



Decatur High School In-Person Procedures and Processes

Staff hours: 8:00 AM - 4:00 PM

School day: 8:35 AM - 3:35 PM

Staff: Thank you for all you are doing to instruct and support students during this unprecedented time. Your positive impact and quality instruction is paramount to improving the learning outcomes for students. Whether working in a virtual or an in-person environment, you have shown that you are committed to our students and families. As we prepare for the return of some students to in-person instruction, we want to be sure that we have the information we need to assist with the transition process and to maintain a safe and healthy school environment.

Students and Families: Thank you for all you are doing to provide a teaching and learning environment for your student(s) outside of the DHS campus. Your support, flexibility, and understanding has made it possible for us to continue to provide our students with a high quality educational experience. DHS is committed to providing you with a safe and healthy school environment. The information contained in this document outlines our procedures for returning to in-person learning.

At present, it is not possible to completely eliminate the risk of COVID-19 infection on campus. The school can and will, however, take reasonable and extensive steps to minimize the risk of transmission, while ensuring that educational objectives are still met to the maximum degree. For anyone returning to campus, that means that some degree of risk will remain, despite all pains taken to minimize the spread of COVID-19. We understand and respect that every family will make its own decision whether to opt for virtual Learning or to return to In-person learning, when appropriate.

Physical Barriers or Guides


- Students must wear masks once they arrive on DHS Campus.
- Masks must be worn properly covering both the mouth and nose.
- Upon entry of the building, it is mandatory that everyone wear a mask for the duration of time that they are in the building. Mask breaks should be taken in outdoor areas or while eating or drinking only in designated areas.
- We will provide physical guides, such as tape and decals on the ground and signage on walls, to ensure that students and staff use social distancing strategies.
- We will add physical barriers, such as dividers, between the teacher/staff and student.
- CSD Consequences for not following mandatory mask-wearing policy:
 - Schools will follow our Positive Behavior Intervention and Supports (PBIS) model to teach the importance of wearing masks for the safety of our community.



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- **Level 1:** Students who do not comply with properly wearing a mask will be reminded by the teacher or adult how to correctly wear their face mask and the impact that mask-wearing has on the health and safety of our community.
 - **Level 2:** If the student continues to not properly wear their face mask after being reminded by the classroom teacher or other staff member, a school administrator will discuss the purpose of wearing face masks at school with the student and call the parent to participate in this discussion.
 - **Level 3:** If the student continues to not wear their mask properly after working with an administrator, the parent will be called to pick up their child. The child will then have to engage in virtual learning and the school administrator will discuss the length of time the student will engage in virtual learning with the parent.
- Willful refusal to properly wear a mask will be treated differently than simple improper mask wearing.

Building Access

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| CSD Safety Manual | CSD Covid-19 Safety, Facilities, and Healthy Schools Manual will guide our decisions as we return to in-person school. |
| Student Daily Screener | TBD |
| Staff Daily Screener | <p>Prior to entering any CSD facility, all CSD Staff must complete the Daily COVID-19 Screening Self-Check Form. Staff can access the screening document directly through the CSD staff portal or by scanning the QR code found at each entrance.</p> <div style="text-align: center;">  </div> |
| CSD Employees | CSD employees and students will only be permitted into the school building. Each day, each employee must complete the COVID form via computer or by scanning QR code on signage at each entrance. |
| Visitors and Parents-Guardians | <ul style="list-style-type: none"> ● Until further notice no visitors are permitted in CSD schools unless on official CSD business. There will be no parent volunteers allowed in the building at this time. ● If any visitors are deemed necessary by the location supervisor, these visitors |



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| | <p>must also complete the CSD Self-Screener Form and follow all safety protocols outlined in the CSD Covid-19 Safety, Facilities, and Healthy Schools Manual.</p> |
| On/off campus field trips | <p>We will pursue virtual activities and events in lieu of field trips, assemblies, special performances, and school-wide parent meetings until further notice. Walking field trips will be considered by the Principal on an individual basis.</p> |
| Food Pick-up | <p>Families participating in virtual learning will continue to have the option to pick up lunch from our school. Pick up will occur from 11:00 AM -12:00 PM from the Commerce Drive entrance. Our nutrition staff will coordinate and handle all these pick-ups. There will be no entry to the building. Adults should grab and go and should not stop to have other interactions or conversations.</p> |
| Deliveries | <p>We will attempt to schedule all deliveries either before or after school.</p> |

School Spaces

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| Arrival | <p>We will:</p> <ul style="list-style-type: none"> ● place markings to indicate the flow of movement ● stagger student release off buses ● All doors The following entrances will be open from 8:25 - 8:40 AM to eliminate as much door touching upon entry as possible <ul style="list-style-type: none"> ○ Commerce Dr. entrance near Learning Commons ○ McDonough Dr. entrance near Attendance Office ○ College Ave. entrance near Career Academy ● Hand sanitizer stations will be positioned at each entry to encourage sanitizing hands upon entry ● No locker access for students |
| Attendance Office | <ul style="list-style-type: none"> ● Students will not stop at the attendance office for tardy slip up. Students arriving to school between 8:35 - 8:45 AM will be marked tardy by the classroom teacher. Students arriving after 8:45, will be marked tardy by Mr. Scott. ● Late arrival: Parents will ring the buzzer, give the student name and reason for late check-in. Mr. Scott will record and buzz students in to go straight to class. You can verify tardy by checking your daily attendance in Infinite Campus. It should reflect there. |
| Breakfast | <ul style="list-style-type: none"> ● Students will enter through the Commerce bus loop for breakfast. They will sit and eat breakfast in the cafeteria distanced apart and all facing the same direction or outside in one of the designated supervised areas. ● Breakfast Hours: 8:00 - 8:30 ● After eating, adults on duty will dismiss students in a way that allows for |



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| | <p>distancing.</p> |
| Check-Outs & Dismissal | <ul style="list-style-type: none">● Early Check-Out: Parents will buzz the attendance office from McDonough entrance. Mr. Scott will inquire about their pick up, ask parents to stand outside the doors to ensure social distancing should someone else arrive, and verify ID of the person picking up. Mr. Scott will call the class for the student to be dismissed. Students will only be dismissed if teacher is contacted by Mr. Scott.● End of Day Dismissal: We will do a staggered dismissal. Bus riders will be dismissed first to walk to the bus loop. Non-bus riders will leave the building out of the closest exterior door as soon as they are dismissed. |
| Lockers & Backpacks | <ul style="list-style-type: none">● Lockers will not be used.● Clear backpacks or clear bags will be allowed on campus temporarily in order for students to carry their computers and other personal supplies within the school. |
| Seating | <ul style="list-style-type: none">● Teachers will develop seating charts in every class to help with contact tracing if needed.● According to the CSD Covid-19 Safety, Facilities, and Healthy Schools Manual, capacities should initially be set based on 30 square feet per occupant (including both adults and students), or approximately 1/3 the normal capacity. |
| Flow of Movement | <ul style="list-style-type: none">● Where possible, we will have markings around campus to help increase social distancing.● We will place helpful floor and wall reminders around campus.● DHS will have a one-way flow pattern for hallways during class changes. All students must follow this flow pattern. Staggered release of classes may also be used to manage hallway flow. |
| Lunch | <p>Students will be using outdoor space as well as cafeteria space to eat lunch. There will be markings to indicate flow of traffic.</p> <ul style="list-style-type: none">● It's imperative that you arrive on time and leave promptly● At this time, we are working to increase the availability of comfortable outdoor spaces.● We will continue to avoid sharing food and utensils to ensure the safety of children and food allergies.● Microwaves will NOT be available during lunch. |
| Bathrooms | <ul style="list-style-type: none">● Staff: Use staff bathroom on your floor; wipe down high touch areas when done● Students should plan to use the restroom by asking the teacher for permission during class.● When using the restroom, students should use the nearest available location. |



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| | <ul style="list-style-type: none"> ● Students should avoid using bathrooms during class transitions to avoid crowding except in emergencies. ● Students may use the restroom at any time during their lunch period, including transitions, and should plan to wash their hands before and after meals. ● Each bathroom will be marked with its maximum capacity. If a student enters and finds the maximum number of students already present, the student should wait in the hallway for someone to exit. ● Students should remain socially distanced in line while waiting. |
| Mailroom/ Workrooms | Three people in the mailroom/workroom at a time for the purpose of making copies only. Please do not leave any papers behind. Be quick and efficient, others may be waiting to enter. |
| Teacher's Lounge | <ul style="list-style-type: none"> ● No more than two people in the lounge at a time for the purpose of retrieval and warming food. Please do not leave anything behind for others to clean, including spillage. Be quick and efficient, others may be waiting to enter. No sitting in this area to eat. ● We will not use shared utensils, coffee makers, etc. All those things will be removed. |

Instruction

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| Instruction | We have a strong team of teachers working on developing guidance for our instruction. Guidance for the team is to find balance between ways in which we deliver instruction now and the management of students in two different spaces. The preferred model is for teachers to present information in ways that allow students in-class and virtually to have shared learning experiences. We will establish a school-wide model with flexibility for teacher choices in delivery and style. |
| Collaborative Planning & Meetings | Teachers will continue to meet weekly with their content teams. In order to insure social distancing, these meetings should continue to take place virtually. |
| Gifted | Students will be served in their classrooms and virtually through the cluster and collaborative model. Gifted Resource classes will meet in person and virtually. |
| Special Education | <ul style="list-style-type: none"> ● Students will be served in their classrooms and virtually according to their individual services in their IEP and/or Contingency Plans. ● IEP meetings will be held virtually to decrease the number of visitors within the building. |
| Transitions | <ul style="list-style-type: none"> ● Markings will be placed on the floors to assist with spacing. Students will be required to face forward at all times. Avoid lining up in areas or |



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| | <p>hallways where others are already at a stand still.</p> <ul style="list-style-type: none">• DHS will have one-way flow patterns during class changes, with helpful signage placed all over the building. All students must follow this flow pattern during class changes. |
| Bathroom/ Water/Snack Breaks | <p><u>Bathroom:</u></p> <ul style="list-style-type: none">• Classes should use the bathroom on their hallway.• Students will not be allowed to use bathrooms during class transitions but will have to sign-out of class in order to leave.• Only 2 students are allowed to be in the restroom at the same time.• Students should remain socially distanced in line while waiting. <p><u>Water:</u> Fountains are disabled but bottle filling stations are functional. Students may bring a water bottle. To accommodate mask-wearing mandate, it will be consumed outside during class transitions or at lunch.</p> <p><u>Mask Breaks:</u> Students may take a mask break while outside however, they must maintain a distance of at least 6 feet from any other person at all times. This break can occur at lunch or during outside transitions in between classes.</p> |
| Use of Materials | <ul style="list-style-type: none">• Students should bring all previously provided textbooks or materials.• All handouts and projects must be provided/completed in digital formats.• Hands-on science demonstrations will be performed by the classroom teacher to eliminate the sharing of materials, ensure equity between in-person and virtual students, and to limit additional hand washing needs. |
| Technology | <ul style="list-style-type: none">• Students returning to in-person learning that don't currently have an DHS chromebook will be identified and provided a chromebook on the first day of in-person school or a personal device will be approved for use instead.• Students will bring chromebooks to and from school each day. Students will be responsible for bringing their chromebooks fully charged each day.• Students must have headphones to use in class each day. The DHS media center will have headphones available for check-out as well as sanitizing products to clean in between use. |
| Assessments | Assigned through Google Classroom. If written components are required (ex. math), students must still upload the work to eliminate sharing/passing of papers. |
| Grading | At least 1 formative grade per subject per week in Google Classroom. Summatives will be posted in Managebac. (TEACHERS: refer to the Grading and Assessment document) |



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| Appointments/ Meetings with Counseling and Support Services | <ul style="list-style-type: none"> • Group Sessions remain virtual (Jr. Conferences, Info Nights, Counseling Groups, 504 meetings, MTSS Meetings) • Individual Meetings will be done via Google Meet. |
| Appointment Process | <ul style="list-style-type: none"> • There will be 1 form with a QR code for Student Support that will take students to a website with links to the counselor meeting request form, the Voice Box, and all of the Registrar and Administrative Asst forms. • Forms will be located in each classroom and in key hallway locations. • The student and teacher will receive an email when the appointment is confirmed. |
| Room Set-Up | <ul style="list-style-type: none"> • The student will report to the Student Center for their room assignment • 4 private enclosed rooms in the Decatur Student Center (C228) will be booked by appointment shared by 15 counselors, therapists, and GSU interns. • Rooms will have a desktop and cleaning wipes. Signage will instruct students to clean the computer surfaces before and after their appointment. |

Physical Education Class Procedures

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| Sanitation | <ul style="list-style-type: none"> • Students will wash/disinfect their hands before and after physical education class. |
| Instruction | <ul style="list-style-type: none"> • If weather permits, class should be conducted outside as much as possible. Identify multiple locations outside so you can adapt to conditions. • Doors to the gym or classrooms should be open at the beginning of each period to ensure that students are not required to touch doors. • Consider activities that require limited or no equipment. • Incorporate movement activities that can be performed while maintaining appropriate spacing between students. • Incorporate stations, circuits, zones to reduce the amount of close contact between students. |
| Restroom/Locker Usage | <ul style="list-style-type: none"> • NO locker rooms will be used for PE class. • Students should plan to use the restroom by asking the teacher for |



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| | <p>permission during class.</p> <ul style="list-style-type: none"> ● When using the restroom, students should use the nearest available location. ● Students should avoid using bathrooms during class transitions to avoid crowding except in emergencies. ● Each bathroom will be marked with its maximum capacity. If a student enters and finds the maximum number of students already present, the student should wait in the hallway for someone to exit. ● Students should remain socially distanced in line while waiting. |
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Band Procedures

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| Masks | <ul style="list-style-type: none"> ● Wind musicians must wear masks when playing instruments. They should wear a mask with a small slit to allow a mouthpiece. This mask would only be used for band classes. ● Utilize flute shields. Mask instrument bells. Insert MERV 13 liner between the bell and the bell cover to enhance filtration. (MERV 13 filters particles as small as 0.3 microns; a typical clarinet particle is 0.9 microns.) ● No talking without a mask. Percussionists and teachers will wear masks as normal. |
| Distance | <ul style="list-style-type: none"> ● CDC guidance recommending 6x6 spacing when playing wind instruments. (Trombones need 9x6 spacing due to furthest positions.) |
| Airflow | <ul style="list-style-type: none"> ● Outdoors is best when feasible. |
| Hygiene | <ul style="list-style-type: none"> ● Brass players empty water keys into puppy pads. Empty away from others. ● Hand sanitizer is readily available in the classroom. |

Chorus and Musical Theater Procedures

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| Masks | <ul style="list-style-type: none"> ● All students must wear masks at all times, even when outside. ● Singing masks are approved to wear only during chorus or musical theater classes. |
| Distance | <ul style="list-style-type: none"> ● CDC guidance recommends 6x6 spacing when singing. |
| Airflow | <ul style="list-style-type: none"> ● Outdoors is best when feasible. |
| Hygiene | <ul style="list-style-type: none"> ● Hand sanitizer is readily available in the classroom. |

Decatur Career Academy Lab, Science Lab, and Visual Art Procedures



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| Mask | <ul style="list-style-type: none">• All students and teachers must wear a mask at all times |
| Sanitation | <ul style="list-style-type: none">• Teachers should actively monitor students sanitizing the equipment before and after each use.• Teachers should actively monitor students sanitizing computer monitors, keyboards, and mice at the start and end of each class period. |
| Instruction | <ul style="list-style-type: none">• Doors to the lab or classrooms should be open at the beginning of each period to ensure that students are not required to touch doors and can remain open during the instructional period.• Consider activities that require limited or no equipment.• Consider activities that do not require student movement out of their assigned spaces• Incorporate stations, circuits, zones to reduce the amount of close contact between students. |
| Restroom | <ul style="list-style-type: none">• Students should plan to use the restroom by asking the teacher for permission during class.• When using the restroom, students should use the nearest available location. |
| Hygiene | <ul style="list-style-type: none">• Hand sanitizer is readily available in the classroom. |

Media Center and Tech Support

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| Appointments/ Meetings and Support Services | <ul style="list-style-type: none">• Individual Meetings will be done via Google Meet.• Tech support will be done through Google Meet or Remote Desktop app if possible• Research support will be provided through Google Meet, asynchronous tutorials and virtual class visits. |
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| Appointment Process | <ul style="list-style-type: none"> Students and teachers will email Ms. Hill at ihill@csdecatur.net to request library/research support. Students and teachers will use incident iq (https://csdecatur.incidentiq.com/login) to request tech support |
| Check-out/ Check-in Process | <p style="text-align: center;">Students will use the Follett Destiny Catalog to place books on hold. Click here for more information.</p> |

[Duty Assignments](#) (linked in faculty handbook not here)

[Room Assignments](#) (linked in faculty handbook not here)

[Schedule](#)

Teacher Supplies: [Safe Use of Disinfectants](#)

Providing and maintaining a clean school environment is important. Custodial staff have the resources and training needed to help maintain a healthy environment for students and staff. All things on this list will be kept in stock and can be replenished by sending a request to David Chisolm.

| Quantity | Item |
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| | Adult and Student Washable masks |
| 1 | Gallon size hand sanitizer with pump |
| 1 | Face shield |
| 1 | Plexiglass shield for desk area |
| | Paper Towels |
| 1 | Bottle of disinfectant spray |

Education Supports

[CSD -How to Properly Wear a Mask](#)

[Video of Mask Wearing](#)

[How to Wash Face Cloth Masks](#)

CSD [Staff support- What to do if](#)

CSD [Student support-What to do if](#)

School Clinic and Isolation Room

- [COVID 19 Get Well Room Guidance](#)



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- [CSD Handwashing Guide](#)
- [CSD What if Protocol](#)

HVAC Details:

- All CSD classrooms and other spaces meet or exceed ASHRAE standard 62.1 expectations for outside air exchange by providing at least 10 cubic feet of air per minute (cfm) per person, calibrated for the maximum number of people in the space (30 people for a standard classroom in a non-pandemic environment).
- Air in all areas at DHS is circulated through systems containing Global Plasma Bipolar Ionization modules. In classrooms in the 1500s, 2000s, 2500s, 3000s, and 3500s halls, each wall unit contains an ionizing device.
- In the newer sections of the building, these devices are woven into the overall air system.
- In total, DHS contains more than 150 individual bipolar ionization modules.
- As long as the fan in a unit is blowing, the air is being circulated and cleaned in the room. Thus, it will be important that we do not open these units to manually adjust flow or to turn them off if we're not happy with the temperature of air they're blowing.
- Our facilities department will run the fans in our units while buildings are occupied, turn them off overnight to conserve energy, then run the units at a high rate of speed for two hours pre-occupancy to flush the entire building before classes resume the following day.
- ***The most important step you can take to assist in keeping our air clean and circulating is to keep your windows closed.*** As you've likely experienced in your own home, opening windows and doors while your A/C is on only taxes the system and invites unwanted allergens and humidity into the conditioned space. If we open our windows in DHS, we'll be overtaxing a system that's been finely tuned to maximize fresh air flow and cleaning. Put plainly, our air will be cleaner and fresher if we keep our windows shut.