



Category	Detail Summary
<b>Transition to Hybrid Model</b>	<p>Parents, Guardians and Students:</p> <p>Welcome to a new year at HE McCracken Middle School! We are looking forward to overcoming present challenges together and growing as a community. We have worked hard since March to address the many needs and concerns of all, and wanted to give you guidance for this upcoming school year. We are committed to the continued success of our students, and committed to communicating with families.</p> <p>This handbook is to assist you with guidance and regulations to keep all stakeholders safe, especially our students.</p> <p>This year, just like last year, our theme is <b>Whatever it takes!</b> We know that we will face challenges and we want to create a successful and safe learning and teaching environment for all, while we proactively respond to our changing world.</p> <p>Students, we want to encourage you to be persistent with your studies, stay safe, lead with honesty and integrity, Parents and guardians, we appreciate your trust and partnership in supporting our young adults, your children, during their journey through the secondary grade levels.</p> <p>I look forward to meeting and working with all of you this year to help H.E. McCracken Middle School reach its full potential.</p> <p>Have a successful, safe, and healthy year of teaching and learning and do <b>WHATEVER IT TAKES!</b></p> <p>Your principal, Lindsey Skirtich</p>



	<p>Links to hybrid schedule:          Hybrid Schedules:  <a href="https://drive.google.com/file/d/1af0LEsJuVVxvldej4xwKDTpPWCSwZyaG/view?usp=sharing">https://drive.google.com/file/d/1af0LEsJuVVxvldej4xwKDTpPWCSwZyaG/view?usp=sharing</a></p>
<p><b>Morning Arrival Procedures</b></p>	<p><i>Option 1:</i> Morning care begins at 7:45 and is located in the cafeteria. Students are required to pre register for morning care, students are dropped off at the front door. Students who arrive prior to 8:15am will be charged a morning care fee. Students should sit two to a table in morning care and have something to work on, read, etc.  <i>Option 2:</i> Students are admitted directly to class beginning at 8:15am.</p> <p><b>Car Riders</b>          7th and 8th: will be dropped at the front entrance and will walk directly to their hallways.</p> <ul style="list-style-type: none"> <li>○ 7th grade: (weather permitting) will walk the front sidewalk to the 700 hallway doors and enter through those doors. If it is raining, 7th graders will enter through the front and walk directly to their hallways.</li> <li>• 6th grade: Will use the new car line and be dropped off outside of the 500 hallway doors. Please be sure students have access to umbrellas if it is raining.</li> </ul> <p><b>Bus Riders:</b></p> <ul style="list-style-type: none"> <li>• 6th, 7th, and 8th will be dropped at the bus loop and will enter directly to their classrooms in their respective wings.</li> </ul>
<p><b>Breakfast Procedures</b></p>	<p>Students will be given a breakfast option daily. The breakfast will be served in carts at the top of each hallway- 500,600,700,800. Students should pick up a breakfast on the way to their classes in the morning and eat the breakfast in the classroom.</p>
<p><b>Dress Code</b></p>	<p>We fully expect for students to comply with the BCSD school dress code. However, given current circumstances, we will permit families to make “best efforts” to comply for a period not to extend beyond one week after the start of the hybrid period. Full compliance is expected by October 12.</p> <ul style="list-style-type: none"> <li>• <b><u>NOTE:</u></b> “Best efforts” means that students, if not in full compliance, should maintain dress that reasonably resembles the school dress code.</li> </ul>



<b>Lunch Procedures</b>	Lunches will be ordered in the morning at the start of Block 1 and students will pick up lunches in the cafeteria. Students will not share their food with each other. Students are expected to clean up after themselves to keep classrooms clean and uncluttered with food.
<b>Afternoon Dismissal Procedures</b>	Dismissal will follow arrival processes with carline going out their exterior doors and bus line going out to the bus lot. All staggered dismissal.
<b>Recess</b>	6 <sup>th</sup> grade students will be walking the track and working through their advisory time outside as needed.
<b>Media Center Access and Protocols</b>	<p>Media Center Plan: Students who are Face2Face will be able to request books using the Google Docs form. The books will be checked out to them and delivered to their ELA classrooms. The same approach will be utilized by teachers requesting materials from the media center. Virtual students may use our drive-up service with a scheduled pick up time for parents which is also included in the Google Form. The Media Center will set out a collection box daily at our doors for students to return books. These books will be quarantined for the suggested minimum of 3 days, then checked in and returned to the shelves. Virtual students may return their books using our metal return box located at the front of the school. Below is the link to the Google Forms Book Request for all students and staff.</p> <p style="text-align: center;"><a href="https://forms.gle/cdPRbrys32htgVW5A">https://forms.gle/cdPRbrys32htgVW5A</a></p>
<b>Special Education Students</b>	<p>Special Education will receive services based on their Individualized Educational Program (IEP).</p> <ul style="list-style-type: none"> <li>• Amendment of existing Individualized Education Plans (IEPs) may be held as appropriate to address new student needs and services</li> <li>• Distance Learning Plan meetings have been held for all students who remain on virtual learning.</li> <li>• Meetings will be held virtually unless an in-person, socially distanced meeting is requested.</li> <li>• Eligibilities, reviews and Manifestation Determination Review meetings will all proceed</li> </ul>
<b>Restrooms</b>	Each classroom will be given lanyards and restroom tags for students to use the bathroom and ensure physical distancing is followed properly. Emergency use will be allowed if necessary.



<b>Water Fountains</b>	The water fountains in the building will not be available for use. Students will be encouraged to bring water bottles for their own use throughout the day. Water bottles can be refilled in the classroom when a sink is available.
<b>Visitors to the Building</b>	<p>Based on DHEC suggestions/ recommendations:</p> <ul style="list-style-type: none"> <li>● Limited Visitors - visitors will be by appointment only (limited number daily).</li> <li>● Minimize others in the classroom - No classroom volunteers will be allowed – this will be reassessed throughout the school-year.</li> <li>● Parents will be asked to remain in cars during morning drop off</li> <li>● Standard vetting questions for all volunteers, visitors, vendors, etc.</li> <li>● Require face coverings/masks for all visitors, no gaiters allowed.</li> <li>● Maintenance (exterminators, filter change, etc.) will check in through front office</li> <li>● Nutrition vendors will check in with nutrition manager upon arrival</li> </ul>
<b>Facilities</b>	<p>Based on DHEC considerations for schools:</p> <ul style="list-style-type: none"> <li>● Students will be able to bring their own water bottle. Students may fill/refill their water bottles in their classrooms where sinks are available.</li> <li>● Provide isolation rooms for ill students/staff/visitors until they can exit the building.</li> <li>● Increase signage in the building in various locations as reminders.</li> <li>● Classrooms, office area, cafeteria, and high-volume areas will be sanitized daily.</li> <li>● The custodial staff will be following the school cleaning and sanitizing plan for our building.</li> <li>● The custodial staff will utilize industrial sanitizing misting machines to sanitize classrooms, common areas, and large spaces throughout the school on a consistent basis</li> <li>● Restrooms will be cleaned multiple times throughout the day.</li> </ul>
<b>Safety Supplies and Materials</b>	Please note:



	<ul style="list-style-type: none"> <li>• BCSD has an adequate supply of cleaning/sanitation products in stock for the first semester. Additional supplies have been ordered and will be available for the semester.</li> <li>• We currently have signage, thermometers, face coverings/masks, gloves, sanitizing chemicals, spray bottles, disinfectant wipes, hand sanitizer, and hand soap.</li> <li>• All staff and students will be required to wear masks. No gaiters allowed. Masks have been added to the student dress code. Staff and students are encouraged to bring their own masks. We will have extra masks for students that need a mask.</li> </ul>
<b>Sanitation</b>	<p>The following sanitation protocols will be deployed:</p> <ul style="list-style-type: none"> <li>• Frequently sanitize classrooms: Teachers/staff will use the sanitizing spray at the end of each day.</li> <li>• Custodial staff will concentrate on high touch areas and restrooms multiple times throughout the school day.</li> <li>• The Nurse, teachers, and staff will reinforce good hygiene practices frequently. This will include handwashing before and after lunch in their classrooms. Students will also wash their hands at all visits to the restroom.</li> </ul>
<b>COVID-19 Infection</b>	See Addendum Below:
<b>Health Protocols</b>	<p><b>Students or staff with symptoms of COVID-19:</b>          Students and staff should be excluded from school if they have:          Any one (1) of the following:</p> <ul style="list-style-type: none"> <li>• Fever or</li> <li>• Shortness of breath or difficulty breathing or</li> <li>• Loss of taste or smell: or</li> </ul> <p>Any two (2) of the following:</p> <ul style="list-style-type: none"> <li>• Sore throat and/or</li> </ul>



	<ul style="list-style-type: none"> <li>• Muscle aches and/or</li> <li>• Chills and/or</li> <li>• New or worsening cough</li> </ul> <p><b>Note:</b> Any student with any one of these symptoms should consider not attending school regardless of meeting exclusion criteria. If these symptoms are explainable by an underlying condition (such as shortness of breath or cough for an individual with asthma) exclusion may not be necessary. HEMMS will have a room identified to isolate students or staff with symptoms of COVID-19 identified during the school day.</p> <ul style="list-style-type: none"> <li>• Students and staff will be moved safely, respectfully, as well as in accordance with any applicable privacy laws or regulations, to the isolation room for evaluation. The individual will be provided a mask if they are able to use one, and students will be supervised by a staff member who will maintain at least six feet of distance and uses appropriate personal protective equipment (PPE).</li> <li>• School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.</li> </ul>
<p><b>Transportation and Bus Riders</b></p>	<p><b>Bus Riders:</b></p> <ul style="list-style-type: none"> <li>• 6th, 7th, and 8th will be dropped at the bus loop and will enter directly to their classrooms in their respective wings.</li> </ul> <p><b>TRANSPORTATION CHANGES:</b> Any transportation changes must be sent via email to Dorothy Joly <a href="mailto:Dorothy.Joly@beaufort.k12.sc.us">Dorothy.Joly@beaufort.k12.sc.us</a> and Casey Swofford <a href="mailto:Casey.Swofford@beaufort.k12.sc.us">Casey.Swofford@beaufort.k12.sc.us</a>. An email or note signed by the parent should be sent to the front office receptionist regarding transportation changes no later than 12:30 pm. It is important that all transportation changes are clear and made in advance. Notice is critical to maintain and implement our physical distancing plan and minimize confusion.</p>

**COVID-19 RESPONSE PLAN**



### **What happens when there is a COVID-19 diagnosis, exposure or when someone is experiencing symptoms?**

Beaufort county School District (BCSD) closely monitors up-to-date guidance from our public health officials to determine when our students should be sent home and when they may return to the school building after being notified of a confirmed COVID-19 diagnosis or test, an exposure or close contact with COVID-19, or when someone is experiencing symptoms. Please inform your school nurse of any potential COVID-19 exposures.

BCSD relies heavily on DHEC, CDC and our Medical Director to assist us in making a range of decisions for our district.

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

This would include living in the same household as a sick person with confirmed COVID-19 or caring for a sick person with confirmed COVID-19.

Students and staff should be excluded from school if they have any of the following with or without fever:

- Shortness of breath or difficulty breathing -or-
- Loss of taste or smell -or-
- New or worsening cough

If these symptoms are explainable by an underlying condition (such as shortness of breath for an individual with asthma) exclusion may not be necessary.

This is not a complete list of all symptoms of COVID-19, but only those that should trigger an automatic exclusion and evaluation for COVID-19. Other symptoms may include: fever, chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea. Many COVID-19 cases show no symptoms at all, and a person is able to spread the virus up to two (2) days before they have any symptoms. Given the overlap of these symptoms with other more common illnesses and the lack of symptoms in many cases, it is not possible to identify and exclude all cases of COVID-19 through screening of symptoms. Careful preventive actions within the school are needed to reduce the chances of spread. For example:



- If the student or staff member is having symptoms they should stay home and contact their supervisor, their school nurse and their healthcare provider
- If the student or staff member is at school, the school will isolate and send home. The diagnosis from the healthcare provider should be reported to the school nurse.
- If a school determines that a student or staff member was contagious with COVID-19 while on campus, DHEC requests that these individuals be reported to the appropriate regional DHEC office by phone within 24 hours. DHEC will also notify schools of any reported cases that may have been contagious while on campus. All close contacts at the school will need to be identified and reported to DHEC. This will include everyone the ill individual would have been within six (6) feet of for fifteen (15) minutes or more. (This will be done by the school nurse).

**Student/staff has symptoms, but no known exposure and a negative diagnosis of COVID-19**

- Students or staff excluded for symptoms can return if they test negative for COVID-19 using a PCR or similar test that directly detects the virus, or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat).
- In this latter case, the individual can return when they meet criteria for that condition (i.e., on antibiotics and fever-free without fever-reducing medication for 24-hours with a diagnosis of strep) and they obtain a negative diagnosis of COVID-19.
- Siblings of the symptomatic student may also return the day after receipt of the negative diagnosis if they have not been a close contact or had a COVID-19 exposure.
- Students/staff should not return to school while waiting for COVID test results

For the safety of the entire school, a negative test should accompany any medical determination that symptoms were likely due to a different diagnosis.

**Student/staff has a positive diagnosis of COVID-19**





Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see list above) who do not get tested, should isolate until:

- Ten (10) days have passed since symptoms started - and –
- Twenty-four (24) hours have passed since last fever without taking medicine to reduce fever - and –
- Overall improvement in symptoms.

Those who test positive by a PCR (mouth or throat swab) test or similar viral test but do not have symptoms will be required to stay out of school until ten (10) days\* after the specimen was collected.

### **Cases in classroom**

If a student or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began or before their test specimen was collected (for those with no symptoms).

- It is essential that staff ensure 6 feet or maximum distancing between students and other staff while in the classroom and throughout the day to limit the possibility of transmission.
- Anyone known to be a close contact (defined as being within six (6) feet for fifteen (15) minutes or more) to a COVID-19 case while contagious must be excluded from school for fourteen (14) days after last contact with the person with COVID-19.
- People who have recovered from a confirmed illness (PCR test, nose or throat swab test or saliva test) in the past three (3) months will not need to quarantine after a close contact with someone with COVID-19. See “Quarantine” section below:
- For any classrooms where social distancing could not be maintained (classes with young children who do not have assigned seating throughout the day), all children and staff must be considered close contacts and must complete a fourteen (14) day quarantine period.
- Students and teachers in a classroom with a known COVID-19 case in which social distancing was reliably maintained should remain together in the same cohort to the extent that is possible. They should receive screening for fever and symptoms (see above) each morning until 14 days after last contact with the case. Note: anyone determined to be a “close contact” must be excluded.
- Any of these students or teachers who are monitored and found to have symptoms of COVID-19 should be sent home and they will be required to get tested or complete the required isolation and initial quarantine period to return to school.



- If three or more COVID-19 cases are identified within a classroom within fourteen (14) days of each other, consideration should be given to excluding all students and staff in the classroom for fourteen (14) days after contact with the last identified COVID-19 case.
- The classroom will need to be closed for cleaning and disinfection before use again. When time allows, a room will be closed for occupancy for up to 2 days prior to cleaning. When needed to reuse immediately, sanitization services will be provided by an outside contractor.
- **Students who are sent home will be allowed to complete work through distance learning.**

### **Quarantine**

Some students or staff may have been told they were a close contact to a case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. For students (after the quarantine period has been met) a parents' note that they have been cleared from quarantine, following consultation with the school nurse, may be used to allow return to school. CDC provides guidance on appropriately counting the quarantine period for different scenarios.

- Household contact: If the child or staff member lives in the same household as the case, they will have to quarantine an additional fourteen (14) days after the date their household member has been cleared from their isolation period. (will be 24 days)
- Other close contact: If a child or staff member has been told they are a close contact to a case of COVID-19, they will need to quarantine until 14 days after the last contact with the case.
- Other household member in quarantine: If the child or staff member lives in the same household as someone in quarantine, they will not necessarily need to quarantine themselves unless the household member in quarantine is determined to be a COVID-19 case. DHEC will notify those who are required to complete quarantine.
- The person must provide either a note from a healthcare provider that they had the positive lab result in the past three (3) months or provide a paper or electronic copy of the results (SARS-CoV-2 RNA – Detected or Positive)

### **NOTES:**



1. *For any negative test result, BCSD will follow the recommendations of the healthcare provider for the individual student and continue as normal.*
2. *If multiple students in the same classroom exhibit symptoms, the entire class will be sent home until diagnoses can be obtained.*
3. *Students, who are sent home, while awaiting a diagnosis, will be allowed to complete work through distance learning.*

## **EMPLOYEE SUPPORT**

### **Childcare**

BCSD will provide childcare for the children of all BCSD staff members whose child(ren) are currently enrolled in a BCSD school. Students must receive their childcare at the school in which they are currently enrolled, barring exigent circumstances. Ex. limited capacity

- Childcare will be available for students, ages 5 through 12
- Schools with significant numbers of students who attend the schools where their parents work may receive the first right of refusal for available seats. If the childcare demand exceeds the space available, “overflow” students will be redirected to the next closest school(s) with available childcare space.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

BCSD will supply each school with the necessary Infection Control and PPE supplies to begin the year (hybrid mode) safely. Based on the statistics related to COVID-19, routine assessments will be completed to ensure our schools have a sufficient supply of infection control items and PPE. As usage is monitored, recommended quantity thresholds will be established for replenishment. If you are ever needing additional PPE, please report to administration as soon as possible so that a request can be made for additional PPE through the work order system. Safety of our students and staff are a high priority.

- Personal Protective Equipment acts as a barrier designed to reduce the number of illness-causing germs. Proper use of PPE is believed to reduce the spread of infectious disease such as COVID-19. PPE is essential for school staff that has high exposure



to student and staff with assisting high-intensity classrooms or school nurses. These specific items will be used when monitoring or assisting a person exhibiting symptoms where safe distancing is not possible.

Examples:

- Six-foot (6') Separation – Will be used whenever possible to limit the spread of droplets through the air from person to person.
- Cloth Masks – These will be used to slow the spread of infection by reducing transmission of diseases such as COVID-19.
- Disposable Masks – A base supply of disposable masks will be provided to each classroom to be used should a student or staff members cloth mask become unusable. If a student or staff member fail to bring their cloth mask, disposable masks will be distributed by the school administrative staff, not taken from class quantities. No gaiters are allowed.
- Reusable face shields – Will be used by school nurse or staff to monitor symptomatic persons or when providing an ordered respiratory procedure. Face shield should be cleaned after each use per the CDC guidance.
- Plexiglass Barriers – Will be used where individuals are:
  - less than 6' from the public, or
  - work/learn together in a space closer than 6' for longer than 10 minutes, or
  - work/learn together in a space closer than 6' and are unable to wear masks.
- Disposable surgical masks – Will be used by school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.
- Disposable gowns – Will be used by school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.
- Disposable Gloves – Will be used by school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.

**DISTRICT GUIDANCE TO SCHOOLS**



Based on Center for Disease Control and DHEC suggestions and recommendations, the following guidance has been provided to the schools:

- Allow parents to send a reusable water bottle that students take home daily for cleaning
- Examine opportunities for outdoor activities for specials, connections, and elective courses when possible
- Eliminate large group assemblies that do not allow for six feet social distancing
- Rearrange desks and furniture in classrooms to allow for as much space between students as possible
- Face the student desks in the same direction as much as possible
- Reduce student travel to different areas of building where possible
- Implement teacher rotation to classrooms instead of students moving where possible (strategic guidance for elementary schools)
- Eliminate/minimize as much as possible the sharing of supplies and materials. If materials are shared, schools will develop and implement a cleaning and sanitizing procedure.
- Schedule restroom breaks and hand washing routines throughout the day
- Avoid handshakes, hugs, or high fives. Students and teachers will need to create hand signals or other ways to replace this practice.
- Work with Nurses and Facilities Department to establish isolation rooms for ill students/staff/visitors
- Increase signage throughout the school building
- Establish entrance, exit routes, and hallway travel routines
- Reinforce good hygiene practices frequently
- Place markers/tape on the floor to indicated 6 feet distancing in the cafeteria to promote social distancing while waiting in line or when using cafeteria in a reduced capacity method
- Do not allow students to share food



**BEAUFORT COUNTY SCHOOL DISTRICT**  
HE McCracken Middle School REOPENING PLAN  
Lindsey Skirtich

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