

## Face-to-Face School Plans

**School:** Danville Alternative Program

**Date Submitted:** October 9, 2020

### Guidelines for all schools:

1) Wear a mask in school and on the bus (face masks if needed, are provided to students).

**The following face coverings/masks are NOT allowed:**

- Gaiter style masks (neck masks)
- Masks with vents
- Bandana style masks

2) Wash hands (hand sanitizer will be available in all classrooms and soap in restrooms).

3) Socially distance (Keep a social distance of 6 feet away from one another)

4) Temperatures will be taken each morning and as needed (the staff will perform this duty).

5) All students will be expected to comply with the guidelines as listed in numbers 1 through 4 and with the 2020-2021 DPS Student CORE (Code of Responsibilities and Expectations).

6) Breakfast and lunch will be provided in classrooms (bottled water will be provided to students throughout the school day).

7) Classroom doors will be kept open to increase ventilation, including the doors in the stairwells.

8) No visitors outside the school division will be allowed in the school during the school day

9) Middle School and High School students will bring their Chromebooks with them to school each day, fully charged.

### 1. What is the new daily schedule for virtual and face-to-face?

Danville Alternative Program will operate on the same virtual and face-to-face schedule.

Student Hours: 7:45 AM-2:45 PM on Monday, Tuesday, Thursday, and Friday with Wednesday as the remote learning day.

Employee Hours: 7:30 AM-3:00 PM except Wednesday Hours 8:00 AM-3:30 PM

### 2. How many students will be face-to-face?

Danville Alternative Program currently has 56 students on roll.

Face-to-face students will be **6** students: 3 elementary; 1 middle; and 2 high school students.

Virtual students will be 50: 3 elementary students; 7 middle; and 40 high school school students.

### 3. How will arrival and dismissal of students be handled (bus, car riders, walkers)?

#### Arrival: **Arrival**

**Car riders:** Students' temperatures will be checked in the drop-off lane before the student deboards the car. (Mr. Fowler –assigned staff designee) Instead,

**Walkers:** Temperatures will be taken when the student enters the C-Building (Cafeteria/Auditorium) entrance. (Ms. Page—School Security officer)

**Bus riders:** Temperatures will be taken when the student enters the C-Building (Cafeteria/Auditorium) entrance. (Ms. Page—School Security officer)

**Dismissal: Dismissal**

**Car riders:** Car riders will be dismissed when parents arrive. (The last period teacher will be notified when the parent arrives. Students will remain in the room or outside under the canopy near their class until they are called. There will be no congregating of students and social distancing will be enforced.)

**Walkers:** Walkers will be dismissed after the parking lot is clear of buses and parents picking up their students. (Students will remain in the room or outside under the canopy near their class as they are called for dismissal. There will be no congregating of students and social distancing will be enforced.)

**Bus riders:** Bus riders will be dismissed when the buses arrive. We will call students by the bus number to dismiss. Each grade level group will be escorted by a staff member. (Elementary - Slayton; Middle-DeShazor; High School- Fowler) There will be no congregating of students and social distancing will be enforced.)

**4. Describe how classrooms will be arranged and the average number of students in each classroom.**

**Elementary:** (3 face-face-student and 3 virtual students) Face-to-face students will be in one classroom with 6 feet between their desks for social distancing between desks. Other desks will be removed from the class. Reading center will be at a table with only one student allowed at the table for book checkout at a time. Stations will be set up for students with boundaries. Desks will be cleaned when students leave for physical education class and before/after lunch.

**Middle School:** (1 student) Student will be in class and transition with staff from each class. This student will be assigned a specific table/desk each day and cleaned after each period.

**High School:** (2 Students) Students will be in one class and the teachers will rotate to the class. Classes will be held in the Edgenuity Lab in the C Building. Students will be sitting one person per row with six feet between each person for social distancing.

Chromebooks/Desktops are available for students to use in the classrooms, so students at DAP will not have to transport chrome books back and forth during the week.

**5. Meals will continue to be served in the community. Face-to-face students will consume their meals in their classrooms with their teachers. How will this be accommodated?**

All students will eat in their classrooms, or the teachers will escort the students to the outside area for eating on the tables under the canopy. Students will sit one person to a table and practice social distancing of six feet away from other people; teachers or staff will supervise meals. Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking.

Slayton/Rosenbaum: Elementary	11:00-11:30 Lunch (Classroom or Canopy beside their classroom)
Garnett: Middle School	11:00-11:30 Lunch (Classroom or Canopy beside the cafeteria)
Fowler: High School	11:30-12:00 Lunch (Classroom or Canopy beside the cafeteria)

**6. How will class changes/transitions be conducted?**

Students will be escorted by **one staff member** at all times during transitions of classes, restroom, lunch, physical education, and dismissal.

**7. How will students be monitored in the hallways?**

Students will be monitored by the assigned staff member for that student at the time. No student will be in the hall without the monitoring of a staff member.

**8. What will be the guidelines for restroom use?**

Students at Danville Alternative Program always go to the restroom one at a time. This will continue with staff supervision in the hallways. Custodial staff will clean the restrooms on a 30 minute rotation. The campus restrooms being used by students will be the lower D Building restrooms and C Building restrooms.

**If staff do not have responsibility for teaching, what duties will they be assigned?**

Mr. Fowler will be monitoring the transition of students in the hall and calling students who do not show up for virtual instruction. He will also assist with behavioral accommodations and instructional assistance both for virtual and face to face instruction. He will also assist with the delivery of lunches to the students, and the supervision of students during lunch.

**9. Where is the wellness room located and how will it be monitored when occupied?**

The wellness room is the back of the cafeteria which is not used for meal preparation at this time. The auditorium will be the secondary location. This wellness room will be monitored by the School Security Officer, Ms. Page, and Mr. Fowler, Behavior Specialist, with Nurse Wright when she is called to assist.

**10. How will emergency drills be conducted?**

- **Fire Drills:** Perform as normal, but maintain social distancing, wear masks and hand-sanitation once you return to the class.
  
- **Lockdown Drills:** Go into lockdown and during that period of time the teacher should verbally explain what to do in a real situation.
  
- **Earthquake:** Have students perform while maintaining social distancing.
  
- **Tornado Drill:** Teachers will teach the process VERBALLY. We cannot have all the students in the hallways, unless your student count and space permits this safely.

**11. How will singleton courses/exploratory be taught?**

**Elementary:**

Mr. Slayton and Ms. Rosenbaum will rotate between virtual and face-to-face responsibilities of the elementary students in grades 3 and 5. There are 6 students (3 virtual and 3 face-to-face). Google Meet lessons will be conducted so that all students will receive direct instruction with the teachers on the lesson, and independent reading times will be divided among the staff. Small group instruction will also include Ms. Wilson, special education teacher.

**Middle:**

Google Meet lessons will include direct instruction with both groups (virtual and face-to-face) simultaneously with independent practice being given as needed.

**High School:** None

**Physical Education:** Google Meet sessions will be held with direct instruction with both groups simultaneously, showing the instructor only. Guided and independent practice will be held with students as needed.

**12. How will the staff teach student expectations to ensure safety, order, and an environment conducive to learning?**

**a. Teaching and modeling safety guidelines**

Ms. Wall and staff will meet with students at each grade level and discuss safety guidelines. Each day safety guidelines will be practiced and modeled by all staff. Reminders will be sent home to parents via School Messenger. Posts will be made on Google Meet. Announcements will be made to virtual and face-to-face students through Google Meet and posted on the school website by Ms. Wall.

**b. Addressing students' social and emotional needs**

VTSS/PBIS strategies and expectations will be discussed daily. Weekly announcements are made through Google Meet for virtual and face-to-face students and posted on the website by Ms. Wall about behavior expectation and character traits. Any student who is experiencing difficulties will be referred to Ms. Logan, guidance counselor.

**c. Training and enforcing the school-wide expectations and Student CORE**

Student CORE and school wide expectations will continue to be a daily routine for our students. Classroom expectations will be discussed with the students daily. Routine will be key in keeping our students and staff safe and secure.

**13. How do we handle a positive case in the school system?**

When a teacher or student is confirmed to have Covid-19, the Principal will notify the Pandemic Coordinator. Contact tracing will begin immediately to identify any exposures. The staff and parents of that school will be notified of a positive case. If a student has been exposed, the student's parents will be notified. If a staff member has been exposed, he/she will be notified.