Hello Fort Mill Families and Staff,

The circumstances and challenges our community, state and nation have faced over the past six months have been like nothing we have seen before in our lifetime. The COVID-19 pandemic has forced all of us to reevaluate our daily schedules, change plans, rethink education and redefine our work environments. There are no aspects of our lives that have not been impacted by this pandemic. Among the hardest hit by this new reality are children.

“Children First...Every Day” is the long standing motto of our District. It guides us daily in all of our initiatives, programs and plans. During this pandemic, we have seen our motto turn into action with the nutrition and transportation staff, who voluntarily worked to provide meals to district students in need during the closure: with the teachers and staff, who in an emergency situation quickly redesigned education to continue student learning from a distance; with the actions of our parents, as they helped to shift the classroom experience from schools to their living rooms, kitchens and offices and with our community, as everyone came together in multiple ways to celebrate the Class of 2020, who saw most of their senior year taken away by this virus. For these actions and many more, I want to say thank you!

Even with all of these successes, our work is not done. All summer our District staff has been working to create plans for a return to school. We have surveyed staff, teachers and parents to receive data that would help us understand the needs and concerns of everyone involved in education. Through this process, we learned there is no one answer that will solve the challenges we face for the coming school year. With this knowledge, and the belief that students benefit more from face-to-face learning, our District created a plan with protocols to promote the health and well-being of students, who choose to return to in-person learning, and a virtual option for families who prefer to continue distance learning.

The Fort Mill Virtual Academy will offer a complete education for students through a structured online curriculum. The Academy will be staffed by Fort Mill teachers providing the same quality instruction that is provided every day in our classrooms. In order to allocate staff to the Virtual Academy, the District will host a registration window to determine the number of students selecting this option. With this reallocation of teachers, each level of the Academy will have term commitments for students. This is necessary to ensure we have staff allocated correctly to support the needs of virtual and face-to-face students.

Students who choose to return to face-to-face learning will see several changes this school year. The Return to School Guide contains details and protocols for each school level. We understand that not all decisions and protocols in this guide will be positively received, however we believe this plan offers the best solution to return to face-to-face instruction while promoting a safe and healthy environment for our students and staff.

As with everything that has happened during this pandemic, our plans must remain fluid and we ask for everyone to have patience. We hope extra safety measures in place as part of the face-to-face plan will be lifted at some point during the year and we will be able to return to our normal school routines, but we must recognize that forces beyond our control may again interrupt our school year. Our District is planning for those situations should they occur.

No matter if it is through a virtual program or in-person, we are excited to have our students back for the 2020–2021 school year and to offer a sense of normalcy to our families and staff. I am looking forward to working with everyone as we face these challenges together and grow closer as a community in our shared commitment to educating our children.

Together in Education,
Dr. Chuck Epps
Superintendent, Fort Mill Schools
• Overview
• Returning to School
  • Learning Environment Models
  • Fort Mill Virtual Academy
• Operational Health and Safety Protocols
  • Student Nutrition
  • Transportation
  • Custodial Services
  • Maintaining Healthy Spaces
  • Social and Emotional Health
• Academic Calendar
• Procedures for Report of COVID-19
• Procedures for Exposure to COVID-19
• Important Definitions
• Health Screening
  • Student
  • Staff
• Frequently Asked Questions
• Additional Resources
Overview

This guide presents protocols developed to prevent the spread of the novel coronavirus that causes COVID-19. It is based on guidance from the Center for Disease Control, the South Carolina Department of Health and Environmental Control, and the South Carolina Department of Education’s AccelerateED Task Force.

The top priority in all decisions made by the Fort Mill School District is the health, safety and well-being of our students, employees and school communities. This document is subject to updates. If and when the circumstances surrounding the COVID-19 pandemic changes, this guidance may also change.

Please check the District’s website regularly for the latest information.
Learning Models

Based on data collected through surveys sent to parents, teachers and staff, the district determined the need for options for the 2020–2021 school year. With this data, along with guidelines and recommendations from state and national agencies and organizations, the District has developed plans for multiple learning environments to operate. These plans are focused on protecting the health, safety and wellness of students and staff. Our goal is to provide all students the best possible learning experience that is as close to normal as health and safety allow. Fort Mill Schools acknowledges that these plans are intended to mitigate risk. There is no single measure or plan that will completely eliminate the risk of the viral transmission, but the implementation of several coordinated actions can reduce that risk of the viral transmission.

Key considerations for determining these new learning environments:

- Health and Safety of Teachers, Students and Staff
- Impact on Families and the Community
- Academic Recovery and Acceleration
- Learning Equity and Access
- Adaptability and Readiness for Potential Emergency Closures
- Cost and Complexity of Implementation

Parents were very comfortable or comfortable with a return to school. Teachers were comfortable with returning to work.

* This chart was changed from the original document after an error in the artwork was identified.
Elementary School
Modified Face-to-Face Option

Family Model Rationale:

- The American Association of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.
- Family classes minimize crossover among children and adults within the school.
- Therefore, health and safety risks are mitigated by keeping students and adults grouped together as much as possible during the day to reduce potential exposure.
- Impact of a regular schedule every day supports families and communities.
- Learning equity is supported when all students have fair and appropriate access to the digital, human, and supportive resources. This model increases access to student services, interventions, student nutrition, instructional feedback, and materials.
- Cost and complexity is viable. Already use a self-contained homeroom model.

Model Details: Modified return for students under the “Family Model”

- Students will return on an A/B schedule through Friday, September 25 to allow students time to learn and adjust to the new protocols.
- A full return for students will begin Monday, September 28.
- Students will remain in their classroom with their homeroom in the family model to receive their instruction for the duration of the school day.
- Students will participate in related arts by the related arts teachers coming to the classroom rather than the students transitioning to another classroom.
- Students will eat breakfast and lunch in the classroom. The meals will be brought to the classroom.
- Students who qualify for special education and the gifted and talented program may transition to another classroom.
Fort Mill Virtual Academy Elementary Program Summary:

Term length: Year-long

Daily schedule: Structured daily schedule with designated start and end class times that are within the framework of the standard elementary school day.

Curriculum/Instruction:
- SC Standards Based English Language Arts, Math, Science, Social Studies and Health.
- GT ELA and GT Math will be offered to those students who qualify.
- Related Arts will include Art, Media, Music, Physical Education and Technology.
- Real time instruction with a Fort Mill Schools' certified teacher.
- Independent student work, classroom discussion and small group instruction.
- Digital coursework through computer-based platforms including Seesaw and Google Classroom.
- Assessments for Kindergarten and First grade will be based on the FMSD standards based report card and district assessments. Pre and Post formative assessments will be administered in ELA and Math.
- Grading scale for Second through Fifth grade will be based on the SC Uniform Grading Policy.
- STAR formative assessments will be used for progress monitoring in ELA and Math.
Hybrid A/B Model Rationale:

• Students will be physically present in classes every other day. Virtual and distance learning on alternate days.
• In the A/B Hybrid model, health and safety risks are mitigated by reducing class sizes to enhance social distancing both in classes and on busses. Typical middle school class sizes are 24-30. With the A/B Model, the number in a room would be down to 12-15. Fewer students will reduce the risk of potential exposures.
• Transportation with social distancing will be more attainable and reduces or eliminates double routing.
• Middle Schools offer multiple paths of study with a wide variety of required courses and electives. The complexity and volume of courses logistically coupled with the certification requirements for teachers do not allow for a cohort model. Students take multiple classes from multiple teachers.
• Cost and complexity is viable.
• With additional digital learning resources and supports, the model provides for learning equity.

Model Details: Hybrid A/B Days

• Students will be assigned to the “A Day” group OR the “B Day” group. This will be done by alphabet of the student’s last name. All schools using the A day / B day model will use the same process for group determinations. Students will be assigned to their group as soon as possible, but it will not occur until after the registration window for the Fort Mill Virtual Academy closes. This will ensure the two groups (A group and B group) are as even as possible.
Model Details:

• Using this model will greatly reduce class sizes during in-person instruction, which follows the CDC recommendations for reducing the risk of exposure. With lower class sizes, teachers will have more time to work individually with students and provide greater personalized support. At the end of their in-person class, students will be given their independent learning assignment for the next day.

• On the days students are not physically present in school, they should be prepared to follow the bell schedule of their school at home. They will not have direct contact with their teacher on the independent learning days, but the expectation is that they complete their assignments as if they are in school. Teachers will be able to provide feedback regarding the independent learning work the next day.

• Students will be expected to complete all work assigned - on both their in-person days and at-home days. They will be graded on their independent learning assignments and it will count towards their grade. Their independent learning days are just as important as their in-person learning days.

• Independent learning assignments will be engaging and meaningful.
Fort Mill Virtual Academy Middle School Program Summary:

Term Length: Year-long Commitment

Daily Schedule: Structured daily schedule with designated start and end class times that are within the framework of the standard middle school day.

Curriculum/Instruction:
• SC Standards Based English Language Arts, Math, Science and Social Studies.
• GT ELA and GT Math will be offered to those students who qualify.
• Related Arts: PE (required) Spanish, Computer Technology, Gateway to Technology, Family and Consumer Science, Music/Chorus, Band and Art will be offered (minimum enrollment is required).
• Band and Chorus will NOT be available to 6th grade students.
• Real time instruction with a Fort Mill Schools' certified teacher.
• Independent student work, classroom discussion, and small group instruction.
• Digital coursework through computer-based platforms including Google Classroom and Edmentum Courseware.
• Course assignments will be graded and final grades based on the SC Uniform Grading Policy.
• STAR formative assessments will be used for progress monitoring in ELA and Math.

Extra-curricular Activities:
• Students will be able to participate in after-school extracurricular activities offered at their home school.
• Students must meet all eligibility requirements for any sport or activity.
• Transportation will not be provided.
Hybrid A/B Model Rationale:

- Students will be physically present in classes every other day. Virtual and distance learning on alternate days.
- In the A/B Hybrid model, health and safety risks are mitigated by reducing class sizes to enhance social distancing both in classes and on buses. Typical high school class sizes are 24-30. With the A/B Model, the class sizes would be 12-15. Fewer students will reduce the risk of potential exposures.
- Transportation with social distancing will be more attainable and reduces or eliminates double routing.
- High Schools offer multiple paths of study with a wide variety of required courses and electives. The complexity and volume of courses coupled with the certification requirements for teachers, does not logistically allow for a cohort model. Students take multiple classes from multiple teachers.
- Cost and complexity is viable.
- With additional digital learning resources and support, the model provides for learning equity.

Model Details: Hybrid A/B Days

- Students will be assigned to the “A Day” group OR the “B Day” group. This will be done by alphabet of the student’s last name. All schools using the A day / B day model will use the same process for group determinations. Students will be assigned to their group as soon as possible, but it will not occur until after the registration window for the Fort Mill Virtual Academy closes. This will ensure the two groups (A group and B group) are as even as possible.
Model Details:

- Using this model will greatly reduce class sizes during in-person instruction, which follows the CDC recommendations for reducing the risk of exposure. With lower class sizes, teachers will have more time to work individually with students and provide greater personalized support. At the end of their in-person class, students will be given their independent learning assignment for the next day.

- On the days students are not physically present in school, they should be prepared to follow the bell schedule of their school at home. They will not have direct contact with their teacher on the independent learning days, but the expectation is that they complete their assignments as if they are in school. Teachers will be able to provide feedback regarding the independent learning work the next day.

- Students will be expected to complete all A day and B day work assigned. They will be graded on their independent learning assignments and it will count towards their grade. Their independent learning days are just as important as their in-person learning days.

- Independent learning assignments will be engaging and meaningful.
Fort Mill Virtual Academy High School Program Summary:

**Term Length: Semester Commitment**

**Daily Schedule:** The structure of the high school day in the FMVA will vary depending on the courses selected. This is due to the different platforms that will be used based on the course. Some courses will follow a set daily schedule, similar to what the student would see in a regular classroom. However, some classes will mirror the type of online classes students will encounter in college where they may not have a set meeting everyday at the same time. Please note that the student will have required daily learning and studying in either format.

Attention Potential College Athletes:
FMVA courses are NCAA Clearinghouse approved.

**Curriculum/Instruction:**
- A guidance counselor and/or administrator will conduct a review of the student’s transcript and course selections during a virtual meeting to approve and confirm enrollment in the FMVA.
- Courses needed to meet SC Graduation and the typical SC College Entrance Requirements will be prioritized and offered if minimum enrollment is met.
- A minimum number of students per class must register in order to offer an online course.
- Virtual SC courses may be approved on an individual basis to meet graduation and college entrance requirements.
Curriculum/Instruction:
• Select high school courses will not be offered virtually. Please see the full listing of those courses.
• Four courses per semester will be scheduled.
• Real time instruction with Fort Mill Schools’ certified teachers.
• Independent student work, classroom discussion, and small group instruction.
• Some courses will be taught using the SC Virtual Franchise Program. These courses will potentially operate more like a typical online course where there may not always be set daily start and end times. However, work will be due and collected at regular intervals.
• Digital coursework through computer-based platforms including the Virtual SC Franchise and Google Classroom.
• Course grades, as well as any grades and credits from Virtual SC, will adhere to the SC Uniform Grading Policy.

Extra-curricular Activities:
• Students will be able to participate in after-school extracurricular activities offered at their home school.
• Students must meet all eligibility requirements for any sport or activity.
• Transportation will not be provided.
Christine McNeil, Director
Online Registration One: July 10-17, 2020
Online Registration Two: July 22-24, 2020

Fort Mill Schools will offer a full virtual option for students in grades 5k-12 for the 2020–2021 school year. This option will differ from the remote learning experience that students had in the spring of 2020 during the schools’ closure. The FMVA will provide a more consistent curricular and instructional delivery model. Students will be assigned to a class or classes with dedicated Fort Mill School District teachers and with other students throughout the district.

Please check the Virtual Academy website for more information about the Fort Mill Virtual Academy, FAQs or to register for the program. Please email specific questions to fmva@fortmillschools.org
General Requirements:

- Students must have access to a computer and high speed (broadband) internet.
- Students will be expected to follow a daily schedule.
- Students are expected to participate in class and interact with the teacher and each other.
- Elementary/Middle School students will remain in the program for the year.
- High School students will remain in the program for the duration of the term.
- Daily attendance will be monitored.
- SC Regulations regarding mandatory attendance will be followed.
- State Assessments will be conducted per SC regulations and timeframes.
- Pre and Post assessments along with mid-year formative assessments will be scheduled and administered for progress monitoring as applicable.
Technology Requirements:

Hardware and Software
• Desktop and laptop computers will provide the most user-friendly experience with all of our digital learning platforms and learning management systems. We recommend that families update software and Internet browsers regularly on each device.
• The device that is used must have a working webcam and microphone.

A FMVA student should own a device with at least one of the following:

Operating System
• Windows 7 or later
• Mac OS 10.7 or later
• Chrome OS

Browsers—the latest versions of the following:
• Google Chrome
• Mozilla Firefox
• Internet Explorer 11 or newer
• Microsoft Edge (Windows 10 only)
• Safari (Mac only)

Although we regularly test our education management systems, many mobile devices may not be fully compatible with third-party curriculum platforms that are accessed. These include: iPad, iPhone, iPod, Kindle, and Android phones & tablets.
Technology Requirements:

Connectivity

• Broadband connection is required.
• Use the chart on the [FCC Household Broadband Guide](http://www.speedtest.net) to assist in selecting the appropriate speed
  • For one student, a minimum download speed of 8Mbps should be requested from your ISP.
  • For two or more students, a minimum download speed of 25Mbps should be requested from your ISP.
• NOTE: As you add more users/devices (e.g., computers, gaming consoles, streaming devices, etc.) the need for bandwidth increases. Therefore, if you use multiple devices, you should request a minimum download speed of 25Mbps.
• NOTE: If you have a satellite connection, you may experience performance issues depending on outside weather conditions and latency.
• You can test your current Internet speeds at [http://www.speedtest.net](http://www.speedtest.net)
• Speeds less than those noted above may result in a less than optimum user experience.

Data usage

• The amount of data transferred over your Internet connection each month depends on what your student’s courses and online activities are each day. We are not able to provide this information because each session is unique and varied. Please contact your Internet Service Provider (ISP) to discuss the best option for your needs.
Process and Procedure:

• High school students must meet with a guidance counselor or administrator for course selection and approval.
• Students with disabilities may enroll in the FMVA following the IEP team process.
• There will be an application process in place for students who need assistance in securing access to a computer and/or internet.
• There will be a process for students with extenuating circumstances to request and gain approval to return to the regular school environment at the semester for high school or grading period for other grades. Approval will be on a case-by-case and space-available basis.
• Required testing will be administered at designated schools or district sites. These will be scheduled in small groups throughout the testing windows.
Student Instruction
Face-to-Face or Virtual Option

All Instruction, In-person and Virtual, Will Be Relevant and Meaningful.

All students deserve to be challenged and engaged in relevant and meaningful learning each day. This school year, regardless of which learning model your child selects, they will be taught content every day that aligns with South Carolina’s grade-level standards.

The following will be the same across all learning environments and schools:

• All students will have the same grading structures.
• All schools will take attendance.
• All classes will use similar, District supported learning materials, texts and instructional tools.
• All students will get appropriate support and services through the general education program, special education, Individualized Educational Plans, 504 plans, Academically & Intellectually Gifted, English as a Second Language and intervention.
• All students will get support from their counselor and school psychologists, as needed.
• All schools will focus on establishing effective relationships and community.
Employee Enhanced Guidelines:

The District will implement the following enhanced health protocols to provide for the safety of employees.

- Employees will fill out a daily health assessment, before reporting to work to determine if they are currently experiencing COVID-19 symptoms.
- All employees must practice social distancing as recommended by the CDC and will be required to wear personal protective equipment.
- The District will provide employees with two face masks and plans to provide all teachers with a face shield.
- The District plans to provide each classroom with disinfectant products so that community use items and tools can be cleaned after each use.
- Employees who request leave under the guideline of the Family First Coronavirus Response Act, must contact Human Resources and provide necessary documentation according to the reasons outlined in the Act.
- If an employee is quarantined due to a close contact and has work duties that can be performed remotely, a supervisor can approve a work from home option for that employee for some or all of the quarantine period.
- Employees who need to be away from work due to sickness or personal reasons will use accrued sick and personal leave. A supervisor must approve personal leave.

Staff Guidelines Throughout the Workday:

- Masks or face shields must be worn while moving throughout the building.
- Avoid touching face at all times.
- Wash hands thoroughly and often with soap and water for 20 seconds.
- If your job requires the use of gloves, wash hands after removing gloves.
- Before and after eating, wash hands thoroughly with soap and water.
- Do not eat in groups if you are not six feet apart.
- Re-apply masks after lunch if social distancing is not possible.
- Staff must wipe down commonly touched items used throughout the workday.
- Remember to use proper hand hygiene before and after removing cloth face covering.
- Custodians will implement Enhanced Safety Protocols for cleaning and disinfecting surfaces and areas.

Updated 8/27/20
FMSD student nutrition employees will continue to prepare food in our school kitchens following very strict food safety and sanitation procedures as required by the USDA, OSHA and SC DHEC.

What will look different this year:

- Elementary Schools will receive their meals in the classroom, to support the family model.
- Middle Schools and High Schools will have additional lunch periods so that students can be spaced to eat in the cafeteria. Breakfast will be served in the cafeteria.
- Take home meals will be available for the days that A/B students are not present in school.
More information regarding transportation routes and stops will be provided once data is collected on the number of students choosing to attend school through the Fort Mill Virtual Academy.

**Bus Capacity & Ventilation**

- Per the guidelines released by the South Carolina Department of Education, ridership will be a maximum of 67% of standard capacity, buses will be loaded back to front and roof vents and windows will be opened to maximize ventilation, students and drivers will be expected to wear masks. Take a moment to review the DHEC and SCDE school bus protocols at DedicationtoEducation.com.
- In an effort to mitigate the likely spread of COVID-19 on a bus, FMSD is committed to keeping bus capacity to as close to 50% as possible.

**Bus Registration**

- A bus registration form will be sent on July 22. In order to ride a school bus for the 20-21 school year, this form must be completed by July 29.

**Safety and Cleaning Protocols**

- Each bus will be cleaned and disinfected using a spray mister machine with an EPA approved disinfectant twice per day following the completion of morning and afternoon routes.
The Fort Mill School District has contracted with Defender Services, Inc. to provide janitorial services for all schools and facilities. Defender Services has a proven track record and meets all DHEC, CDC and OSHA guidelines.

- Over the summer, all schools have been thoroughly cleaned and disinfected - carpets cleaned, floors scrubbed and waxed, equipment sanitized and restrooms disinfected from ceiling to floor.
- All classrooms, restrooms, cafeterias, media centers, hallways, offices and any other space in the school building that is occupied will be thoroughly cleaned and disinfected prior to the arrival of students and staff, every school day.
- Routine cleaning and disinfecting will occur during the school day of all objects to include but not limited to desks, chairs, door knobs, sink handles, countertops and light switches that are frequently touched.
- Disinfectant wipes that are EPA approved will be provided for use on tablets, touch screens, keyboards, remote controls and other high touch surfaces.
- Hand sanitizer will be provided in each classroom and readily available around all buildings in multiple locations.
- All playground equipment will be cleaned and disinfected twice a day. All outside athletic facilities will be cleaned and disinfected daily.
- All water fountains will be turned off and water bottle filling stations will be provided.
- At night after initial cleaning and disinfecting has been completed, a team of Disinfectant Technicians will spray each school with a spray mister machine containing a disinfectant on the N-List from the EPA for COVID-19.
- Each bus shall be cleaned and disinfected using a spray mister machine with an EPA approved disinfectant twice per day following the completion of morning and afternoon routes.
- Frequent wipe downs with a disinfectant cleaner on the N-List from the EPA for COVID-19 will be performed on bus high touch surfaces including but not limited to the entrance handrails, areas touched by the driver, seats and seat backs.
Health and Safety Protocols
Maintaining Healthy Spaces

Social Distancing
All schools and facilities are taking actions to ensure all campus spaces support health and safety. These actions include signage and floor markings to remind students of social distancing practices. There may be some changes to foot-traffic flow through buildings and furniture placement in the classrooms. Individual schools will communicate building social distancing procedures. An example would be pick up and drop off changes. The District recognizes that some parents of students with complex medical needs will have additional concerns. Students with disabilities and employees who work with them are expected to practice social distancing when possible.

Face Coverings
The district will require the use of face coverings for students and staff. The district is providing face coverings to all staff and will provide face coverings for any student who cannot provide their own. Appropriate face coverings include cloth face coverings, neck gaiters, face shields, and masks. Designs on face coverings should not be disruptive to the educational process and should follow the dress code policy restricting logos and clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, violence, and profanity. The district will also install plastic partitions at student seating in elementary school classes where class sizes may limit social distancing options. There will be instances throughout the day when students will be allowed to remove their face coverings. These times include while eating, receiving medication, performing physical activities and during recess. The district will also allow short mask breaks for students when safety measures and proper social distancing allow for it. Examples of these times include but are not limited to: When a counselor is meeting with a student (behind a plastic partition) an administrator is meeting with a student (behind a plastic partition) when a student is injured or upset and needs to remove mask temporarily or when students are maintaining social distance and are not talking, engaging, or moving around the room and for elementary students, when behind the plastic partition at their desk. These measures are being implemented in an effort to promote a safe and healthy learning environment for our students and staff.

Handwashing
The CDC recommends everyone wash their hands often with soap and water for 20 seconds. Schools will be incorporating handwashing breaks into the school day and reinforcing handwashing during key times throughout the school day. If your child has sensitivities to hand sanitizer, please communicate this with your child’s teacher so they can provide your child other opportunities to clean their hands.
Health and Safety Protocols
Maintaining Healthy Spaces

Hand-Sanitizing Stations
Hand sanitizer dispensers will be provided in each classroom and readily available throughout all buildings.

Visitors
In an effort to protect the health and safety of our community, only essential visitors will be allowed on school campuses to minimize the number of people on-site. No outside guests will be allowed to visit the classroom or during lunch time. All efforts will be made to keep necessary visitors to a minimum, including the use of virtual or telephone meetings with families and guests. Parents meeting on-site with school staff must follow social-distancing guidelines and wear masks when appropriate.

Athletic and Co-Curricular Activities
The District will follow the South Carolina High School League’s phased re-entry plan for athletics and follow all district Operational Health and Safety Protocols for extra-curricular activities.

Field Trips
For the upcoming school year, in-person field trips have been suspended to ensure the safety of our students and staff. The District does encourage virtual field trips.

After-School Programs
After-school programs will continue to be available but may be modified to reflect changes to school schedules and adhere to reduced capacity requirements.
The volume of information in the media and elsewhere about COVID-19 can cause concern for parents and students. Here are some tips to help address your family’s social and emotional needs:

• Share age-appropriate information with students and correct misinformation.
• Reassure children that they are safe and that adults are working to keep them safe.
• Emphasize ways children and families can be “germ-busters” and reduce the spread of illness.
• Try to keep routines as normal as possible.
• Limit the amount of exposure to television and social media regarding COVID-19.

Our schools are thoughtfully planning how to support all students’ mental and emotional well-being upon their return to school.

If you have concerns about your student, please contact your student’s school counselor.
The current school calendar can be viewed on the District website. This calendar is subject to change pending state requirements and health guidance.

Calendar Adjustments:

- July 6-29, 2020 Summer School Programs
- July 10-17, 2020 First Registration for Fort Mill Virtual Academy
- July 22-24, 2020 Second Registration for Fort Mill Virtual Academy
- August 24-28, 2020 All Teachers and Staff Return - Planning/Professional Learning
- August 31 Students Return - Schools Open
  - Fort Mill Virtual Academy Classes Begin
  - Students Pre-K - 5th Grade - A/B Schedule through September 25
  - Students Pre-K - 5th Grade - Full Return September 28
- June 11, 2021 Last Day for High School Students
- June 12, 2021 High School Graduations - Tentative
- June 18, 2021 Last Day for Pre-K - 8th grade

LEAP Days
The South Carolina Legislature appropriated funds (H5202, Act 142) specifically for all students in grades Pre-K through 8th grade to attend five additional LEAP Days: Learn, Evaluate, Analyze and Prepare.

Learn - Revisiting prior content and skills
Evaluate - Diagnostic activities- Assessments 3-E and review of IEPs
Analyze - Data analysis
Prepare - Social, emotional, and professional development, and establishing routines and procedures
GUIDELINES FOR IDENTIFYING STUDENTS OR STAFF WITH COVID-19 SYMPTOMS

FMSD asks parents to conduct symptom checks of their child(ren) each morning before school. This process will assist in mitigating the spread of COVID-19 in the school setting. If your child is experiencing the following symptoms please keep the child at home and consider having the child seen by a health care provider.

One or more of the following symptoms
- Trouble breathing or shortness of breath
- Loss of taste or smell
- New or worsening cough

There are other symptoms of COVID-19, but only the ones above trigger an automatic exclusion from school. Other symptoms may include: fever, chills, fatigue, sore throat, muscle and body aches, congestion, runny nose, nausea/vomiting, or diarrhea.

PROCEDURES IS A STUDENT/STAFF MEMBER IS EXHIBITING SYMPTOMS OF COVID-19 IN THE SCHOOL SETTING

- Students or staff members will immediately be provided a mask and will report to the school isolation room.
- Staff will be asked to go home. Updated 8/27/20
- Parents will be contacted to pick up their child within an hour.
- Staff members or parents will be recommended to contact their healthcare provider to see if testing is needed. Staff members are required to report test results to the school. Parents will be recommended to report test results to the school.
- Should a refusal to test take place then the staff member or student will be required to isolate for a period of 10 calendar days. Updated 8/27/20
- All areas used by a person that is sick will be cleaned and disinfected before further use.
- The school/district will report any case of COVID-19 to local health departments, staff, and school families.
When a student or staff member in one of our schools tests positive for COVID-19, that person will be excluded from school for at least 10 days and directed to isolate. Contact tracing will begin immediately. Once contact tracing is complete, there will be two types of notification:

**Close Contact Notification**
Anyone determined to have been in “close contact” with the COVID-19 positive individual during the time he/she was contagious must be excluded from school for 14 days. Close contact is defined as being within 6-feet of a COVID-positive individual for more than 15 minutes (cumulative, with or without a mask), living in the same house with a COVID-positive individual, caring for someone who is recovering from COVID-19, or being in direct contact with respiratory droplets from someone who is COVID-19 positive. Those determined to have had “close contact” have been exposed to COVID-19 and will be notified directly by school personnel. When the close contact is a student, the student’s family will receive a personal phone call from a school staff member.

**Not Close Contact Notification**
All individuals who have been in a classroom or other area of the school (including athletic fields) with a COVID-19 positive person will receive personal notification. Families of students will be sent an email to let them know a student or staff member with whom they have class or an extracurricular activity tested positive. Students/staff who were not in close contact as defined by DHEC will NOT be automatically excluded from school, but should be closely monitored for 14 days for symptoms such as fever, cough, trouble breathing, or loss of taste/smell. Families should consider limiting contact between these individuals and high-risk family members.

Please note: Siblings who reside with students who test positive will be considered “close contacts” and must be excluded from school for at least 14 and up to 24 days. A negative test during this period of time does not eliminate the quarantine requirement.

Updated 8/27/20
Guidelines for Returning to School Following Exposure or Symptoms

• A student or staff member that tests positive for COVID-19, but does not have any of the symptoms listed above, can return to school if they meet ALL of the following criteria:
  • It has been 10 calendar days since the date that the COVID-19 test was administered (proof of test date may be required)  
  • Has continued to have no symptoms  
  • Negative test results are not required to return to school

• A student or staff member exhibiting symptoms (not a confirmed close contact) may return to school with negative test results or a doctor’s note stating that a medical evaluation determined that their symptoms were due to another cause. The student must still abide by all health regulations for the cause of the symptoms. For more information concerning reasons for school exclusion related to illness visit this DHEC link: https://www.scdhec.gov/health/child-teen-health/school-exclusion

• A student or staff member who is showing symptoms but refuses a COVID-19 test may return to school if they meet ALL of the following isolation criteria:
  • It has been 10 calendar days since symptoms began  
  • No fever (without fever reducing medicine) or other symptoms for 24 hours

• A student/staff member that has been identified as a close contact (within six feet for more than 15 minutes with or without a mask) to another person (family, friend, other student) that has tested positive with COVID-19 must follow the criteria below:
  • Quarantine for 14 calendar days after the last exposure  
  • Monitor for symptoms of COVID-19
Household Contact
If the child or staff member lives in the same household as the case, they will have to quarantine an additional 14 days after their household member has been cleared from their isolation period.

Other Close Contact
If a child or staff member has been identified they are a close contact of positive COVID-19 case (by school personnel or DHEC), they will need to quarantine until 14 days after the last contact with the positive case. Those who would be considered a potential close contact because they are waiting for test results of a person that is experiencing symptoms does not need to quarantine until the test results are provided.

Other Household Members 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 positive COVID-19 case. DHEC will notify those who are required to complete quarantine and parents will then need to notify the child(ren)’s school. Staff will need to notify their supervisor.

Note: People who have recovered from a confirmed COVID-19 illness (must provide test results) in the past 3 months will not need to quarantine after a close contact with someone with COVID-19.

Updated 8/27/20
Guidelines for Closure or Absence from School Due to COVID-19

• For any positive COVID-19 case at a school in the Fort Mill School District, district and school leadership teams will work with local officials from the Department of Health and Environmental Control (DHEC) in determining a course of action on a case-by-case basis.

• Students and staff who may have had contact with a positive COVID-19 case, but not close contact, will continue to attend school. Parents should monitor their children for symptoms of COVID-19, including fever, cough, trouble breathing, or loss of taste or smell.

• If an outbreak occurs the FMSD Superintendent can order classrooms, hallways, programs, entire schools, or the District to close for short periods of time or longer based on the situation.

• Students that are excluded from in-person learning for times of isolation or quarantine are able to work with their teachers and school administrators in obtaining assignments to complete at home.

• Absentee policy during times of isolation or quarantine will follow the same guidelines as school board policy AR JH-R Student Absences and Excuses, Approval of absences in excess of 10 days. Principals have the ability to approve or disapprove succeeding absences in excess of 10 days.

Updated 8/27/20
Important Definitions

This information was collected from the DHEC website:

**Quarantine** - This is used to separate people who are close contact of someone with a contagious disease, such as COVID-19, from others for a period of time (14 calendar days for COVID-19) to see if they become sick.

**Isolation** - The act of remaining at home or a place where a person was told to isolate and avoid contact with other people until their isolation period is over. Isolation is recommended for those who are sick with symptoms of COVID-19 and have tested positive or are waiting on results of a test.

**Close Contact** - This is defined as being within 6 feet of someone who tested positive for COVID-19 for at least several minutes (usually about 10 minutes).

**Household Contact** - If a child or staff member lives in the same household as the case, they will have to quarantine an additional 14 days after the date their household member has been cleared from their isolation period.

Updated 8/27/20
Health Screening Responsibilities

Students

COVID-19 Flow Chart Based on Guidance from SC DHEC

These procedures were developed from guidelines by the Department of Health and Environmental Control for the State of South Carolina.

August 7, 2020

Parent will complete health check of student before school

- **Student is showing symptoms of COVID-19**
  - **Refusal to Test**: Student will isolate for 10 calendar days since symptoms began and must have 24 hours without symptoms or fever before returning to school.
  - **Positive Test**: Student will isolate for 10 calendar days since symptoms began and must have 24 hours without symptoms or fever before returning to school.
  - **Negative Test**: Student returns to school with results of test or doctor’s note.

- **Student is showing 1 of the following symptoms (with or without fever)**: Trouble Breathing, Loss of Taste or Smell, New or Worsening Cough
  - **NOTE**: These are not the only symptoms of COVID-19 and a medical professional may determine that a person needs to isolate because of other symptoms.

- **Student is exposed to COVID-19 positive student at school**
  - **Positive Test**: Student will isolate for 10 calendar days since symptoms began and must have 24 hours without symptoms or fever before returning to school.
  - **Negative Test**: Student will still quarantine for 14 calendar days since their last exposure.

- **Student has been exposed to COVID-19 outside of school**
  - **Positive Test**: Student will isolate for 10 calendar days since symptoms began and must have 24 hours without symptoms or fever before returning to school.
  - **Negative Test**: Student will quarantine for 14 calendar days regardless of test results.

- **Healthy Student**
  - Student will go to school
  - No action needed
Health Screening Responsibilities
Staff

COVID-19 Flow Chart Based on Guidance from SC DHEC

These procedures were developed from guidelines by the Department of Health and Environmental Control for the State of South Carolina

August 7, 2020

Healthy Employee

Employee will go to school
No action needed

Employee is showing symptoms of COVID-19

Refusal to Test
Employee will isolate for 10 calendar days since symptoms began and must have 24 hours without symptoms or fever before returning to work.

Employee is showing 1 of the following symptoms (with or without fever):
Trouble Breathing, Loss of Taste or Smell, New or Worsening Cough

NOTE: These are not the only symptoms of COVID-19 and a medical professional may determine that a person needs to isolate because of other symptoms.

Positive Test
Employee will isolate for 10 calendar days since symptoms began and must have 24 hours without symptoms or fever.

Negative Test
Employee returns to school with results of test or Doctor’s note

Employee is exposed to COVID-19 positive student at school

Employee will quarantine for 14 calendar days

Employee has been exposed to COVID-19 outside of school

Employee will quarantine for 14 calendar days

All FMSD Employees will perform self-assessment each morning using the Quatrics application. Any employee that is symptomatic per the self-assessment will receive an email with further instructions

Any employee that tests positive for COVID-19 will receive a contact tracing survey to complete.

Any employee that tests positive for COVID-19 will receive a contact tracing survey to complete.

Any employee that tests negative for COVID-19 will receive a contact tracing survey to complete.