**IMPORTANT NOTE:** ALL information in this Re-Opening plan is subject to change based on guidelines and expectations set forth by CCSD, DHEC or other local medical agencies. Thomas C. Cario Middle School also reserves the right to make adjustments and modifications to meet the needs of our students and staff.

**Students will receive a Cario student agenda book that will contain Cario Middle School’s traditional operating procedures and protocols. We hope to return to our traditional operating procedures asap; however, please follow guidelines listed in this Re-Opening Plan until we are able to resume our traditional school schedule.**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CONTACT EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Gayle Morris</td>
<td>Principal</td>
<td><a href="mailto:gayle_morris@charleston.k12.sc.us">gayle_morris@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Mr. Bryan Coleman</td>
<td>6th Grade Assistant Principal</td>
<td><a href="mailto:bryanColeman@charleston.k12.sc.us">bryanColeman@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Dr. Laura Osborne</td>
<td>7th Grade Assistant Principal</td>
<td><a href="mailto:laura_osborne@charleston.k12.sc.us">laura_osborne@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Dr. Evandro Valente</td>
<td>8th Grade Assistant Principal</td>
<td><a href="mailto:evandro_valente@charleston.k12.sc.us">evandro_valente@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Ms. Roberta Smith</td>
<td>Exceptional Children and Related Arts Assistant Principal</td>
<td><a href="mailto:roberta_smith@charleston.k12.sc.us">roberta_smith@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Mrs. Carmella Elliott</td>
<td>6th Grade Guidance Counselor</td>
<td><a href="mailto:carmella_elliott@charleston.k12.sc.us">carmella_elliott@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Mr. Scott Trottier</td>
<td>7th Grade Guidance Counselor</td>
<td><a href="mailto:scott_trottier@charleston.k12.sc.us">scott_trottier@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Mrs. Lara Yarborough</td>
<td>8th Grade Guidance Counselor</td>
<td><a href="mailto:lara_yarborough@charleston.k12.sc.us">lara_yarborough@charleston.k12.sc.us</a></td>
</tr>
<tr>
<td>Ms. Carolyn Mims</td>
<td>Psychologist</td>
<td><a href="mailto:carolyn_mims@charleston.k12.sc.us">carolyn_mims@charleston.k12.sc.us</a></td>
</tr>
</tbody>
</table>
THOMAS C. CARIO MIDDLE SCHOOL
Family Restart Plan 2020-2021

ADDITIONAL IMPORTANT CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Crisis Hotline</td>
<td>843-937-7907 (Monday - Friday: 9am-6pm)</td>
</tr>
<tr>
<td>Student Technology Support</td>
<td>843-849-3400 OR School Librarian: Ms. Gomez</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jennifer_gomez@charleston.k12.sc.us">jennifer_gomez@charleston.k12.sc.us</a> OR 843-856-4595</td>
</tr>
<tr>
<td>Cario Support</td>
<td>843-856-4595</td>
</tr>
<tr>
<td>Nurse Kimberly Huff</td>
<td><a href="mailto:kimberly_huff@charleston.k12.sc.us">kimberly_huff@charleston.k12.sc.us</a> OR 843-856-4595</td>
</tr>
<tr>
<td>Nurse Amy Botos</td>
<td><a href="mailto:amy_botos@charleston.k12.sc.us">amy_botos@charleston.k12.sc.us</a> OR 843-856-4595</td>
</tr>
<tr>
<td>Attendance</td>
<td>843-856-4595</td>
</tr>
</tbody>
</table>

CARIO MIDDLE SCHOOL MISSION STATEMENT: Our mission at Thomas C. Cario Middle School is to prepare resourceful, positive, service-oriented leaders of tomorrow!

WE ARE COMMITTED TO:
- Ensuring the health, safety and well-being of our students, faculty, and staff.
- Supporting the Social Emotional well-being of our students, faculty, and staff.
- Offering a high-quality educational experience to all students regardless of the instructional delivery model.
- Establishing, implementing, and enforcing effective and appropriate routines and guidelines for all students regardless of the instructional delivery model.
SUMMARY OF RE-OPENING MODELS

CCSD Virtual Academy

- Requires students to enroll by August 14.
- Students remain at home with all instruction delivered online.
- Taught by CCSD teachers, but not necessarily school-base teachers.
- Virtual Academy is K-8 and does not include CD.
- Minimum commitment: 9 weeks (first quarter).

In-Person Learning (Limited number of students)

- Based on COVID trends, some students who choose to do so will begin the school year with in-person 5 days a week at school.
- Parents/students may select the in-person model prior to the start of school through a process communicated by CCSD via email.
- The number of students attending in-person per school is dependent on COVID trends, advice of health experts, capacity of school buildings, and availability of teachers.
- The number of students served in-person will vary by school. A selection process is being developed if a student demand exceeds available capacity at a school.
- Enrollment will be monitored and expanded as COVID trends improve.

Remote Learning ( Majority of students)

- Based on current COVID trends, it appears that a majority of students will begin the school year with Remote Learning.
- Students remain at home to begin the year with all instruction delivered through a combination of online and instructional activities.
- CCSD teachers work from school teaching regularly-scheduled students who are learning at home.
- Parents/students may select the Remote Learning model prior to the start of school through a process communicated by CCSD via email.
- This model will continue as needed based on COVID trends and parental choice.
NEW HEALTH AND SAFETY MEASURES

- Hand sanitizer in all classrooms
- Added hand sanitizer stations throughout the school in high traffic areas
- Sanitizing foggers to be used at least one time weekly in the building (in the evening when students and staff are off campus)
- Signage to reinforce proper handwashing, movement in common spaces, social distancing, queuing for the restrooms
- Water fountains disabled with bottle fill stations only available (students are encouraged to bring a water bottle from home)
- Removal of excess furniture and desks in the classrooms to allow for social distancing
- Air purification system added in clinic and updated air filters throughout building
- Addition of plastic barriers (plexiglass) in the main office, media center
- Addition of plastic barriers (plexiglass) around student desks and teacher work station/desk
- Scheduled small class sizes for those students returning to Face to Face instruction to allow for social distancing, health/safety support of our teachers and students
- Transition and traffic patterns revised to minimize interaction of groups
- Lunches will be eaten in the classrooms when social distancing cannot take place. If students need a hot lunch from the cafeteria, they will pick up their lunch and bring it back to the classroom to eat.
- Additional cleaning will take place between CORE and Related Arts classes and pre-planned transitioning methods will be used to support health, safety and social distancing guidelines for all.
- Students will transition to Related Arts in the Face to Face setting, but will travel as a class and maintain social distancing.
- Students will minimally share academic/educational items.
- Infrared/touchless thermometers purchased to take temperature on an as needed basis for students and staff.
- Revised check in and check out procedures developed for front office.
- Staff signing in daily to a health log to help monitor symptoms/exposure and support contact tracing
- Contact tracing will be performed on any person (student or staff) that was exposed or who has tested positive) by the nursing services staff
- PPE purchased for staff and students to support a healthy and safe environment.
- Issuance of chromebooks to all students for increased equity and safety
- Custodial staff will disinfect all bathrooms and doorknobs/pushbars/light switches once during the workday and once during the evening.
- Disinfectant spray bottles are available for teachers, as needed.
**BELL SCHEDULE**

- (Face to Face AND Temporary Remote will follow the same schedule)
- **This schedule will used to begin the first 9 weeks - schedules will be re-evaluated and may change based on the instructional delivery method or other factors.**
- **IMPORTANT NOTE: Student schedules and teachers will likely change throughout the year and especially when the instructional delivery method changes. What does this mean? Your child’s schedule and teachers will likely change when he/she changes from Temporary Remote to Face to Face OR when he/she is in the Face to Face instructional model and additional students begin to be added to the Face to Face model.**
- All students will be expected to follow the above schedule regardless of Instructional Delivery method (Face to Face OR Temporary Remote).
- Each student in the Temporary Remote model is expected to log in to virtually “meet” with his/her teacher and class DAILY following the schedule listed above. Each teacher will share the virtual classroom link for students to log into.
- Each teacher (Face to Face AND Temporary Remote) WILL take DAILY attendance for each child, per state guidelines.
- Schedule changes will be **very limited** for the 2020-2021 school year.

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:30 BFast/Chores</td>
<td>8:00-8:30 BFast/Chores</td>
<td>8:00-8:30 BFast/Chores</td>
</tr>
<tr>
<td>8:30-9:30 Core 1</td>
<td>8:30-9:30 Core 1</td>
<td>8:30-9:30 Core 1</td>
</tr>
<tr>
<td>9:30-10:30 Core 2</td>
<td>9:30-10:30 Core 2</td>
<td>9:35-10:15 RA 1</td>
</tr>
<tr>
<td>10:35 - 11:15 RA 1</td>
<td>10:30-10:55 Flex</td>
<td>10:20-11:20 Core 2</td>
</tr>
<tr>
<td>12:10 - 12:35 Lunch</td>
<td>11:20-11:50 Recess</td>
<td>11:50-12:15 Flex</td>
</tr>
<tr>
<td>12:35-1:00 Flex</td>
<td>11:50-12:50 Core 3</td>
<td>12:20-12:40 Recess</td>
</tr>
<tr>
<td>1:05-1:30 Recess</td>
<td>12:55-1:35 RA 1</td>
<td>12:45-1:45 Core 3</td>
</tr>
<tr>
<td>1:30-2:30 Core 3</td>
<td>1:45-2:25 RA 2</td>
<td>1:45-2:45 Core 4</td>
</tr>
<tr>
<td>2:30-3:30 Core 4</td>
<td>2:30-3:30 Core 4</td>
<td>2:50-3:30 RA 2</td>
</tr>
</tbody>
</table>
FACE COVERINGS
Students and staff are expected to wear *approved* face coverings at all times.

- Anyone walking, biking or exiting a vehicle on campus will be required to wear a face covering.
- Students will also be expected to wear face coverings on school buses. (Note: Students who are age two or younger and students/staff with documented medical conditions may be permitted to not wear a face covering. Please contact your grade level administrator if you have questions.)
- Exceptions for wearing face coverings may include mealtimes, outdoor activities where 6 foot distancing can be maintained, planned mask breaks, and individuals working in private spaces.
- **IMPORTANT NOTE: Neck scarves, bandanas, gaiters and masks with exhalation valves or vents are not acceptable face coverings and shall not be used.**
- CCSD will follow DHEC guidelines regarding face coverings as conditions change.

ENTRANCE PROCEDURES
The following procedures will be followed when students are on campus:

- **Students who have symptoms of Covid-19 should stay home.**
- **If your child has a temperature, he/she must stay home (see Clinic section below for additional details).**
- Students will not be permitted to enter the building until 8:00am.
- ALL students riding a school bus must wear a face covering while boarding, riding and exiting the bus.
- ALL car riders must put on his/her face mask prior to exiting the vehicle.
- ALL students and staff must wear approved face coverings at all times (see Face Coverings section above)
- Students will enter the building via 2 entrance points:
  - **Bus Riders:** entrance at the top of the 6th grade hallway
  - **Car Riders:** Media Center entrance in the front/center of the building
- Upon arrival, students will report directly to their homerooms.
- Students who want/need to get breakfast will be dismissed by his/her teacher to pick up breakfast from the cafeteria and return to the classroom to eat when social distancing cannot happen.
- No lockers will be used - all bookbags, books, personal belongings will be kept at the student’s personal desk area.
• All students must be in their homerooms (or logged in virtually) by 8:30am to be marked present and on time. All classes will begin at 8:30am (both Face to Face AND Temporary Remote).
• All students are required to wear his/her ID badge issued by the school.

LATE ARRIVAL

Face to Face Model: Students who arrive after the start of homeroom (after 8:30am) will report to the main office for check-in.
Temporary Remote Model: The expectation is that students must log in to class at each scheduled time. If a student is running late, he/she may be marked tardy or absent for the course if he/she misses more than half of the scheduled class.

STUDENT ATTENDANCE

• **If your child is absent from school due to Covid-19 exposure or symptoms, please contact one of our Cario Middle School Nurses: Nurse Huff or Nurse Botos at 843-856-4595 or directly via email (Nurse Huff: Kimberly_Huff@charleston.k12.sc.us or Nurse Botos: Amy_Botos@charleston.k12.sc.us)
• Students who are scheduled to be on campus in the Face to Face model must arrive to homeroom by 8:30am.
• Students who are scheduled into the Temporary Remote model must log into their 1st period class virtually by 8:30am.
• Teachers will take attendance for each course on a daily basis.
• Students attending in the Temporary Remote model will be marked present by attending each live scheduled virtual class (students must have their camera on for the teachers to “see” them - this is defined in the Temporary Remote virtual class expectations below).
• The district will make appropriate accommodations for students who may be required to quarantine or self-isolate as a result of COVID-19 by offering remote instruction. As long as quarantined students are able to participate and complete assignments, they will be counted as present.
• Unreported absences will be recorded as unexcused.
• State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:
  1. Religious holy days: Students who miss school due to a religious holiday must be allowed time to make up the missed work, and receive full credit for the work that is turned in per district grading and reporting guidelines for make-up work. Please note that students are allowed one travel day before
and one travel day after a religious holiday per state law; 2. Required court
appearances; 3. Activities related to obtaining United States citizenship; 4.
Service as an election clerk; and 5. Excused medical absences.

SCHOOL DAY PROCEDURES
Below are some general guidelines for students during the school day. Many items
are reviewed in greater detail in other areas throughout this plan.

- Students are required to wear an approved face covering at all times while
  in the school building (see Face Coverings for approved items).
- Students should practice social distancing, proper hand hygiene, and avoid
touching their faces.
- Students will not be permitted to use lockers - students will travel with their
  bookbags. Teachers will establish rules and expectations for bookbag usage/access.
- Students may not remove their masks while in the building unless directed by
  a staff member.
- When entering the classroom, the student will report directly to his/her seat
  and prepare for the upcoming class. Hand sanitizer will be available in all
  classrooms for student use.
- Students should come prepared to class with all necessary materials.
- Student restrooms will have added signage and queuing will take place to
  support social distancing guidelines and expectations.
- Students are encouraged to bring a water bottle from home. Water fountains
  will be disabled with bottle fill stations only available.
- Lunch will be eaten in the classroom when social distancing cannot take
  place. When lunch is eaten in the classroom, students who need to get a hot
  lunch from the cafeteria will be permitted to do so then return to the
  classroom to eat.
- Students will transition to Related Arts classes by using a predetermined
  travel pattern.
- Additional cleaning will take place between CORE and Related Arts classes
  and pre-planned transitioning methods will be used to support health, safety
  and social distancing guidelines for all.

END OF SCHOOL DAY PROCEDURES
The following procedures will be used at the end of each school day:
- Students must wear an approved face covering as they exit the building. If
students are riding a bus, they must keep their face covering on throughout the loading, riding and unloading of the bus. If students are car riders, they must keep their face covering on until loaded in the car.

- All students will be dismissed on a brief stagger release to support social distancing guidelines.
- All students must exit campus as soon as possible. Students may not remain on campus until extra curricular activity groups are allowed to meet in a group setting again. Parents must pick students up at the dismissal time of 3:30pm if their child is a car rider.

**GRADING**

- Thomas C. Cario Middle School will follow the SC Uniform Grading Policy.
- Parents and students should log in to PowerSchool regularly to monitor grade progress.
- Assignments for unexcused (see definition for unexcused above) absences may be recorded as zeros.
- **Make Up Work** must be made up in the following time frame:

<table>
<thead>
<tr>
<th>1-2 consecutive days excused</th>
<th>2 days allowed for student to submit make up work to teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 consecutive days excused</td>
<td>5 days allowed for student to submit make up work to teachers</td>
</tr>
</tbody>
</table>

- Students who have excused absences will be permitted to make up regular coursework and receive the actual grade earned. Students will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

- Students who are not consistently submitting work or participating in virtual classes will receive initial contact by the classroom teacher. If this persists, students will be referred to the Cario Cares team who will follow up with parents.
- Teachers will make every effort to avoid having multiple large assignments or tests on the same day, when possible.
STUDENT CHROMEBOOKS
Every student (Face to Face AND Temporary Remote) will receive a chromebook checked out to him/her. In the immediate term, the goal is to ensure equity and access for all students. Students attending school in the Face to Face model will be expected to bring his/her CCSD issued device to school on a daily basis, charged and ready to use. The chromebook will allow for ease of access to the district’s products, provide camera accessibility for remote learning, is compatible with Canvas, the district’s new learning management system, and affords students with dedicated support through CCSD’s Information Technology (IT) department. ALL students MUST complete a technology agreement form in order to receive a chromebook. **Parent signature is required.**

VISITOR POLICY
Visitors will be severely limited to minimize exposure to students and staff. The front office procedures have been revised to support the health and safety of our students, staff, and Cario community. We encourage all families to schedule appointments outside of the school day in an effort to minimize visitors to our building to pick up students for early dismissal. Also, please have your students double check they have all their belongings prior to leaving for the school day. Parents should avoid coming to the school to drop off lunches, books, papers, etc. Parent meetings will be virtual, unless in the case of extreme need.

LUNCH
*Face to Face Model:* All students will eat lunch in their classrooms when social distancing cannot happen. Students who need to get a hot lunch prepared at school will go to the cafeteria, pick up his/her lunch then bring the lunch back to the classroom to eat at his/her designated seat OR will have a pre-arranged time to eat in the cafeteria, as organized by the teachers, administration, and cafeteria staff.

*Temporary Remote Model:* Students will be given a 30 minute lunch break during the day according to the schedule. This time is meant to give students a break from a screen and the flexibility to prepare a healthy meal.

RECESS
*Face to Face Model:* Students will have a 30 minute recess period to go outside (weather permitting) and move around. Classes will be scheduled into areas throughout the campus to remain together and will not be permitted to mix with other classes. Classes will be assigned to specific areas so organized activities can be created or a time for students to relax and move away from the classroom setting can take place.
Temporary Remote Model: Students will have a 30 minute recess period built into their schedule. We encourage students to go outside, get some exercise and take a brain break.

RELATED ARTS
Cario will be unable to offer all Related Arts courses in both the Face to Face AND Temporary Remote option. We will utilize our teachers in the best way possible to support student/teacher health, safety, and needs, as well as, offering as much variety as possible in both models.

TEMPORARY REMOTE VIRTUAL CLASS EXPECTATIONS
*If your child is in Temporary Remote and WiFi access is a concern, please contact the school or teacher directly to schedule a time to pick up a paper packet of work for your child to complete.*

Additional Virtual Expectations are listed below:

➔ PREPARATION
  ◆ Be on time
  ◆ Have all materials ready

➔ WORKSPACE
  ◆ Find a quiet spot
  ◆ Distraction free
  ◆ Use a desk or a table

➔ RESPECT
  ◆ Keep your camera on
  ◆ Keep your microphone muted
  ◆ Use cues

➔ CUES/SIGNALS
  ◆ YES = thumbs up
  ◆ NO = thumbs down
  ◆ SORTA = thumbs sideways
  ◆ ? = raise your hand

➔ PARTICIPATION
  ◆ Sign in with YOUR name
  ◆ Actively participate
  ◆ Ask questions to clarify

➔ PRESENTATION
  ◆ Dress appropriately
  ◆ No eating
THOMAS C. CARIO MIDDLE SCHOOL
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◆ Follow school rules
➔ FOCUS
◆ Maintain eye contact
◆ Stay focused
➔ PRIVACY
◆ No uninvited guests
◆ No pictures, screenshots, or recordings permitted

SAFETY DRILLS
Safety is our priority and we will continue to conduct safety drills with modifications, as advised by CCSD Security Office officials and local agencies as it pertains to social distancing recommendations.

LOCKERS/BOOK BAGS
Students will not be permitted to use lockers - students will travel with their bookbags. Teachers will establish rules and expectations for bookbag usage/access. **The school administration reserves the right to search any student’s book bag, personal effects, and/or personal space within the classroom (or lockers when they are reintroduced) while on school property.

FROM THE CLINIC
**Our school’s nurses have created a “Cario Clinic” webpage! You can access this page to find more up-to-date and detailed information by going to the Cario Middle School website, clicking on Nurse Kimberly Huff or Nurse Amy Botos through our directory and clicking on the link to their webpage.**

- It is essential that any student who becomes ill at school reports to the clinic for evaluation. If a student’s condition warrants leaving school, the nurse will contact a parent or designation adult on the emergency card. If a student leaves school through the nurse’s office, he/she will be advised when he/she may return to school.
- **Please remind your child they are not to use their cell phones to contact a parent/emergency contact if he/she is not feeling well without going through the clinic first. Nurses are required to keep track of students leaving for illness and additional follow-up may be required.**
- **Possible Covid-19 exposures will be monitored by Nursing Services and our school’s nursing staff. The Nursing Services staff will perform an investigation and identify possible “close contacts”. It is essential for**
students and staff to follow the safety procedures outlined in this document. Help us to prevent the spread of infection/illness.

FIELD TRIPS
All field trips have been cancelled to begin the year. This policy will be reviewed as guidelines and recommendations change.

BUSES
- Students are required to wear an approved face covering when loading, riding and exiting the school bus.
- Failure to wear proper face coverings will result in disciplinary action.
- Bus passes (to ride a bus that is not the normal route) will only be issued for emergency situations ONLY.
- First Student, the new CCSD bus company, will be assigning seats in the beginning of the year for those riding the bus.