

Delaware Community School Corporation

In-Person Instruction Plan



Updated on December 6, 2021

DelCom places the highest priority on the health and safety of students and staff. Our plan has been drafted with two goals in mind: we want to safely keep students at school in-person and provide them with a much needed sense of normalcy and routine. DelCom teachers and administrators value in-person instruction and the social-emotional benefits that come along with it. Although aspects of our plan to return to school may evolve in response to updated guidance from the CDC, state and local health departments, Governor Holcomb's office, and Indiana's Department of Education, we view all DelCom students continuing to attend school in-person as a non-negotiable foundation on which the rest of our plan is built.

Operational Policies and Procedures

General Health and Safety

- At school, masks will be optional for all students and staff.
- Students and staff should self-screen each morning before coming to school.
 - If you believe your child may be experiencing symptoms associated with COVID-19, please follow this protocol: [DelCom Health Self-Screening Protocol](#).
 - There are many reasons a child may feel ill that are NOT related to COVID-19.
 - If your child is not feeling well and you have no reason to believe his or her symptoms are related to COVID-19, simply report your child sick and keep him or her home until symptoms are improving, and your child is fever free for 24 hours.

Vaccination

- Everyone 5 years of age and older is now eligible to get a COVID-19 vaccination.
- Vaccination is NOT required for students or staff.
- Fully-vaccinated students and staff do NOT have to quarantine as a result of being exposed to a positive case of COVID-19.

Contact Tracing and Quarantine

- Currently, we are required by the Indiana Department of Health to contact trace when we become aware of a positive case of COVID-19 at school.
- Unvaccinated students and staff who are exposed to a positive case of COVID-19 will have to quarantine.
- Fully-vaccinated students and staff do NOT have to quarantine as a result of being exposed to a positive case of COVID-19.

Outside Visitors

- Visitors are welcome inside of our school buildings.
 - Masks will be optional for visitors.
 - Visitors must check in at the front office of each school building before entering the school and comply with the policies of each school building regarding when and where visiting is allowed.
 - If you are considering visiting your child(ren)'s school for lunch, you will need to notify his or her school at least one day in advance.
 - Outside food is highly discouraged; you may be asked to eat lunch in an alternative setting if you bring in outside food.
 - For convenience, we will continue to have drop-off stations at the main entrance of each school for parents to drop things off for their child(ren).
 - Parents wishing to meet with a teacher or principal in-person should schedule an appointment in advance.

Class Parties/ Field Trips/ Convocations

- Class parties can be conducted by teachers. Parents and guardians may be allowed to participate in these in accordance with Board policy, each school's policy, and at the discretion of the principal and teacher. All snacks must be prepackaged and include an ingredient list without exception.
- Field trips and convocations will resume; they will be approved on a case-by-case basis.

Food Service

- Breakfast and lunch is currently free to all students in grades K-12.
 - As they are available, extras will continue to be available for purchase.

Transportation

- Assigned seating will be enforced.
- Students will be allowed to appropriately use their cell phones and ear buds on the bus.
- Students will NOT be allowed to eat or drink while on the bus.
- Students will NOT be allowed to ride home with other students on other routes. They must ride on their designated route.
 - The CDC has an order in place requiring masks while using public transportation; this order includes school buses. Respectfully, Delaware Community School Corporation asks that all bus riders comply with this order for as long as it is in effect.

Illness and Attendance Policies

- Perfect and Excellent Attendance Awards for students are discontinued for the 2021-2022 school year.
- COVID-19-related absences are counted as excused.

Water Availability

- Students can bring see-through water bottles to school, filled.
- Hands-free water filling stations are available to refill water bottles.



Cleaning

- Routines will continue to be in place to ensure regular cleaning of our school buildings.

Extracurricular Activities

- Extracurricular participation and attendance policies will be based upon guidance from the CDC, state and local health departments, Governor Holcomb's office, Indiana's Department of Education, and current conditions within our local schools.
 - Currently, all extra-curricular activities are in action for all students across the corporation; spectators can attend those events at full capacity.

Academic Policies and Procedures

In-Person School Days

Elementary schools will operate from 7:50 a.m. to 2:40 p.m., and secondary schools will operate from 8:40 a.m. to 3:30 p.m. Assuming we are able to consistently conduct school in-person and do not need to make modifications to our start and end times, the guidelines below will be in place for in-person school days.

- In most cases, daily instruction will not be available to students in Canvas; teachers will have discretion in regard to how much or how little they utilize Canvas in class.
- Virtual instruction and assignments will not be available in Canvas to students who miss school due to illness or quarantine; we do not anticipate quarantining being a major issue this school year. In most cases, students will make up work according to the policies set forth in each school's student handbook.
- Teachers will maintain an introduction page in Canvas that includes:
 - a brief overview telling students what is coming up for the week;
 - directions for what to do if they're struggling;
 - a reminder that they can Canvas message or email the teacher with questions.

Latchkey will continue to be offered in the afternoon at Albany, Eaton and Royerton Elementary Schools from the end of the school day through 6:00 p.m. each day school is open during the school year. Latchkey costs will return to a charge of \$10.00 per day per child with a \$40.00 maximum charge per week per child. There will be no Latchkey offered in the morning before school. Full-day Latchkey will be offered on scheduled eLearning days as defined later in this plan.

Expectations for Chromebooks

- All students in grade K-12 should be in the routine of taking their Chromebooks home each night and bringing them back to school each day fully charged.



Weather-Related/Short-Term Emergency eLearning

eLearning days will be defined as weather related/short-term emergency days when in response to weather, power outages, etc. There will be no Latchkey services offered on these days.

- If we cancel school due to weather or a short-term emergency after Thanksgiving break, that day becomes an eLearning day. On these days, teachers will post assignments by 10:00 a.m. and be available to support students from 10:00 a.m. to 3:00 p.m. Students will have a minimum of a 3-day window to turn in work.

Example-

- School is cancelled on Tuesday, January 11 due to weather.
- Tuesday, January 11 becomes an eLearning day.
- Students' work is due on Thursday, January 13 at 11:59 p.m.

Long-Term Emergency eLearning

eLearning days will be defined as long-term emergency days when they are being called in response to a situation that is ongoing in nature, such as a pandemic.

- If we cancel school and move to eLearning due to a long-term emergency, teachers will post assignments by 9:00 a.m. and be available to support students from 9:00 a.m. to 3:00 p.m. Assignments may be posted daily or for a few days at a time at the teacher's discretion. For general classroom assignments, students should have at minimum until midnight the following day to turn in work. For tests and quizzes that are restricted to a single school day, students must be notified at least 48 hours ahead of the assessment and be given the opportunity to make alternative arrangements with the teacher when reasonably justified. Due dates for all work should be clearly communicated to students in advance.

