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MSD of Decatur Township’s start of school has been modified due to the updated and most recent information from the Governor, Mayor of Indianapolis, and the Marion County Board of Health. The first day of school for students for the 2020-2021 school year has been moved from Monday, August 3rd to **Thursday, August 6th**.

In order to meet the requirements of the Marion County Department of Health, DTSE will run a hybrid schedule at half student capacity each day. DTSE will run an alternating A/B schedule where students in the A group will attend live instruction at school on Monday and Thursday each week, and students in the B group will attend live instruction at school on Tuesday and Friday. All students will work virtually on Wednesday each week. On days that students are not assigned for live instruction they will receive instruction and activities virtually.

- All protocols for arrival, lunch, hallway traffic, and dismissal created in the DTSE original plan will remain in place.
- Wednesday’s 100% virtual structure also provides additional time for our custodial staff to perform a building-wide disinfection process.

**DTSE Revised Re-Entry Plan for STEP/BLP and Middle School Alternative Program (MSAP) - HYBRID SCHEDULE**  
**2020-2021**

	STEP/BLP	Middle School Alternative
<b>Monday</b>	A (Live)/B (Virtual)	Live
<b>Tuesday</b>	B (Live)/A (Virtual)	Virtual
<b>Wednesday</b>	Virtual/Live instruction for whole group/ Parent Communication/ Data Conversations	Virtual/Live instruction for whole group/ Parent Communication/ Data Conversations
<b>Thursday</b>	A (Live)/B (Virtual)	Live
<b>Friday</b>	B (Live)/A (Virtual)	Virtual

A and B groups will be determined and communicated with families by the end of day August 3rd. Please understand that students have until Wednesday July 29th to determine if they want to be a hybrid student (schedule above) or a remote learner.

## **FAQ's for Hybrid Schedule**

### **1. What does my student's learning now look like in a hybrid schedule?**

Answer: Student learning will be a combination of in-person and remote learning. Students will have school every day, starting at 8:45. On remote days, student work will be on Canvas or APEX and attendance will be completed, daily, by student submission of assignments/activities by 4pm. Live instruction will be 8:40-3:45pm at DTSE for grades 9-12 and from 7:40 - 2:35 for our Middle School Alternative Program.

### **2. Will this affect transportation?**

Answer: No-bus schedules will stay the same and run daily, Monday, Tuesday, Thursday, and Friday. The capacity will be greatly decreased due to the hybrid schedule. Drop-off procedures remain as outlined in our earlier reentry document; Door 3 will open at 8:10 a.m. with students taking breakfast to the gym (BLP) or remaining in the cafeteria (STEP). The Middle School Alternative Program will enter Door 3 beginning at 7:10 and all students will have breakfast in the cafeteria. Busses will also drop students off for this program at Door 3.

### **3. We chose a remote learning option for our student- this new hybrid schedule allows for significantly more social distancing in classrooms, so I now feel more secure about sending my student to school twice a week. Can I change my registration to the "in-person" option?**

Answer: Yes-we have extended the window to register for online options through July 29th (or to change your existing selection)- go to [decatourproud.org](https://decatourproud.org) and initiate that registration process or call our offices at (317) 856-0900 for assistance.

### **4. What steps have been taken at DTSE, correlating with this hybrid schedule, to maximize safety in the building?**

Answer: Our new cafeteria is larger and allows students to spread out across a larger area. The hybrid schedule now allows us to run lunches at 30-40% capacity to maximize social distancing. Our staggered passing periods still minimize the number of students in the hallway during passing periods. We are installing hand sanitizing stations at every classroom, and providing cleaning supplies in each room for students to disinfect seats/desks as needed. We have hired new custodial personnel to clean "high-touch" areas on a consistent basis throughout the day and face coverings will be required, of both staff and students, at all times (indoors). Safety is a large priority for the students and staff at DTSE.

**5. My student is a Freshman, and Freshmen Orientation moved to online. When will they get the opportunity to go through this process to learn the building/procedures?**

Answer: Students have the opportunity to meet teachers on Monday July 27th from 9:30 to 10:30 on a WebEx meet. This would be virtually and the WebEx app is on your students IPAD. Details to attend that meeting are as follows:

**URL:**

<https://msdd.webex.com/msdd/j.php?MTID=m74ad6cb04d6768417f9f639af5758a8c>

Meeting Number (access code): **132 563 8506**

Meeting Password: **Vu2Nrc**

**All students, on the first day of live instruction will participate in tours, schedule reviews, Canvas tutorials, team building, and extensive safety training on the “new normal”. Students will stay with their CCR cohorts during the first day of school and learn about remote learning expectations and processes.**

The following changes have been instituted at DTSE -

**Change 1 - Facial Coverings**

Per order by Governor Holcomb as of July 23rd, all students, teachers, support staff and administration are required to wear a cloth facial covering/ mask/face shield. All students who are in grades 3 - 12 will be required to wear a cloth facial covering/ mask at school. All students are also required to wear a face covering while on a school bus. Face Shields are not an option for students

**Change 2 - Daily Arrival Procedures**

Students will enter Door 3 beginning at 8:10. Students will enter the cafeteria and pick up breakfast and move to their designated assigned seat in two locations, the gym or cafeteria. BLP (grades 11-12) students will have an assigned seat in the gymnasium to eat breakfast. STEP (grades 9 -10) students will have an assigned seat in the cafeteria. Assigned seating will be used in both areas to help with contact tracing.

DMS alternative program will enter Door 3 at 7:15am and will eat breakfast in the cafeteria. Assigned seating will be to help with contact tracing.

**Change 3 - Cohorting**

Cohorting of students in grades 7-12 will occur in all DTSE programs. Students will track throughout the day with the same roster of students to limit the number of students and staff that each person is exposed to each day.

#### **Change 4 - Lunches**

Our new cafeteria allows for more seating of students during lunch. In addition, we will add cafeteria seating on our stage and in the gymnasium to split up lunch numbers and spread students out. This places approximately 70 students in each area for lunch. Students will have **assigned** seats during lunch time that will allow consistency, minimize large group student interaction, and allow for easier contact tracing. Students should wear masks into the cafeteria to pick up their food and may remove masks to eat. Students should put the mask back on upon finishing breakfast and lunch.

#### **Change 5 - Hallway Traffic/Passing Periods**

DTSE has BLP students on floor 1 and STEP/8th Grade Alternative Ed students on floor 2. This keeps cohorts of students on the same floors and minimizes student interaction. We will also stagger passing periods for classes so that all students are not released at common times, reducing the number of people crossing paths in hallways.

#### **Change 6 - Guests**

No visitors will be allowed into the building until further notice, other than the main office. This will include parents. All meetings/conferences will be held via phone or video conferencing. Parents picking up students should ring our bell, have appropriate ID ready, hand the ID to an office staff member, and we will sign the student out and release the student to their parent/guardian.

#### **Change 7 - Passes from Classrooms**

We must minimize movement throughout the day to ensure social distancing and allow for accurate contact tracing. As a result, passes from classes for non-essential/non-emergency situations will not be allowed. Students that are given a pass, to use the restroom for example, have to be documented with departure and return times to make contact tracing possible.

#### **Change 8 - Water Fountains**

All water fountains will be unavailable. There will be water bottle fill stations available for student use. Students must bring their own water bottle container daily.

#### **Change 9 - Community Room**

The DTSE Community Room may be accessed during the school day. If it must be accessed during the school day, visitors will use the staircase on the south side of the DTSE for direct access to the community room.

#### **Culture Guide**

MSD of Decatur Township Culture Guide In preparation for the 2020-2021 school year, MSD of Decatur Township will have a written document of what represents the core Beliefs, Behaviors and Outcomes for our students, staff and families of our school community. Our vision is to prepare students to be "Tomorrow Ready". We do that through our mission pillars of Learning, Safety and Customer Service. Our Culture makes MSD of Decatur Township a special place to learn, work, and grow. To be an elite culture, MSD of Decatur Township articulates the priorities necessary for the benefit of our children. Please refer to our Culture Guide [here](#).

**The Staff at DTSE is excited to see all of you again in person in the coming weeks. There are likely many other questions that may come up before then- please contact us at (317) 856-0900 with any other concerns.**

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