led remote instruction and three days of learning activities with teacher support

- Complete continued learning activities/experiences that were posted into the Google Classroom.
- Complete activities by the deadlines set by individual teachers.
- Contact teachers if you any questions arise or additional support is needed.
- Set up a quiet workspace (desk/chair) free from distractions
- Follow a routine/schedule provided by your teacher daily

# Lancaster County School District Reopening 2020-2021

## Sample Middle School Distance Learning Schedule

8:40 - 9:10 Homebase

9:10 - 10:00 1st Block

9:10 - 9:25 Google Meet with class

9:30 - 10:00 Small groups

10:00 - 10:50 2nd Block

10:00 - 10:15 Google Meet with class

10:20 - 10:50 Small groups

10:50 - 11:20 LUNCH

11:20 - 12:50 Planning

12:50 - 1:40 3rd Block

12:50 - 1:05 Google Meet with class

1:10 - 1:40 Small groups

1:40 - 1:50 Break

1:50 - 2:40 4th Block

1:50 - 2:05 Google Meet with class

2:10 - 2:40 Small groups

Duty 2:40 - 3:10 pm

\*\*Planning 11:20 am - 12:50 pm

3:10 pm - 3:40 pm

# Lancaster County School District Reopening 2020-2021

## HIGH SCHOOL PROTOCOLS (Face-to-Face)

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### Arrival/Dismissal:

- Entrances will be monitored by staff.
- Masks will be required upon entry/exit for all individuals.
- A designated quarantine area will be created per school for students with temperatures or other symptoms of COVID-19.
- Temperature checks will be administered before entry into the building for all students and staff.
  - Car riders will remain in the car while getting their temperature checked. No students will be permitted to exit their vehicle with a fever (100°F or higher). Parents will be notified if student drivers exhibiting a fever are sent home.
- Students will walk independently into buildings and report to a designated area.
- Staff, bus riders, and car riders will enter the building in separated designated areas to adhere to social distancing suggestions.
- Staff will monitor hallways to assist with social distancing in hallways and common areas
- Students will be released on a staggered schedule to the car rider zone or bus zone area to reduce crowding.
- Staff will monitor waiting areas (car and bus zones) to ensure social distancing.
- Late arrivals must also sign in and adhere to temperature protocol exhibiting fever symptoms (100°F or higher).

### Common Areas:

- Water fountains are closed; students should bring their own water bottles to school.
- Common areas (main office, hallways, teacher work rooms, restrooms, etc..) will be marked for social distancing and cleaned.
- Established school policies and guidelines for restrooms will promote social distancing
- Student lockers will not be used.

### Meal Service:

- Students will sanitize hands before and after eating.
- Designated areas will be marked to encourage social distancing guidelines in the cafeteria and other designated areas.
- Meals will be served by cafeteria staff only; students will not touch serving utensils.
- When possible, paper products and grab and go meals may be provided.
- Students will be encouraged to sanitize or wash hands between use of shared appliances.
- Cafe staff will follow DHEC regulations.

### Dress Code:

- No uniform requirements, but each school will provide guidelines for dress code for hybrid and distance learning environments.
  - School dress code policy will still be enforced and will include face masks/coverings.
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# Lancaster County School District Reopening 2020-2021

## Classroom:

- Instructional staff will wear face coverings when providing instruction; all other staff will wear cloth masks when unable to practice social distancing.
- Students will be required to wear face coverings in the classroom during any instruction that requires close proximity (small group instruction, guided reading, math groups, partner work and one-on-one instruction time) and during transitions.
- All classroom desks/students will face the same direction when possible.
- Students will have their own individual learning supplies (writing utensils, supplies and manipulatives/tools, etc).
- Special education services will be provided as outlined in the students' IEPs/504/ELL.
- Furniture and fixtures that are hard to sanitize will be removed from the classroom.
- Hand sanitizer will be provided throughout the school.
- Doors will remain closed and locked during instructional periods; only teachers will be allowed to open/close doors.

## Library/Media Center:

- Social distancing guidelines will be implemented.
- All materials and surfaces will be sanitized between groups and/or classes.
- Staff will wear Personal Protective Equipment (PPE): clear face shields, masks, etc. at all times.
- Staff will wash hands or use hand sanitizer before and after handling books, equipment and other materials.
- Students will use hand sanitizer before and after handling books, equipment and other materials.
- Student self-checkout stations will be suspended.
- Libraries will be examined to determine the safe number of visitors allowed at one time to promote social distancing.
- Signage will be used throughout the library to help patrons promote social distancing.
- Tables, chairs, and seating will be spaced to allow for social distancing when possible. In cases where impossible, signage will be used to designate available seating.
- Flexible scheduling will be utilized when possible to allow for social distancing, collaborative teaching/learning, curating resources.
- Collaborative instruction may take place in the school library, in the classroom, or in Google Meet.
- Student browsing will be limited to promote social distancing.
- Students can put books on hold using Destiny or Google Forms.
- Books, equipment, and other materials will be quarantined for 72 hours before checking in, reshelving, or checking out to other students.
- Small groups visiting the library for instruction will bring their own materials.
- Overdue library fines will be suspended, lost book charges will be assessed, and Interlibrary loans will be suspended.

Adapted from the SCASL South Carolina School Library Media Services Re-Entry

# Lancaster County School District Reopening 2020-2021

## Assessment and Grading

- A teacher must provide students in each class a minimum number of chances for grades each grading period, depending on the grade level. The grades should come from various types of assessments. Base grades on at least 6 assessments each 4.5 weeks in each course
  - Weight each final exam 20% or end-of-course test 20% of the student's final grade.
  - For unit-bearing courses, assign no final average lower than 50 for the grading period for the first half of the course.
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## Music/Art:

- Students will maintain an individual basic set of art supplies.
- All materials and surfaces will be sanitized between groups and/or classes.
- Social distancing guidelines will be implemented.
- Large classes will meet in a larger venue to adhere to social distancing guidelines.
- Students will be required to wear masks when working on projects in small groups. Groups will remain consistent throughout the semester/year.

## Physical Education:

- Incorporate stations or zones for increased social distancing.
  - Designate personal space spots for students throughout the class/lesson.
  - Increase outdoor activities (weather permitting).
  - Designate entrances and exits to activity areas.
  - Focus on activities that require little or no equipment.
  - No dressing out
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## After School Activities:

- No clubs, field trips, dances, performances, or after school programs for first semester.

## Athletics:

- South Carolina High School League guidelines will be followed.

## Large Gatherings and Events:

- No outside guests for lunch or classroom activities.
- No visitors will be allowed due to health and safety concerns.
- Use virtual options for as many events as possible (i.e. Parent/Teacher Conferences, SAT Meetings, PTO Meetings, RTI Meetings).

# Lancaster County School District Reopening 2020-2021

## HIGH SCHOOL PROTOCOLS (Distance Learning Days)

---

### Teacher Responsibilities

#### At Home with Teacher Support

- Upload lessons/assignments into the Google Classroom by 9:00 p.m. on Sunday.
- Provide office hours to support at home learning daily during teacher planning period
- Notify school counselor of any social-emotional support needs
- Share deadlines for completing assignments
- Update grades in Powerschool weekly
- Provide required materials for at home learners

#### G.R.O.W - Wednesday

- G.R.O.W. (grouping, remediation/enrichment, optional support, wellness)
- Teachers will plan, upload lessons, assess/grade student work, analyzing student data, participate in grade/department/vertical meetings, participate in IEP/MTSS and advisory meetings for social and emotional needs of students and staff, participate in professional development, and assist in cleaning
- Teachers will schedule small groups by appointment as needed utilizing Google Meet.
- Wednesdays will be used for deep cleaning in the buildings and for teachers to complete planning for instruction and grading work

### Student Responsibilities

#### At-Home learning consists of 5 days of at-home learning: two days of teacher-led remote instruction and three days of learning activities with teacher support

- Complete continued learning activities/experiences that were posted into the Google Classroom.
- Complete activities by the deadlines set by individual teachers.
- Contact teachers if you any questions arise or additional support is needed.
- Set up a quiet workspace (desk/chair) free from distractions
- Follow a routine/schedule provided by your teacher daily

# Lancaster County School District Reopening 2020-2021

## Schools & Facilities Cleaning

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To assist with Covid 19, LCSD Facilities with assistance from our contracted cleaning crew will provide additional cleaning services with EPA approved disinfectants on surfaces that are routinely touched during school hours. A more extensive cleaning will be provided after school dismissal.

In the event of a Covid 19 case, a trained task force team will clean and disinfect all contaminated areas.

## Special Education

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Learning will be focused on measurable goals based on the student's present level of academic achievement and functional performance. Teachers will provide instruction designed to meet the unique needs of the students. Special education students will utilize appropriate tools to meet IEP goals.

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## District Contacts

Student Services	Kathy Durbin	<a href="mailto:kathy.durbin@lcsd.k12.sc.us">kathy.durbin@lcsd.k12.sc.us</a>	803-416-8876
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Secondary	Butch Dutton	<a href="mailto:butch.dutton@lcsd.k12.sc.us">butch.dutton@lcsd.k12.sc.us</a>	803-416-8839
Safety & Transportation	Bryan Vaughn	<a href="mailto:bryan.vaughn@lcsd.k12.sc.us">bryan.vaughn@lcsd.k12.sc.us</a>	803-285-6009
Management of COVID	Lydia Quinn	<a href="mailto:lydia.quinn@lcsd.k12.sc.us">lydia.quinn@lcsd.k12.sc.us</a>	803-416-8847
Cleaning	David Small	<a href="mailto:david.small@lcsd.k12.sc.us">david.small@lcsd.k12.sc.us</a>	803-416-8811
Middle and High School Sports	Alex Dabney	<a href="mailto:alex.dabney@lcsd.k12.sc.us">alex.dabney@lcsd.k12.sc.us</a>	803-416-8832