



Virtual Learning to Hybrid Learning Expectations & Safety Protocols

The expectations and safety protocols provided are based on the most recent guidance from the DeKalb County School District, Center for Disease Control & Prevention, and Georgia Department of Public Health. These expectations and safety protocols are subject to change based on any additional guidance received from DCSD, CDC, and/or GPH. AS advised by the CDC, everyone should follow COVID-19 mitigation strategies such as wearing masks, social distancing, and conducting frequent hand hygiene.

Each day, prior to coming to Dunwoody HS, please screen your students with these three questions:

1. Do you have any of the following symptoms?
 - ✓ Fever/temperature at or above 100.4 or chills or sense of having a fever
 - ✓ Cough that you cannot attribute to another health condition Shortness of breath or difficulty breathing
 - ✓ Ongoing fatigue that cannot be attributed to another health condition
 - ✓ Muscle or body aches that cannot be attributed to another health condition or specific activity, such as physical exercise Headache that cannot be attributed to another health condition New loss of taste or smell
 - ✓ Sore throat that cannot be attributed to another health condition
 - ✓ Congestion or runny nose that cannot be attributed to another health condition
 - ✓ Nausea or vomiting that cannot be attributed to another health condition
2. Have you been in direct contact with someone who is confirmed or suspected to have COVID-19?
3. Have you been tested for COVID-19?

If you answered “YES” to either of those questions, **STAY HOME AND DO NOT REPORT TO ANY DCSD BUILDING!** Contact your healthcare provider.


For the safety of all faculty, staff, and students; employees and students who are sick and/or exhibit symptoms of COVID-19 should stay home.

COVID-19 Reporting Protocol	<ol style="list-style-type: none"> 1. Case Report Received by Building Leader/Division Head <ul style="list-style-type: none"> ○ Parents and guardians please notify the school principal immediately if your child is exposed or contracts COVID-19. 2. Case Report Submitted to DCSD COVID-19 Health Team 3. DeKalb Board of Health Notified by DCSD Lead Nurse, per Infectious Disease Protocol 4. General Guidance Provided (Exposure/Positive Case) 5. Individual Contacted by the DeKalb Board of Health 6. Contact Tracing conducted, as needed, by the DeKalb Board of Health 7. Quarantine Guidance Issued by Board of Health <p>➤ Communication will be sent, as needed, via School Messenger to notify parents about COVID cases and/or exposures.</p>
School Nurse	<p>➤ <u>Sick Students</u></p> <ul style="list-style-type: none"> • If a student exhibits any symptoms of COVID-19, they must stay home. • If a student feels sick, the student will be sent to the nurse’s office and the nurse will follow the sick-student protocol and contact the parent to pick-up the student, if needed. If the student is going to be checked out due to being sick, the

parent/guardian must email the Attendance Office at dunwoodyhighattendance@gmail.com

- Waiting Room
 - Students who are waiting to be picked-up will wait with the nurse or room 1408.
- Parents will be able to pick-up their student curbside at the front of the building or downstairs near the gym lobby. Parents/guardians will be notified on which location to pick up their student.

Safety Measures

- Face covering
 - To ensure the safety of everyone, masks will be **mandatory** at all times while on campus and on the buses. The exception will only be when someone is eating breakfast or lunch. The mask must come all the way up over the nose and all the way down under the chin. A shield can be worn; however, a mask must be worn with a shield as well. If your child is uncomfortable wearing a mask all day or have a medical condition that prevents them from wearing a mask, you may want to consider choosing remote/virtual learning.
 - Students who refuse to comply with the mask mandate will be given one chance to correct their behavior and wear a mask. If a student continues to disregard the mask requirement, they will be required to return to distance/remote learning for the remainder of the grading period. An administrator will contact the parent/guardian to inform them of the decision.
- Social distancing
 - Our goal is to maintain at least 6ft social distancing to the greatest extent possible. However, there may be times when maintaining exactly 6ft is impossible, i.e. when walking in the hallways. That is why it is important that we all follow the CDC mitigation strategies and practices to help reduce the risk of COVID-19 transmission. The mitigation strategies are wearing masks, social distancing, and conducting frequent hand hygiene.
 - We all can practice social distancing by giving the person in front of us and next to us space as we move throughout the campus.
- Signage
 - There will be signage throughout the building to help maintain social distancing. Everyone is expected to adhere to all signage, including areas that have been marked with an "X." The signage will provide guidance on where to sit in various areas on campus. If an "X" is present or caution tape, that area is off-limits.
 - There will also be  around the walls notating the travel direction in which students should be walking to maintain social distancing.
- Cleaning
 - Enhanced cleaning and disinfecting are important to reduce the spread of the COVID-19 virus. Everyone must do their part in maintaining a clean school environment. The custodial staff will continue to clean, disinfect and sanitize the building each day and perform additional cleaning each Wednesday. Restrooms will be stocked with soap, tissue, and paper towels. Hand sanitizing stations and pumps will be located throughout the building and in classrooms. We advised everyone to wash their hands thoroughly and as frequently as possible to mitigate transmission of Covid-19.
 - Parents, we will do our part in in keeping everyone safe; however, please consider providing your student with hand sanitizer, water, and disinfectant wipes, as needed.
- Restrooms
 - The restrooms will not be utilized during class transition time or the first/last 15 minutes of instructional time. This will allow the custodial staff to keep restrooms stocked.
 - Students will be required to obtain permission and a pass from their teacher to use the restroom. Only 3 students are allowed in the restroom at a time. If a student enters the restroom and 3 students are already in the restroom, they should exit the restroom and wait until a student exits.

	<ul style="list-style-type: none"> • Every other sink, stall, and/or urinal is off-limits to help maintain social distancing. ➤ <u>Water Fountains</u> <ul style="list-style-type: none"> • Water fountains are off limits and will be covered. Water bottle filling stations will be installed. Until then, students should bring their own water from home. ➤ <u>Lockers & Locker Rooms</u> <ul style="list-style-type: none"> • Lockers in the hallways and locker rooms will be off limits. Students are encouraged to have a bookbag to carry their belongings. Bookbags must be stored under their desks and out of the way of others while in class. ➤ <u>Vending machines</u> <ul style="list-style-type: none"> • Students will be allowed to use the vending machines in the cafeteria during lunch only. A hand sanitizer station is located near the vending machines so that students can sanitize their hands before and after using the vending machines. ➤ <u>Visitors/Volunteers</u> <ul style="list-style-type: none"> • We will be limiting outside visitors to DCSD contracted vendors only. Make sure your student has everything they need prior to leaving for school. In case of an emergency, we will have a designated location for parents/guardians to drop-off items at the main entrance. Please note, food is not an emergency and parents are not allowed to drop off food. • At this time, we will not be providing volunteering opportunities. We will phase back in volunteers once it is safe to do so.
Instructional Models and Groups	<ul style="list-style-type: none"> ➤ <u>Bell Schedule</u> <ul style="list-style-type: none"> • The bell schedule can be found on the main page of our website under <i>Quick Links</i>. ➤ <u>Survey Results</u> <ul style="list-style-type: none"> • The information below and student groups could change based the DCSD Reopening Plan and the results from the DHS Student Intent to Return Survey. • Student schedules will be adjusted based on changes to teaching assignments and/or to balance classes as much as possible. ➤ <u>Alpha Order by Last Name Groups</u> <ul style="list-style-type: none"> • Depending on the most recent reopening plan provided by DCSD, students who are returning for hybrid learning will be grouped by last name to come to school two days a week for in-person learning and the other two days they will learn remotely. • Students with different last names who live in the same household as indicated by the address in Infinite Campus will be grouped to attend school on the same day(s). • Wednesday will remain Asynchronous-Independent Learning / Tutorials ➤ <u>Special Considerations</u> <ul style="list-style-type: none"> • Students who participate in Fernbank STT program and the DeKalb High School of Technology at Cross Keys schedules will be adjusted as need to prevent conflicts. ➤ <u>Instructional Model</u> <ul style="list-style-type: none"> • Per the guidance received while hybrid, high school classes can have a maximum of 16-18 students per class. However, we are working to keep all classes at 16 during hybrid learning. ➤ <u>Schedule Changes</u> <ul style="list-style-type: none"> • Depending on staffing and the results of the <i>Intent to Return</i> survey, we may have to make changes to our master schedule. Your child's teacher(s) could change as well as their class period(s) for hybrid learning and/or distance/remote learning. Any schedule changes will be communicated to students and parents by their counselor and/or by the Assistant Principal of Instruction, Mr. Jameson.
Teaching and Learning	<ul style="list-style-type: none"> ➤ <u>Concurrent Teaching & Learning</u> <ul style="list-style-type: none"> • Teachers will provide concurrent instruction. Concurrent means teachers will be providing instruction to students who are hybrid and those who remain distance/remote simultaneously. Teachers will provide the best instruction they can to both groups simultaneously while taking the necessary safety precautions to remain safe and to monitor both groups of students. Because teachers will be providing instruction simultaneously, there may be times when students who come

for in-person learning may still be required to log into Teams, Zoom, etc. to receive instruction as the teacher manages two groups of students at the same time.

➤ Chromebook

- Students who will participate in hybrid learning must bring their Chromebook whenever they report to school. Your student can bring their own personal device and use the guest network. Please note, we cannot troubleshoot personal devices. If you prefer your child to have a student issued Chromebook, please stop by the school on Wednesdays between 9am-1pm to pick up a Chromebook. Please note that despite our best efforts, there may be technology glitches as we move through hybrid and distance/remote learning. *Also, students are highly encouraged to bring their own earbuds/headphones with an internal microphone to class in case they need to use it during instruction.*

➤ Classroom Expectations

- Furniture and desks will be rearranged in classrooms to allow for as much space between students as possible. Students will be assigned seats and will face the same direction in class.
- Classrooms will be stocked with supplies provided by DCSD, our PTSSO, and from local school funds. Teachers will use these supplies for sanitation and to disinfect students' desk after each class period.
- Students will continue to receive accommodations via their IEP, 504 and services via MTSS/RTI.
- Parent/teacher conferences will continue to be held virtually to limit the number of guests in the building for the safest environment possible.

➤ Physical Education/Fitness

- Locker rooms are off limits; therefore, students will not be dressing out. Your child's P.E. teacher will provide additional information on the instructional strategies that will be used during class.

➤ Chorus, Band, & Orchestra

- A variety of strategies will be used to ensure safety during music class. Your child's music teacher will provide additional information on the instructional strategies that will be used during class.

➤ DHS Library Media Center Virtual Library Services

- Students will not visit the library. Please refer to the DHS Library Media Center webpage for a video introduction to our virtual services at <http://www.dunwoodyhs.dekalb.k12.ga.us/MediaCenter.aspx>
- Students will be taught to place holds and reserve books (teacher-librarian will push into classrooms to teach and reinforce this skill). Please see the tutorial video at <http://www.dunwoodyhs.dekalb.k12.ga.us/GAPeachCheck-OutSora.aspx>
- The teacher-librarian and library support personnel will pull reserved books from the shelves, bag, label, and deliver the books to the students or set a time in which students can pick up the reserved book(s) at the entrance of the media center
- The teacher-librarian will push into the classrooms and teach information literacy and technology skills. The initial focus of instruction for the school year will be the skills needed to log in and access Destiny Online Catalog, Microsoft Teams, Verge, and/or Google Classroom. Accessing additional library resources will also play an integral part in instruction provided by the teacher-librarian. Library lessons will be scheduled through the teacher-librarian. Library lessons will be co-taught between the teacher-librarian and the classroom teacher. Students should be sure to join the DHS Library Media Center team in Teams (refer to the join code that was sent out via Remind.)

➤ Tutorials (Before/After School)

- Before school tutorials can start at 7:30am. After school tutorials can start at 3:30pm but must end at 4:30pm. For questions about tutorials, please reach out to your student's teachers.

➤ Meetings

	<ul style="list-style-type: none"> • IEP, 504, and other meetings between faculty/staff and parents will be held virtually, to the greatest extent possible.
Transportation	<p>(The building will open for students at 7:30am. Students will not be allowed to enter the building prior to 7:30am.)</p> <ul style="list-style-type: none"> ➤ <u>Bus Information</u> https://www.dekalbschoolsga.org/bus-routes/ <ul style="list-style-type: none"> • Click the link above to locate bus route information. • Bus riders will enter through the main entrance. ➤ <u>Carpool & Student Drivers</u> <ul style="list-style-type: none"> • Students who carpool or drive can enter through the 1700 hall glass doors, gym lobby or auditorium. ➤ <u>Morning Arrival</u> (Breakfast is served from 7:30am-8:00am) <ul style="list-style-type: none"> If you arrive between 7:30am – 7:45am <ul style="list-style-type: none"> ○ Students who will be eating breakfast at school will report to the cafeteria. Students who are not eating breakfast will report to the gym. If you arrive between 7:45am – 8:00am <ul style="list-style-type: none"> ○ Students who will be eating breakfast at school will report to the cafeteria. Students who are not eating breakfast will report to their 1st block class. If you arrive between 8:00am – 8:30am <ul style="list-style-type: none"> ○ Students will report to 1st block class. ○ Students arriving after 8:30am will report to the Attendance Office to check in. ➤ <u>Afternoon Dismissal</u> <ul style="list-style-type: none"> • Students will be dismissed as follows: <ul style="list-style-type: none"> ○ Car riders, Drivers and Walkers – 3:10 pm ○ Bus Riders – 3:15 pm by floors ○ Once dismissed, students will not be able to re-enter the building. If a student is participating in practice or tutorial, they should not leave the building. Athletes should report to their practice location and students staying for tutorial should report to their teacher’s classroom.
Attendance	<ul style="list-style-type: none"> ➤ <u>Attendance</u> <ul style="list-style-type: none"> • Attendance will be monitored daily for all students via Infinite Campus. A phone notification will be sent to parents/guardians via a robocall for students who are reported to be absent from class. Schools will monitor attendance patterns for all students to plan for intervention or supports, as needed. • If a student who has opted for hybrid learning is absent to school due to an illness, but attends remotely, they will be marked present. ➤ <u>Check-in- Students who arrive to school after 8:30am</u> <ul style="list-style-type: none"> • Students who arrive to class after 8:10am are considered tardy. • Students will go to attendance window to obtain QR code to check in (https://forms.office.com/Pages/ResponsePage.aspx?id=iiMrMYPawUGhi3NrAmlv ea41Ci- NU05GoUjQNKM22 VUNDZaUjJRVUZWMUwzRFk5UVBUREwxQVJBWS4u) • If a student does not have a phone, he/she can fill out the paper form on the clipboard. ➤ <u>Check-out</u> <ul style="list-style-type: none"> • Parent/Guardian will send an email request to dunwoodyhighattendance@gmail.com detailing the time the student will check out. The email must match the one in Infinite Campus. If parent/guardian does not have access to email, Mrs. Nash/Mrs. Davis will meet parent at entrance and ask for ID. • Parent/guardian will wait outside for their student when they are checking out early. • Student will go to the Attendance Office to sign out of the building using the QR code.
School Nutrition	<ul style="list-style-type: none"> ➤ <u>Breakfast & Lunch</u> No food drop-off or food deliveries (Uber Eats/Door Dash)

	<ul style="list-style-type: none"> • We will follow social distancing and capacity limiting guidelines, where applicable. Maximum usage of the cafeteria has been reduced. Cafeteria seating has been marked to inform students where they can sit. • Outdoor seating is also available for students during lunch. Students should monitor and maintain social distancing when eating outdoors. Students will notice the additional outdoor area seating area provided by our PTSO located on the auditorium side of the school building. • In the event that the weather doesn't allow for outdoor seating, classrooms that are vacant during 3rd period will be used as additional lunch spaces for students. <p>Breakfast</p> <ul style="list-style-type: none"> ○ Students will pick up their breakfast and sit at the designated indoor/outdoor tables. ○ Students in the ID program: Teachers and/or paraprofessionals will pick up breakfast and deliver it to students to eat in their classroom. <p>Lunch</p> <ul style="list-style-type: none"> ○ Students will pick up their lunch and sit at the designated indoor/outdoor tables. ○ Students in the ID program: Teachers and/or paraprofessionals will pick up lunch and deliver it to students to eat in their classroom. • The Coffee Shop will be closed indefinitely until it is deemed safe to re-open, likely beyond the 2020 – 2021 school year.
Hallway procedures	<ul style="list-style-type: none"> ➤ <u>Transition between classes</u> <ul style="list-style-type: none"> • Students must practice social distancing as much as possible and will not be allowed to congregate in large groups. • Students will transition from class to class by exiting their class and moving to the right only. If the class a student is going to is on the left, they will have to walk down to the end of the hall cross over (U-turn) and come back the other way. <ul style="list-style-type: none"> ○ Signs will be posted for clarification and faculty/staff will monitor and direct students accordingly.
Discipline	<ul style="list-style-type: none"> ➤ <u>Detention</u> <ul style="list-style-type: none"> • Teacher detentions will be in individual teacher classrooms at 3:20. • Administrative detentions will be in the ISS room with cafeteria used for overflow and social distancing compliance. ➤ <u>In-School Suspension</u> <ul style="list-style-type: none"> • In School Suspension will be in the ISS room with cafeteria used for overflow and social distancing compliance. ➤ <u>Discipline Team Meetings & Hearings</u> <ul style="list-style-type: none"> • These meetings will be held virtually until further notice.
Athletics, Clubs, & Performances	<ul style="list-style-type: none"> ➤ <u>GHSA Sanction Sports</u> <ul style="list-style-type: none"> • Coaches and athletes will continue following the protocols that have been established for conditioning and competitive play. ➤ <u>GEMA Marching Band</u> <ul style="list-style-type: none"> • Directors and musicians will continue following the protocols that have been established for conditioning and performances during sporting events. ➤ <u>Clubs</u> <ul style="list-style-type: none"> • Club meetings and activities will be held virtually until further notice.

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