



# Danville Community School Corporation 2020-2021 School Year Planning Guide



## July 16, 2020 Version

This document is subject to change. Updates will be posted at [www.danville.k12.in.us/694](http://www.danville.k12.in.us/694) as they become available.

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Danville, IN 46122  
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[www.danville.k12.in.us](http://www.danville.k12.in.us)

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# Return to School 2020-2021

*a snapshot*

## Warrior Basics

- School will start on-time, in-person, five days a week on Thursday, August 13, 2020 for all Danville Schools.
- The "DCSC Online" virtual education program may be available as long as there is enough interest.
- Enhanced cleaning protocols will be implemented in all schools.
- We plan to maintain the published school calendar for the 2020-2021 school year to the best of our ability.
- Students and staff must be fever-free for 72 hours without the use of fever-reducing medication before returning to school.
- School visitors will be limited to those providing academic support only and must be pre-approved by the school principal.
- All classrooms will be provided additional cleaning supplies to use throughout the school day.

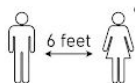
## Health & Safety Protocols



- **Face masks:** We protect others by wearing face masks. All DCSC students and staff are required to have a face mask with them at all times. Two reusable face masks will be provided. Face masks will be required on the school bus, in the hallways and when social distancing is not possible. Students must wear a face mask when instructed to do so by school staff.



- **Hand washing:** Hand washing will be required throughout the day. Additional hand sanitizer will be available in each classroom.



- **Social distancing:** Whenever possible, students and staff are asked to maintain the recommended six-foot social distancing guidelines.



- **Assigned seating:** Assigned seating charts will be used on the school bus, in the classroom, in the cafeteria and when asked to do so by school staff to enable contact tracing.



- **Water bottles:** Students will be allowed to carry water bottles. All water fountains will be used only for the purpose of filling water bottles.



- **Stay home if sick:** Families must screen their children before sending them to school and keep them home if they are ill. Sick students will be isolated and required to be picked up immediately.

## **COVID-19 Positive Protocol**

DCSC will follow all Hendricks County Health Department recommendations on protocols, testing and quarantining. Current recommendations direct infected individuals to quarantine for 10 days and be fever-free for 72 hours before returning to school. All students and staff that were in close proximity to the individual will be notified, required to quarantine for 14 days, and should watch for symptoms.

## **Self Assess**

Students and staff who have signs of illness are not to attend school. Common symptoms to watch for are included in the Section 3, H of this document. We encourage parents and guardians to check their child's temperature before sending them to school. We reserve the right to conduct temperature screenings of students, staff and visitors at any time while at school.

# **Changes to the Classroom & School Environment**

### **Back-to-School Events**

We are making safety adjustments to our back-to-school events. Information about these events will be communicated with families directly from each school building.

### **Classrooms**

Changes will be made to classrooms to create more personal space. These changes include removing furniture, spreading out desks, and seating students in rows facing the same direction as much as possible.

Students will be required to report to their classrooms immediately upon entering the school and are not allowed to congregate in the hallways.

The sharing of supplies will be limited as much as possible. When students must share supplies, they will be cleaned between use.

### **Physical Education**

Lessons in P.E. classes will be limited to non-contact activities.

### **Recess**

The number of students permitted in a playground area at one time will be limited by staggering play times and assignments to specific play areas.

### **Cafeteria Adjustments**

No visitors will be allowed at lunch. Extra time or additional lunch periods may be added. Classes will sit together and students will be assigned seats. Adjustments will be made to eliminate self-serve areas and implement single use items. The use of student pin pads will be eliminated at the cash register.

### **Front Offices**

Procedures may be altered for each school office to limit visitors to the building. These changes will be communicated with families directly from each school building. All visitors must wear a mask.

### **Extracurricular Activities**

Students participating in DCSC Online virtual education will not be permitted to participate in extracurricular activities.

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# From the Superintendent

Dear DCSC Families,

I want to welcome you back to the 2020-2021 school year. This year promises to be unique due to the challenges presented by COVID-19. Our DCSC team of over 50 people has been working throughout the summer to plan for a safe and comfortable return for students and staff.

Please understand that plans will continue to change throughout the year and this plan, like any, will not be perfect. We will do our best to continue to monitor feedback and changing conditions. Our goal is to provide a safe environment for the return to school with as much normalcy as possible.

Thank you for your support of Danville Schools and for your flexibility as we work together through these challenges.

DCSC Superintendent Dr. Tracey Shafer

## Introduction

The health and safety of our students, staff and families is of the utmost importance. When the 2020-2021 school year begins in Danville Schools, on-campus education will look much different than previous years due to new health and safety measures. We have developed plans to reopen our schools based on the guidance from public health officials and state agencies. We will be closely monitoring the on-going developments regarding COVID-19 and district plans will be updated as the situation evolves.

Children, despite being generally less affected by COVID-19, expose school staff and adults at home who may be more at risk. The guidelines, policies and procedures listed below are all done in an effort to respect the needs of both our students and staff as well as keep students in school as long as possible. We want to be proactive to assure we can continue in-person instruction as long as possible and not shift to extended at-home learning.

The success of the 2020-2021 school year depends greatly on the partnership between the school and our parents and guardians. Our families are encouraged to be more mindful of the health of their child before sending them to school, and asked to not send their child to school if they are ill or have a fever. Through this partnership, and with the positivity and flexibility of students, staff and families, our Warriors will be able to receive a safe and valuable education. Thank you for your support as we return to school!

# Informational Links

## **Centers for Disease Control and Prevention**

[www.cdc.gov](http://www.cdc.gov)

## **Indiana Department of Health**

[www.coronavirus.in.gov](http://www.coronavirus.in.gov)

## **Indiana Department of Education**

[www.doe.in.gov](http://www.doe.in.gov)

## **Indiana Governor Eric J. Holcomb Executive Orders**

[www.in.gov/gov/2384.htm](http://www.in.gov/gov/2384.htm)

## **Hendricks County Health Department**

[www.co.hendricks.in.us](http://www.co.hendricks.in.us)

# Acknowledgements

The Danville Community School Corporation 2020-2021 School Year Planning Guide was created with guidance and input from the planning committee. Their time and knowledge has been instrumental in preparing for an uncertain school year. Members of the committee include:

Superintendent Dr. Tracey Shafer  
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North Elementary Assistant Principal and Director of Little Warrior Learning Center Preschool Ceara Jackson  
South Elementary Principal Tina Noe  
Danville Community Middle School Principal Marsha Webster  
Danville Community Middle School Assistant Principal Dave Rector  
Danville Community High School Principal Dr. P.J. Hamann  
Danville Community High School Assistant Principal Aimee Harvey  
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Director of Transportation Dana Parsons  
Director of Special Education Services Kelly Lacey  
Director of Technology Bill Rader  
Director of PACE Mitzi Dennison  
Director of Maintenance Richard Land  
Director of Athletics Jon Regashus  
Communications Coordinator Ashton Brellenthin  
Human Resources Benefits Specialist Sarah Smith  
Danville Community School Corporation Police Chief Matthew Oliphant

Danville Community School Corporation Teachers and Support Staff:

|                 |                    |                   |
|-----------------|--------------------|-------------------|
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| Brandy Thompson | Becky Foltz        | Kaley May         |
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| Beth Taylor     | Pat McKenzie       |                   |

Thank you all for your dedication to our Warriors! You are The Danville Difference!

Additionally, we would like to thank the superintendents of all Hendricks County public schools and the Hendricks County Health Department for their support and continued cooperation.

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# DCSC 2020-2021 Reentry Guidelines

## I. Preventative Measures

### A. Use of Personal Protective Equipment (PPE)

1. Students: Danville Community School Corporation (DCSC) students will be required to have a face mask with them at all times. Students may wear a mask at any time and should wear a mask any time that social distancing is not possible. The use of face masks is recommended. There will also be certain situations where students will be required to wear their face masks during the day (e.g. small group instruction, passing periods, school bus, restroom, etc.) and when instructed to do so by school staff. Students who decline to wear a face mask when required will be reminded by school staff of the face mask expectation. Students who continue to disregard the face mask expectation after a verbal warning will be subject to progressive disciplinary action. Students may choose to wear face masks the entire school day if they choose to do so.
2. Staff: DCSC staff members will be required to have a face mask with them at all times. The use of face masks is recommended and there will be certain situations where staff members will be required to wear their face mask such as when social distancing is not feasible. Staff who disregard the face mask expectation after a verbal warning will be subject to progressive disciplinary action. Staff may choose to wear face masks the entire school day if they choose to do so. Group lunch and meeting space gatherings are prohibited when face masks and social distancing guidelines cannot be observed.
3. Visitors: School visitors will be limited in all school buildings. Vendors, delivery personnel and approved volunteers will be screened at the reception desk prior to proceeding past the front office areas. Approved volunteers will be limited to those providing direct and ongoing academic support only, and must be pre-approved by the school principal. Visitors will be required to wear a face mask when it is not possible to observe social distancing requirements.
4. Symptomatic individuals: Students or staff members exhibiting COVID-19 like symptoms will be sent home immediately and required to wear a face mask until they leave school property. Additional information on when these individuals may return to school can be found in Section III, Items G and H of this document.
5. School buses: Students and school personnel on school buses will be required to wear a face mask at all times while on the bus. Failure to wear a face mask will result in progressive discipline and/or loss of riding privileges.
6. Nurse and front office staff: Nursing and front office personnel will be required to wear personal protective equipment when treating persons with suspected COVID-19 symptoms.
7. Personal face masks: With support from the Indiana Department of Education (IDOE), we will be providing face masks for staff and students. Both staff and students may provide their own face masks. All face masks will need to be consistent with standards for staff and student dress.
8. Students and staff with special needs: For students and staff with disabilities, we will make every effort to accommodate their individualized needs when it comes to wearing PPE. Please discuss concerns about any medical conditions that may raise challenges for returning to school with the school principal, nurse or classroom teacher.

9. Additional mask requirements: Cloth or disposable masks may both be used. Face masks need to be fitted to the individual's face, cloth masks need to be washed regularly and must not distract from the learning environment. Face masks are preferred over face shields, however face shields may be utilized when wearing a mask is not feasible and approved by school administration. Both face masks and face shields may be worn together.

#### B. Social distancing

1. Visitors: Visitors will be limited in all school buildings as outlined above and asked to maintain at least 6-feet of social distance at all times possible.
2. Hallway and congregating areas: Each building will observe age-appropriate plans for maximizing social distance for students and staff in hallways and areas where persons congregate (e.g. one direction traffic, staggered locker visits). Since adequate social distancing is not possible in all situations, students will be required to wear face masks in hallways and during passing periods.
3. Classrooms: Classrooms will be arranged to maximize social distance between all occupants (e.g. removing unnecessary furniture, desks facing the same direction).
4. Restrooms: Since adequate social distancing is not possible in all situations, students will be required to wear face masks when visiting restroom facilities.
5. School buses: Students on school buses will have assigned seats. Every effort will be made to limit students to two students per seat maximum.
6. Student arrival and dismissal: During morning arrival and afternoon dismissal, students should observe social distancing guidelines and wear face masks when entering and exiting the building. Measures will be implemented to stagger bus loading/unloading as well as parent drop-off/pick-up of students. Additional efforts will be made to limit the number of students congregating before/after school.
7. Lunch and break rooms: Social distancing efforts will be made for both students and staff during lunch and break times. Measures may include assigning seats, limiting the number of persons per table, and adding additional seating areas and/or times.
8. Employee distancing: Employees will be encouraged to observe social distancing at all times.
9. Playgrounds: The number of students permitted in a playground area at one time will be limited by staggering play times and assignments to specific play areas.
10. Meeting spaces: Efforts will be made to limit in-person meetings by the use of virtual meetings when possible. Social distancing should still be observed when in-person meetings are necessary.
11. Assigned seating: Students will follow assigned seating charts on the school bus, in the classroom, in the cafeteria and when asked to do so by school staff to enable contact tracing.
12. Physical education: Lessons in P.E. will be limited to non-contact activities.

### C. Handwashing

1. Schedules: Each building will develop schedules to promote regular hand washing and sanitizing throughout the day.
2. Sanitizing stations: Sanitizing stations will be available throughout the building including but not limited to restroom areas, lunchrooms, entryways, and classrooms. Students will be encouraged to clean hands before and after engaging in activities utilizing shared surfaces.
3. Postings: Reminders promoting good hygiene and social distancing will be posted throughout the building and promoted over the public address system throughout the day.

### D. Water fountains

Use of water fountains will be limited to filling/refilling student water bottles. Hand sanitizing stations will also be available to clean hands before/after filling bottles. For our younger students, staff members may assist with filling bottles while also adhering to sanitizing standards.

### E. Shared equipment

1. Single student usage: All staff will be asked to limit the use of shared materials. When single student usage is not possible (a paintbrush that will be used by multiple students in classes throughout the day, for example), these items should be wiped down and disinfected.
2. Home to school materials: Every effort should be made to reduce the number of materials, supplies, and personal belongings going to and from school. Chromebooks and other materials that have been at home should be wiped down before the first usage in the morning and families should plan to wipe them down again before using them at home.

### F. Temperature checks

1. Illness: Students and staff may NOT attend school or work if they have a fever or are exhibiting COVID-19 like symptoms. Students and staff are required to be fever-free for 72 hours without the use of fever-reducing medication before returning to school or work.
2. Self-screening: Parents/guardians, students, and staff members are expected to conduct daily self-screening for the presence of a fever or other COVID-19 related symptoms.
3. Additional screening: The school reserves the right to conduct additional temperature screenings of students and staff while at school.
4. Visitors: Visitors may also be screened for fever or COVID-19 like symptoms upon entering school buildings. Vendors and volunteers approved to enter buildings beyond the front office will be asked to have their temperature taken prior to entry.

### G. Exclusion

Students, staff, and visitors exhibiting COVID-19 like symptoms will be excluded from school grounds in accordance with guidelines provided by the state and local health departments. Please see section IV of this document for specific details.

## H. Sanitizing

1. Classrooms: Classrooms will be cleaned and sanitized daily with Centers for Disease Control and Prevention (CDC) approved chemicals for cleaning and disinfecting.
2. Buses: Buses will be cleaned and sanitized between each route.
3. Gyms, halls and auditorium: Large convening areas such as gyms, hallways and auditorium spaces will be routinely cleaned and sanitized.
4. Restrooms and locker rooms: Restroom and locker areas will be used on an as-needed basis only with restricted use to persons outside of the school. Such areas will be routinely cleaned and sanitized throughout the day to limit any exposure to high contact surfaces.
5. Playgrounds: The use of playground areas will be staggered between student groups throughout the day. Commonly used equipment, such as sports balls and jump ropes, will be sanitized between uses.

## I. Isolation area

Nurse station areas will be divided into two separate spaces with one area being restricted to use only by students or persons exhibiting signs of illness.

## J. Food services

Adjustments will be made in our Food Service Department at all schools. These changes may include, but may not be limited to, the removal of self-serve areas, implementing single use items instead of communal items, discontinue the use of student pin pads at the cash register, elimination of the share cart, etc.

## II. Instruction

### A. General education

1. Start date for school: The 2020-2021 school year will begin on August 13, 2020, for students. An additional staff day was added before students begin in order to give teachers time to rearrange desks to increase space between students in their classroom as well as train our staff on identifying COVID-19 symptoms and sanitizing procedures. Danville Schools is a Performance Qualified school district, therefore no additional student days will need to be added to the calendar.
2. In-person education: DCSC students and staff will return to school in person, five days a week utilizing the normal yearly schedule to the best of our ability.
3. DCSC Online (virtual education): For students with a medical condition that prevents them from returning to school and for families that are not yet comfortable with in-person instruction, an online option called DCSC Online may be available as long as there is enough interest.
  - a) DCSC Online options
    - (1) Enrollment dates: Students interested in DCSC Online virtual education during the first semester will need to reply to school communications by the deadline provided. Once a student has opted in to DCSC Online, they will need to continue in that format for a designated amount of time. As we get closer to the designated time period, a decision will be made to

continue to offer the DCSC Online options or move all students to in-person instruction. If offered, parents will again need to express interest and a decision will be made if there are enough students to continue to offer the online option.

(2) Staffing: In grades K-8 as well as some classes in grades 9-12, DCSC staff may provide the instruction for online classes when feasible. This may be done by designating one teacher in a grade level as the DCSC Online instructor or scheduling class periods consisting of only virtual students into a teacher's schedule.

(3) Third-party programming: For classes where it is impossible to utilize our own staff for virtual education, students at the secondary level will work with their counselor to enroll in classes provided by Indiana Online.

b) Temporary illness: If a child needs to stay home from school for an extended period of time due to quarantine for a suspected or confirmed COVID-19 case (or for any other reason), make-up work will be provided in Schoology. Students should continue to log in to complete work and stay up to date with classwork as they are able.

c) Closures: As of today, waiver days have not been provided to school districts for use during the 2020-2021 school year. Should DCSC need to close a building or the entire district for any number of days, virtual instruction will be utilized similarly to the 2019-2020 school year.

4. Staff planning and Schoology: Staff should continue to utilize Schoology as the primary location to post daily agendas, online checks for understanding, discussion posts, resources, etc. Students should be using Schoology regularly during class while in-person so they are prepared if we must shift quickly to virtual learning. Due to the expanded usage of Schoology, an "eLearning" folder will not be needed. Instead, teachers should label folders by date so it is very easy to locate each day's assignment/s.

#### B. Special Education

Special Education services will continue for all students whether they are learning in-person or virtually. Case conference committees are still required to convene annually to conduct the annual case review. Initial educational evaluations will be conducted in accordance with the Individuals with Disabilities Education Act (IDEA) and may be conducted virtually in some cases.

#### C. Use of alternative spaces and outdoor classrooms

In situations where social distancing cannot take place or additional precautions are needed (band, choir, etc.), classes may take place in other, more suitable building locations (cafeteria, auditorium, etc.). When weather permits, teachers will be encouraged to use outdoor spaces for instruction.

#### D. Assessment of student learning

DCSC will follow the Indiana Department of Education testing procedures and guidelines for the 2020-2021 school year. Local formative assessments (NWEA, mClass, etc.) are given online

and may be able to be administered even during virtual learning in some cases. We will follow our normal testing schedule to the extent possible.

E. Professional development

Professional development or large staff gatherings should be limited to only essential meetings, should be socially distanced, and the use of face masks will be required. If social distancing is not possible, virtual meetings may be utilized instead, even if staff remain on-site.

III. Policy

A. Human Resources

1. Readiness for return: A questionnaire will be sent via email, before school begins, to all employees and students to assess an individual's readiness to return to in-person learning. DCSC staff will be invited to initiate a conversation with Human Resources about any medical conditions that may raise challenges for returning to on-campus work.
2. Training: COVID-19 symptom training for all employees will take place prior to the commencement of in-person learning. Additionally, staff training will take place for new reentry procedures and COVID-19 prevention preparation.
3. Anti-discrimination policies: DCSC employees are encouraged to review district anti-discrimination and anti-harrassment policies prior to school re-opening. District policies are posted for review on the district web-site under the school board tab found at: <https://go.boarddocs.com/in/danville/Board.nsf/Public?open&id=policies>, or by contacting our Human Resources office.
4. Employee illness
  - a) Families First Coronavirus Response Act (FFCRA): Paid sick leave and expanded family and medical leave is available under the FFCRA for specified reasons related to COVID-19. This information is available by contacting our Human Resources office.
  - b) Family Medical Leave Act (FMLA): Employees are provided with job-protected and unpaid leave for qualified medical and family reasons under FMLA. This information is available by contacting our Human Resources office.
5. Student attendance policies
  - a) Perfect attendance incentive programs will not be utilized in our schools at this time. Students that are sick should be kept home.
  - b) Student absenteeism due to confirmed COVID-19 related illness will not be counted towards student attendance limits. Confirmation would need to occur through a licensed health provider and/or the department of health.

## B. Mental health resources

1. Social and emotional learning (SEL): School counselors, school psychologists, and our behavior specialist will develop SEL lessons and share resources specifically tailored to address student and staff needs as they transition back into school and throughout the school year.
2. Employee Assistance Program (EAP): DCSC offers mental health resources through our EAP in cooperation with Hendricks Regional Health (HRH). Employees in need of assistance should contact their immediate supervisor or the Human Resources office.

## C. Signage and notices

1. Symptoms: Signs listing common COVID-19 symptoms will be posted in several prominent locations throughout the DCSC campus to increase student and staff awareness.
2. Prevention: Signs about the importance of PPE and proper hygiene procedures, including regular handwashing, will also be posted to remind students, staff, and visitors of the importance.

## D. Supplies

1. Face masks: DCSC will provide all students and staff members with at least one reusable cloth face mask. DCSC will also maintain disposable face masks in each building to the best of our ability.
2. Sanitizer: Hand sanitizer will be available for use near high touch areas, including cafeterias, restrooms, and doors. Housekeeping staff will check and refill sanitizer dispensers daily as needed.

## E. Point of contact and internal command succession plans

1. Symptom notification: Upon determination that a student has COVID-19 symptoms, families of students must immediately notify the building secretary and/or nurse at the student's school.
2. Confirmed test notification: Upon determination that a student has tested positive for COVID-19, families of students must notify the building secretary and/or nurse immediately. If the building secretary and/or nurse cannot be reached immediately, the family should call the DCSC main telephone line (317-745-2212) and follow the prompts to report a COVID-19 case.
3. Staff notifications: Upon determination that a staff member has COVID-19 symptoms, the staff member must immediately notify his or her immediate supervisor. Upon determination that a staff member has tested positive for COVID-19, the staff member must immediately notify his or her supervisor.
4. Superintendent: The Superintendent retains authority to make decisions regarding school closures and other decisions for the safety of staff and students. In the event the Superintendent is incapacitated, his designee may make decisions regarding school closures and other decisions for the safety of students and staff.



F. Pandemic Response Committee

The Pandemic Response Committee will consist of at least the following: superintendent, chief financial officer, director of academic services, human resources coordinator, communications coordinator, two building principals, two teachers, and one school nurse. As needed, other individuals will be asked to participate in Pandemic Response Committee conversations.

G. Fever exclusion policy

In line with CDC recommendations, students with a fever must remain off campus until the student has been fever-free for 72 hours without the assistance of fever-reducing medications. A student may be permitted to return after 24 hours with a physician's note.

H. COVID-19 exclusion policy

1. Guidelines: Students and staff are subject to the following guidelines for returning to campus following a combination of multiple COVID-19 like symptoms. These guidelines are consistent with IDOE and CDC recommendations.
  - a) Symptoms: A student or staff member with a fever of 100 or greater and/or one or more of the following symptoms that is not otherwise explained will be required to stay or return home: cough, shortness of breath or difficulty breathing, chills, repeating shaking with chills, muscle pain, headache, sore throat, congestion, runny nose, nausea/vomiting, diarrhea, and new loss of taste or smell.
  - b) Return: Students and staff at home due to the presence of symptoms may return under these scenarios:
    - (1) Untested: Fever-free without use of medicine for 72 hours, other symptoms have improved, AND at least 10 calendar days have passed since symptoms first appeared.
    - (2) Tested positive - symptomatic: Fever-free without use of medicine for 72 hours, other symptoms have improved, at least 10 calendar days have passed since symptoms first appeared, AND two negative COVID-19 tests at least 24 hours apart.
    - (3) Tested positive - asymptomatic: 10 days without symptoms and upon release by the individual's healthcare provider.
    - (4) Tested negative: Fever-free without use of medicine for 72 hours, other symptoms have improved and/or you have a doctor's note indicating ability to return.

I. Lay coaches

1. Guidelines: DCSC will remain in contact with lay coaches (non-employee athletic coaches) regarding DCSC COVID-19 response policy. Lay coaches may work with athletes consistent with athletic department guidelines and guidelines identified in this policy document.
2. Compensation: Lay coaches will receive compensation for time worked. In the event an athletic season is suspended, postponed, or cancelled, lay coaches will receive proportional pay for the time worked relative to a full season.

J. School bus mask policy

Students are expected to wear face masks on school buses. Students who decline to wear a face mask will be reminded by the bus driver and/or other DCSC staff of the face mask expectation. Students who continue to disregard the face mask expectation after a verbal warning will be subject to progressive disciplinary action.

IV. Responding to cases of COVID-19 in schools

A. Presumed positive without testing

1. At home: If a student or staff member presents COVID-19 like symptoms at home but has not been tested, they are asked to immediately contact their healthcare provider. Upon determination that a student or staff member has COVID-19 symptoms, the individual must notify the building secretary and/or nurse at the respective school immediately.
2. At school: When at school, students or staff members exhibiting COVID-19 like symptoms will be sent home immediately. The individual will be isolated and required to wear a face mask until they leave school property. Staff coming into contact with the individual before they leave school grounds will take all precautionary measures. The individual is asked to immediately contact their healthcare provider.

B. Confirmed positive test

1. Reporting: All students and staff are required to report a positive COVID-19 test to Danville Schools immediately. Parents/guardians should report the positive result to their child's school building secretary and/or nurse. Any staff member with a confirmed positive result should report the result to their immediate supervisor.
2. Health department: When school administration receives notice of a confirmed COVID-19 case, they will contact the Hendricks County Health Department for updated guidance and follow their recommendations.
3. Infected individual: The individual with a confirmed COVID-19 test will be required to quarantine for 10 days AND be fever free for 72 hours without the use of fever-reducing medication before returning to school.
4. Impacted individuals: All staff and students that were in close proximity to the individual will be notified. In conjunction with the Hendricks County Health Department, the affected individual may be required to quarantine for 14 days and should watch for symptoms.
5. Impacted school: All parents/guardians at the impacted school will be asked to check their child's temperature daily and watch for symptoms over the next two to five days. If a child develops symptoms, parents/guardians are asked to contact their healthcare provider immediately. Staff at the impacted school will also be asked to follow these guidelines.

C. Contact tracing

Each school will have a team identified to participate in district-wide contact tracing in the event that a student or staff member is identified with COVID-19 like symptoms. The contact tracing team will consist of at least the following individuals: school administrator, school nurse, secretary, transportation secretary, PACE director, athletic director, and human resources

coordinator. This information will be kept confidential and used to coordinate efforts with the local health department.

D. Cleaning and sanitizing

In the event of a confirmed COVID-19 case, the affected area(s) will be immediately deep cleaned and thoroughly disinfected prior to any additional occupancy or use.

E. Communications

1. Staff notification: School administration will notify all staff members via email in the impacted building that a positive case has been confirmed. School administration will separately notify all staff members via email that have been in close proximity to the individual.
2. Parent/guardian notification: School administration will notify the parents/guardians of children in the impacted school via email that a positive case has been confirmed. School administration will separately notify all parents/guardians of children that have been in close proximity to the individual.
3. We will make every effort to follow Health Insurance Portability and Accountability Act (HIPAA) and Families in Education Right to Privacy Act (FERPA) guidelines to respect the privacy of our students and staff.

F. Closure protocols

1. Multiple cases: If there are multiple confirmed cases of COVID-19 in a school building, we will follow guidance from the Hendricks County Health Department. The entire school may be closed for an extended period of time and deep cleaned.
2. Instruction: Should DCSC need to close a building or the entire district for any number of days, virtual instruction will be utilized similarly to the 2019-2020 school year.

V. Use of facilities and extracurricular policies

A. Summer use of facilities

1. Closure: Pursuant to direction from the Governor's office, school facilities are closed through June 30, 2020.
2. Opening: Beginning July 1, 2020, the public may use publicly-accessible school facilities, including the tennis courts and middle school track.
3. External use: External groups wishing to use DCSC facilities for organized activities must submit a request to the DCSC athletic department. A fee may apply.
4. Assumed risks: All users of DCSC facilities understand that there are risks inherent in any public gathering and that it is the participant's responsibility to practice appropriate social distancing and to observe protective practices.

B. School year use of facilities

1. Request: External groups wishing to use DCSC facilities for organized activities must submit a request to the DCSC athletic department. A fee may apply.
2. Cleaning: DCSC housekeeping staff will clean and sanitize facilities after their use. A fee may apply to external groups to assist with the cost of cleaning facilities.
3. Policies: External groups must follow DCSC policy relating to facility use.

C. Athletic participation and facility use

1. Participation: To support the physical and educational well-being of students, DCSC supports athletic participation and facility use. DCSC intends to follow IHSAA's three-phase approach for athletic participation. Students will need to participate in full-time, in-person learning in order to participate in athletic and extracurricular activities.
2. Face masks: Student-athletes may wear a face mask at any time. When not engaging in rigorous activities, student-athletes should wear face masks. Non-students should wear face masks at all times unless participating in rigorous activity. Masks may be removed when appropriate social distancing can be practiced.
3. Additional guidelines: DCSC's athletic department will develop additional guidelines. Student-athletes must adhere to athletic department guidelines as a condition of participation in athletics.

D. Extracurricular activity (ECA or non-athletic) participation and facility use

1. Participation: To support the physical and educational well-being of students, DCSC supports ECA (non-athletic) participation and facility use. Students will need to participate in full-time, in-person learning in order to participate in athletic and extracurricular activities.
2. Face masks: Students may wear a mask at any time and should wear a mask any time that social distancing is not possible. Non-students should wear face masks at all times that social distancing is not possible.
3. Additional guidelines: To the extent practicable, students and supervisors are expected to adhere to the guidelines established in this document for the regular school day.

VI. DCSC 20-21 School Year Planning Guide document change log

All changes made to this document will be logged here.

| <b>DCSC 20-21 School Year Planning Guide document change log</b> |                 |                          |   |
|--|-----------------|--------------------------|---|
| <b>Date</b>  | <b>Section</b>  | <b>Original Language</b> | <b>Updated Language</b>   |
| July 16, 2020  | Section 1, A, 5 | None, sentence added     | Failure to wear a face mask will result in progressive discipline and/or loss of riding privileges. |
| July 16, 2020  | Section 1, A, 9 | None, section added      | Additional mask   |

|               |                  |                      |  |
|---------------|------------------|----------------------|--|
|               |                  |                      | requirements: Cloth or disposable masks may both be used. Face masks need to be fitted to the individual's face, cloth masks need to be washed regularly and must not distract from the learning environment. Face masks are preferred over face shields, however face shields may be utilized when wearing a mask is not feasible and approved by school administration. Both face masks and face shields may be worn together. |
| July 16, 2020 | Section 1, A, 2  | None, sentence added | Staff who disregard the face mask expectation after a verbal warning will be subject to progressive disciplinary action.   |
| July 16, 2020 | Section 1, B, 11 | None, sentence added | Assigned seating: Students will follow assigned seating charts on the school bus, in the classroom, in the cafeteria and when asked to do so by school staff to enable contact tracing.  |
| July 16, 2020 | Section 1, B 12  | None, sentence added | Lessons in P.E. will be limited to non-contact activities.   |