



# Danville Community School Corporation 2020-2021 School Year Planning Guide for Elementary Education



## Aug. 7, 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. All changes are noted in the change log at the end of the document.

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# From the Principals

Dear North and South Families,

The adults in our buildings are excited to welcome your children back to school. We know and recognize that each of you have questions and concerns about what school will look like when we return. We have tried to outline the protocols and procedures we have put in place to help safeguard the health of the students and staff. Please know that changes seem to occur daily or weekly and we may be updating our procedures accordingly.

As you read through the document you may have additional questions. Feel free to to either reach out to our offices ([northoffice@danville.k12.in.us](mailto:northoffice@danville.k12.in.us) or [southoffice@danville.k12.in.us](mailto:southoffice@danville.k12.in.us)) or to either of us individually ([kperkins@danville.k12.in.us](mailto:kperkins@danville.k12.in.us) or [tnoe@danville.k12.in.us](mailto:tnoe@danville.k12.in.us) ).

Respectfully,

North Elementary Principal Karen Perkins and South Elementary Principal Tina Noe

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# DCSC 2020-2021 School Year Planning Guide for Elementary Education

## I. General guidelines

- A. Enhanced cleaning protocols will be implemented in all schools.
- B. Students and staff must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.
- C. All DCSC students and staff are required to have a face mask with them at all times. Two reusable face masks will be provided. All staff and students, preschool to 12th grade, will be required to wear a face mask at all times. Some exclusions apply and frequent breaks throughout the day will be allowed. See Section 1, A, 1 of the DCSC 2020-2021 School Year Planning Guide (the district guide) for complete mask guidelines.
- D. Hand washing and hand sanitizing will be required throughout the day.
- E. Whenever possible, students and staff are asked to maintain the recommended six-foot social distancing guidelines.
- F. 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.
- G. Students will be allowed to carry water bottles. All water fountains will be used only for the purpose of filling water bottles.
- H. 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.
- I. Daily student temperature screening will take place at midday.

## II. Back to School events

- A. North Elementary
  - 1. Kindergarten students and one parent/guardian will be assigned an evening and time to come into the building (August 10, 11, and 12). At this time, they will find their classroom and meet their teacher, drop off school supplies, and get the first day of school arrival procedures and tags.

2. First and second grade students new to the district and one parent/guardian will have a designated evening (August 10, 11 or 12) to come to do a self-guided tour to become familiar with the building and locate their classroom. Parents may sign up for a daytime appointment while the teacher is in the building on the 10th, 11th, or 12th. Teachers will reach out to new families with additional information.
3. First and second-grade teachers will create a video in order to introduce themselves, and share class or grade level information. Videos will be sent by 4 p.m. on August 12. Teachers will conduct a “meet the teacher” virtual (Zoom) session with a small group of students (six to eight students) by 4 p.m. on August 12.

#### B. South Elementary

1. Third graders and one parent/guardian will have a designated evening to come to South Elementary to find their classroom, meet their teacher, and add school supplies to their desks. To keep crowds to a minimum, half of our third-grade teachers will have a designated time on August 10 and the other half on August 11. Invitations will be sent to parents with available times, which will either be from 5:30-6:00 or 6:00-6:30. Deposits may be made to your child's lunch account during your visit. Our cafeteria manager and a representative from Transportation will be available in the cafeteria to answer questions. A reminder that all visitors must wear a mask during their visit.
2. Fourth-grade teachers will be sharing a video with families in order to introduce themselves, and share class or grade level information. Videos will be sent by 4 p.m. on August 12. Teachers will also invite students to a “meet the teacher” virtual (Zoom) session with a small group of students (six to eight students) by 4 p.m. on August 12. Fourth-grade students may bring their school supplies to school over several days. Lunch money may be sent to school on the first day with your child or parents may make a payment via their parent portal.
3. On August 10 or 11 between 5:30-6:30, fourth-grade students **new to the district** and one parent/guardian may come to do a self-guided tour to become familiar with the building and locate their classroom or parents may sign up for a daytime appointment while the teacher is in the building on the 10th, 11th, or 12th. Teachers will reach out to new families with additional information. Deposits may be made to your child's lunch account during your visit. A reminder that all visitors must wear a mask during their visit.

#### III. Arrival and dismissal

- A. Expectations: All students are expected to wear face masks upon arrival and continue to do so until directed by the classroom teacher to remove their face mask.

B. Students arriving by bus:

1. Students will be dismissed by individual bus (one or two at a time).
2. At South Elementary, students arriving by bus will go directly to class.
3. At North Elementary, second-grade students will go directly to class or to breakfast. First grade and kindergarten students will go directly to class.

C. Students arriving by car:

1. At South Elementary, students will go directly to class unless they plan to get breakfast. Car riders getting breakfast will go directly to the cafeteria (beginning after day 1).
2. At North Elementary, students will be directed into the cafeteria and be seated socially distanced until the 7:35 a.m. bell rings. Second-grade students will get breakfast before going to the room. First grade and kindergarten students will go directly to class.

D. Students arriving on foot or by bicycle (South students only):

1. Students will enter door 14 and travel to the cafeteria if arriving before 7:25 a.m. Walkers should not arrive earlier than 7:20 a.m.
2. Walkers arriving between 7:25-7:40 a.m. will report directly to their classroom.

IV. Late arrival/early departure

A. Arriving late:

1. When a student arrives late at North Elementary, a parent will walk them to the front door and ring the bell. The parent will communicate with staff letting them know the name of the student and the reason for the late arrival. Once the office unlocks the door, the parent and student will enter the lobby. The parent will sign the student in on a clipboard in the lobby. Any student arriving after 8 a.m. will have their temperature checked in the main office.
2. When a student arrives late at South Elementary, a parent will walk them to the front door and ring the bell. The parent will communicate with staff letting them know the name of the student and the reason for the late arrival. Once the office unlocks the door, the parent and student will enter the vestibule. The parent will sign the student in on a clipboard in the vestibule. Any student arriving after 8 a.m. will have their temperature checked in the main office.

- B. Leaving early: When a parent needs to pick a student up early, they are to call the front office. (If they call in advance, they can just come in when they arrive. If they call from the parking lot, they will be asked to wait five minutes before coming in.) Once the child has arrived at the front office, the parent will be

allowed to enter the lobby/vestibule where they will sign their child out on a clipboard.

V. Classrooms

- A. Spacing: Changes have been made to classrooms in order to create more personal space. These changes include removing furniture, spreading out desks, and placing student desks in rows facing the same direction as much as possible.
- B. Supplies: The sharing of supplies will be limited as much as possible. When students must share supplies, students will wash/sanitize their hands before and after use.
- C. Circle time/on the floor/partner learning: Learning on the carpet must occur with students wearing face masks and distanced as much as possible.
- D. Partner learning: When working with a peer, students must wear a face mask and be at or near one of the student's desks. If the partner work includes sharing materials (i.e. dice or spinners), each student will sanitize their hands prior to and after working together.
- E. Small group learning: If meeting with the teacher at the kidney table, the table will be sanitized between each student group. Students and teachers will wear face masks during this instructional period. Student groups will remain as consistent as possible. Student groups will also remain throughout the day (i.e. specials class and lunch).

VI. Related arts

- A. Overview: Related arts classes will meet as regularly scheduled.
- B. Art:
  - 1. Students will be expected to wear face masks during art class.
  - 2. Students should wash their hands/use hand sanitizer at the start and conclusion of class.
  - 3. When possible, art supplies should only be used by one student per day or sanitized when sharing is not possible.
  - 4. Students will be required to bring their art boxes with them to class.
- C. Music:
  - 1. Students will be expected to wear face masks during music class.
  - 2. Students in music class will need to be spread throughout the room.
  - 3. When possible students should not share instruments.
  - 4. If instruments must be shared, students should wash their hands/use hand sanitizer at the start and conclusion of class.

5. Dancing and movement activities cannot have any physical contact.

D. Physical Education:

1. Physical education classes will be utilizing both indoor and, at times, outdoor facilities.
2. Students will be expected to wear face masks to PE class. Masks may be removed during specified times by the PE teacher.
3. Games and activities will not include any physical contact.
4. If materials must be shared, students should wash their hands/use hand sanitizer at the start and conclusion of class.

E. Computer:

1. Students will be expected to wear face masks during computer class.
2. Students will bring their 1:1 device to the computer lab to use during class.

F. Library:

1. Students will be expected to wear face masks during library class.
2. Students can check out up to two books from the library. When students return books, the books will be held for three days before returning to circulation.
3. Students will wash their hands/use hand sanitizer at the start and conclusion of class.
4. Students will be spread out as much as possible and assigned a specific time to select books.
5. Students may take library books to and from home.

VII. Visitors and volunteers

- A. Background check: As we have always done, any volunteers must have a background check on file.
- B. Lunch: Visitors will not be allowed into the building to eat lunch with students. We need to use the space to distance our students as much as we are able.
- C. Temperature check: Any visitor or volunteer that moves beyond the front office must have their temperature checked first.
- D. Approval: The use of a classroom volunteer must be approved by the building principal.
- E. Requirements for classroom volunteers:
  1. Classroom volunteers must wear a face mask when they are in the building and working with students.

2. Classroom volunteers must provide their own face masks.
3. Classroom volunteers must be fever-free, should be exhibiting no symptoms for COVID-19, and should not have come in contact with anyone who is COVID-19 positive for the past 14 days.

VIII. Food service

- A. Overview: Breakfast and lunch times will be staggered to avoid long lines in the cafeteria. Any student obtaining breakfast will get a grab and go style breakfast to take back to their classroom.
- B. Hand washing: Students will wash their hands prior to lunch and sanitize their hands after lunch.
- C. Seating: Students will have assigned seats at lunch.
- D. Visitors: No visitors will be allowed to join us during lunch.
- E. Sharing Cart: The Sharing Cart will not be permitted.

IX. Restroom and hallway procedures

- A. Hallways: Hallway traffic patterns will follow social distancing guidelines.
- B. Restrooms: Individual classes will be assigned restroom breaks to avoid congested areas near restrooms. Teachers will only allow five or less students in the restroom at a time. Teachers will ensure student handwashing.

X. Recess

- A. Overview: Prior to recess, students will use hand sanitizer. Face masks may be removed if students are playing in their small group and maintain social distancing. Students will wash their hands after recess.
- B. Social distancing: Classrooms will be assigned to specific play zones during recess. A recess activity rotation will be established and enforced by each team of teachers sharing the same schedule. Students will be encouraged to social distance during play (play games and use equipment without touching another person).

XI. Water

Students are encouraged to bring in a personal water bottle. Students will be able to refill water bottles at drinking fountains.

XII. Parent/Teacher conferences

All conferences will be held virtually or by phone. Meetings will be scheduled with parents by the classroom teachers.

XIII. Clinic

The number of students in the clinic will be limited to only those needing immediate treatment. Whenever possible, parents are encouraged to give medications at home versus in school. Parents are also asked to provide lotion and chapstick to stay with their child's personal belongings for use in the classroom. Students are encouraged to transport medication to the nurse whenever possible versus the parent, with the exception of controlled substances.

XIV. Large group gatherings and field trips

- A. Performances: First-semester music performances will be recorded and sent to parents for viewing.
- B. Field trips: Field trips will be suspended for the first semester. A decision on second-semester field trips will be made by December 15, 2020.
- C. Convocations: No convocations will occur in the first semester.
- D. Celebrations: Classroom birthday celebrations will still take place, but parents cannot attend. Parents can send in individually wrapped, store-bought treats to be distributed.

XV. Dismissal

- A. Overview: All students will wear their face masks for dismissal and for the duration of their bus ride.
- B. North Elementary:
  - 1. Kindergarten students will be released to the bus at 2 p.m. Car riders will move into the gym for the pick up process. PACE students will go to PACE.
  - 2. First grade students will be released to the bus at 2:05 p.m. Car riders will move into the gym for the pick up process. PACE students will go to PACE.
  - 3. Second grade students will be released to the bus at 2:10 p.m.. Car riders will move into the gym for the pick up process. PACE students will go to PACE.
- C. South Elementary:
  - 1. Any students who have permission to leave on foot, will walk single file to door 14 at 2:25 p.m. and wait for the crossing guard for permission to

begin walking/riding their bike home. Walkers and bike riders will be released after buses leave the lot.

2. Students attending PACE will walk single file to the cafeteria beginning at 2:22 p.m.
3. Car riders will walk single file to the gym at 2:20 p.m. and line up in their designated places to wait for their name to be called.
4. For bus riders, classrooms will dismiss one at a time per hallway at 2:25 p.m.

XVI. DCSC 2020-2021 School Year Planning Guide for Elementary Education document change log

All changes made to this document will be logged here.

<b>DCSC 2020-2021 School Year Planning Guide for Elementary Education document change log</b>			
<b>Date</b>	<b>Section</b>	<b>Original Language</b>	<b>Updated Language</b>
8/7/20	I, B	72 hours fever-free	24 hours fever-free