



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



Aug. 7, 2020 Version

This document is subject to change. Updates will be posted at www.danville.k12.in.us/694 as they become available. All changes are noted in the change log at the end of the document.

Danville Community Middle School
1425 West Lincoln Street
Danville, IN 46122
317-745-5491

Danville Community High School
100 Warrior Way
Danville, IN 46122
317-745-6431

From the Principals

Dear DCMS Families,

This is an unusual start of school to be sure. All plans that we share are subject to change based upon new information and direction from local and state governing bodies. Please be flexible in student schedule changes as circumstances may change quickly and frequently.

Our goal is to provide your students with the best education in an environment that is safe. We recognize that our setting will be more clinical than ever in order to keep all students and staff healthy. With that in mind, we will be working persistently to provide the "fun" and relationship part of school as safely as possible as soon as we can. So we kindly ask for your patience and support as we navigate the uncharted waters ahead.

As always, it is a pleasure to serve you and your students,

DCMS Principal Marsha Webster

Dear DCHS Families,

When we started working on our re-entry plans, I had created a document titled Operation NN (New Normal). And the new normal is exactly the world where we live. As you will read there are many changes here at the high school.

Hopefully, the changes we have made will help reduce some of the anxiety we are all feeling. When we work together and do the necessary things to stay safe and healthy, like wearing a mask, staying six feet apart, and when you have a fever or cough, please stay home.

Even with the challenges, we are facing this year, I am confident that we will provide your child with an excellent education.

DCHS Principal Dr. P.J. Hamann

Table of Contents

I.	General Guidelines	3
II.	Back to school events	3
	A. Overview	
III.	Arrival and Dismissal	4
	A. Bus riders	
	B. Car riders, student drivers, and walkers	
IV.	Late arrival/early departure	5
	A. Arriving Late	
	B. Leaving Early	
V.	Dropping off supplies or materials	5
	A. Overview	
	B. Time	
VI.	Schedule Changes	6
VII.	Classrooms	6
	A. Spacing	
	B. Supplies	
	C. Partner Learning	
	D. Grouping	
VIII.	Visitors and volunteers	6
	A. Background check	
	B. Lunch	
	C. Temperature check	
	D. Approval	
	E. Requirements for classroom volunteers	6
IX.	Food Service	
	A. Overview	
	B. Hand washing	
	C. Seating	
	D. Visitors	
	E. Sharing Cart	
X.	Restroom and hallway procedures	7
	A. Restroom	
	B. Hallway	
XI.	DCMS recess	7
	A. Overview	
	B. Social Distancing	
XII.	Water	7
XIII.	Parent/Teacher conferences	
XIV.	Clinic	
XV.	Large group gatherings and field trips	7
	A. Performances	
	B. Field Trips	
	C. Convocations	
XVI.	DCSC 2020-2021 School Year Planning Guide for Secondary Education document change log	7

DCSC 2020-2021 School Year Planning Guide for Secondary Education

I. General guidelines

- A. School will start on-time, in-person, five days a week on Thursday, August 13, 2020.
- B. Enhanced cleaning protocols will be implemented in all schools.
- C. Students and staff must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.
- D. 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.
- E. Hand washing and hand sanitizing will be required throughout the day.
- F. Whenever possible, students and staff are asked to maintain the recommended six-foot social distancing guidelines.
- G. 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.
- H. Students will be allowed to carry water bottles. All water fountains will be used only for the purpose of filling water bottles.
- I. 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.
- J. Daily student temperature screening will take place at midday.

II. Back to School events

- A. Overview: Warrior Way Welcome Day for Danville Community Middle School (DCMS) and Danville Community High School (DCHS) will be held on August 5. Face masks are required for participation. Attendance is limited to the student and one parent/guardian.
 - 1. Grades 5-8: noon to 6 p.m., enter doors 11 or 12
 - a. Students will pick up their schedules, turn in important forms, place money on their lunch accounts, purchase a yearbook, get their pictures taken, pick up their school supplies (if ordered through the DCMS PTO), learn about their bus pick up/drop off times, and practice walking their class schedules. New students will pick up their laptops. Teachers will not be available on this day.
 - 2. Grade 9:

- a. Students will have two sessions:
 - A-L 9:15 a.m. registration, 9:30-10:30 a.m. event
 - M-Z 10:45 a.m. registration, 11 a.m.-noon event
- b. Students will be meeting with upperclassmen, waking their schedules, and getting pictures taken. Students new to Danville Schools will also be able to pick up their laptops.
3. Grade 10-12:
 - a. Students will be divided into the following groups:
 - A-C noon-1 p.m.
 - D-G 1-2 p.m.
 - H-K 2-3 p.m.
 - L-O 3-4 p.m.
 - P-S 4-5 p.m.
 - T-Z 5-6 p.m.
 - b. Students will be able to get their pictures taken, receive their student ID cards, pay class dues, purchase their yearbook, and walk their schedules
4. Meet the Teacher for 5th grade:
 - a. DCMS will host a fifth grade only, in-person Meet the Teacher event on Monday, August 10.
 - b. In grades sixth through eighth, teachers will send a recorded presentation to all parents by Friday, August 14. The presentation will include a method of contact in order for parents to ask questions.
5. Meet the Teacher for 10th-12th grade:
 - a. All teachers will create an introductory video and send it to all families by 3:30 p.m. on August 12.
 - b. Teachers who have predominantly ninth-grade students will be available for a virtual open house on August 11 and we will follow this schedule:
 - Period 1 6-6:15 p.m.
 - Period 2 6:15-6:30 p.m.
 - Period 3 6:30-6:45 p.m.
 - Period 4 6:45-7 p.m.
 - Period 5 7-7:15 p.m.
 - Period 6 7:15-7:30 p.m.
 - Period 7 7:30-7:45 p.m.

III. Arrival and dismissal

DCMS	DCHS
<p>A. Bus Riders:</p> <ul style="list-style-type: none"> ● Arrival <ul style="list-style-type: none"> ○ Bus riders will be released two buses at a time at maximum. ○ Fifth and sixth graders will enter door 11. ○ Seventh and Eighth graders will enter door 12. ○ Students eating breakfast will be 	<p>A. Bus Riders:</p> <ul style="list-style-type: none"> ● Arrival <ul style="list-style-type: none"> ○ All buses parked north of the crosswalk will enter the building through door 14. ○ All buses parked south of the crosswalk will enter the building through door 13. ○ We will alternate entry into the building. On odd number days, students north of the crosswalk go first. And

<p>allowed off the buses at 8:15 a.m.</p> <ul style="list-style-type: none"> ● Dismissal <ul style="list-style-type: none"> ○ Bus riders will be dismissed at 3:24 p.m. 	<p>even-numbered days students south of the crosswalk go first.</p> <ul style="list-style-type: none"> ● Dismissal <ul style="list-style-type: none"> ○ Bus riders will be dismissed first.
<p>B. Car riders and walkers:</p> <ul style="list-style-type: none"> ● Arrival <ul style="list-style-type: none"> ○ Students eating breakfast will be allowed to enter the school at 8:15 a.m. ○ All other students will gain entry at 8:22 a.m. Students should not be dropped off earlier than 8:22 a.m. ○ Seventh and eighth-grade students will enter door 1; fifth and sixth graders will enter door 2. ● Dismissal <ul style="list-style-type: none"> ○ Students will exit using the door they entered at 3:29 p.m. 	<p>B. Car riders, student drivers, and walkers:</p> <ul style="list-style-type: none"> ● Car riders and walkers <ul style="list-style-type: none"> ○ Students will enter and exit through door 1. Students are not allowed to enter the building until 8:25 a.m. and should not arrive earlier than that time. ○ These students will be dismissed 5 minutes following the bus riders at 3:40 p.m. ● Student drivers <ul style="list-style-type: none"> ○ Students may enter and exit through door 1 or door 14. Students are not allowed to enter the building until 8:25 a.m. and should not arrive earlier than that time. ○ These students will be dismissed five minutes following the bus riders at 3:40 p.m.

IV. Late arrival/early departure

A. Arriving late:

1. DCMS: When a student arrives late, a parent will either call the office or walk their student to the front door and ring the bell. The parent will communicate with the staff letting them know the name of the student and the reason for the late arrival. Once the office unlocks the door, the student will enter the lobby. If a student arrives after the first period, he or she will have his or her temperature screened. If no fever is detected, the student will be allowed to continue on to class.
2. DCHS: Students will report directly to the main office to sign in. Parents/guardians will communicate with the staff letting them know the name of the student and the reason for the late arrival. If a student arrives after the first period, he or she will have his or her temperature screened. If no fever is detected, the student will be allowed to continue on to class.

B. Leaving early:

1. When a parent needs to pick a student up early, he or she is to call the front office.
2. If you call in advance, a pass will be sent to your child and they will meet you at door 1 at the requested time of departure.
3. If you arrive at the time of appointment please allow at least 10 minutes for your child to be located and then sign out of school.

V. Dropping off supplies or materials

- A. Overview: If a parent needs to drop off materials or supplies to a student, please ring the bell at door 1. The parent will communicate with the staff what the material is and who it needs to go to. A staff member will then meet the parent at the door to retrieve the items to be delivered.
- B. Time: All items should arrive at school by 2 p.m. in order to ensure delivery to the student within the same day.

VI. Schedule Changes

A. High School

- 1. Schedule changes need to be made prior to August 7. This year's balance of classes is incredibly important. In order to do this task, we need to have the schedule finished well in advance of the first day of school.

VII. 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. 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 each student will sanitize their hands prior to and after working together. Two face masks will be provided to each student. Students may wear a face mask from home if he or she chooses.
- D. Grouping: Student groups will remain as consistent as possible.

VII. Visitors and volunteers

- A. Background check: As we have always done, any volunteers or visitors 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 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. Foodservice

- A. Overview: Students will be required to have their ID.
- 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: Students are to stay on the right side of the hallways. Students will follow social distancing guidelines to the best of their ability. Lockers will not be used in order to prevent close proximity and the congregation of students. Students may use backpacks to carry supplies needed for class.
- B. Restrooms: Students should use the restroom if needed during passing time and go straight to class. Students must wear face masks while using the facilities. Leaving class for a restroom break should be reserved for emergencies only.

X. DCMS 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. 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.

XIV. 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.

XV. DCSC 2020-2021 School Year Planning Guide for Secondary Education document change log

All changes made to this document will be logged here.

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