



Douglas County High School



Return Plan-Fall 2020 Family Communication

Dear Huskie Families,

On behalf of our staff, we are beyond excited to welcome you back to a rather unusual start to the 2020/2021 school year! We hope that you have enjoyed your summer months and were able to create memories despite the circumstances we continue to find ourselves in. We have been busy throughout the summer preparing the school, classrooms, and staff for your much anticipated arrival!

We are a proud International Baccalaureate school that believes in the development of the child as a responsible member of our global community. We value a rigorous education to achieve and support “[challenging programmes of international education](#) and [rigorous assessment](#). These programmes encourage students across the world to become [active, compassionate](#) and [lifelong learners](#) who understand that other people, with their differences, can also be right” (ib.org).

It is vital to the success of developing our students throughout the year, that we maintain an open line of communication with you. We are committed to living our mission and vision, which in turn will support student development:

IB Mission

The International Baccalaureate aims to develop [inquiring, knowledgeable, and caring](#) young people who help to [create](#) a better and more peaceful world through [intercultural understanding and respect](#).

DCHS Mission

The DCHS community embraces [individual growth, collaborative spirit, intellectual curiosity, creativity and life-long learning skills](#). We provide diverse and challenging opportunities in an atmosphere that fosters [global mindedness, mutual respect, and support](#).

DCHS Vision

Douglas County High School students will be [well-rounded](#) and [well-prepared](#) to [excel](#) in their future aspirations and studies.

This year, we are excited to announce that as a collective staff, our theme is “Living the Learner Profile.” Through intentional professional development opportunities, interactions with students both in and out of the classroom, staff, families, and our community, we strive to develop a deeper understanding of what it truly means to embrace the mindset of a responsible global citizen. The Learner Profile believes all learners can become: [inquirers, knowledgeable, thinkers, communicators, open-minded, principled, caring, risk-takers, balanced, and reflective](#). We look forward to Living the Learner Profile with you!

Your student is valuable to us, and we are grateful that you entrust us with their care, safety, and academic success.

Partners in Leading and Learning,
Your DCHS Administration Team

Building Expectations

Daily Symptoms Check

- Staff will be requested to complete a daily symptom check, at home, before arriving at work or school.
 - Each day, before arriving at a DCSD building, staff will enter their current temperature and answer a few symptom questions (such as cough, sore throat, etc) into a form each day.
- Those exhibiting symptoms, or with a temperature of 100.0 degrees or higher, will be asked to stay home or return home.
- Should a student or staff member begin to feel ill during the school day, they will be asked to return home.

Face Coverings

- Required for all STAFF
- Required for all STUDENTS
- When exercising or teaching outside, and able to appropriately distance, student face coverings may be removed.
- Face shields are acceptable if worn with a mask.
- Extra masks will be available upon entering the building if a student forgets.
- Students and staff do not need to wear face coverings when eating or drinking. Social distancing will be maintained in cafeteria/commons.
- Food/drink (aside from a personal water bottle) will not be permitted in learning environments.

Physical Distancing

- Six feet of social distancing should be maintained between all individuals when possible (per CDE guidelines, 3-foot distancing still provides substantial benefits and is acceptable when a variety of mitigation protocols are in place).
- One-way and two-way hallways will be employed at DCHS in order to maintain distancing during transitions. Hallways have been marked with tape indicating flow of traffic.
- General education students will not have access to lockers.
- There will be no assemblies, performances, or other all-school gatherings.

Hand Washing, Sanitizing, Cleaning, and Ventilation

- Students and staff will be encouraged and reminded to wash hands regularly; use hand sanitizer; avoid touching eyes, nose and mouth; and properly cover coughs and sneezes.
- Bathroom soap dispensers and paper towel dispensers will be checked frequently and refilled as needed.
- Hand sanitizing stations will be located in a variety of areas around each school and will be checked frequently and refilled as needed
- Touch points (i.e. door knobs, light switches, etc.) will be disinfected throughout all buildings on a daily basis.
- Teachers and staff will have disinfectant supplies, including disinfecting spray, available to them to clean high touch areas regularly and will limit sharing of student and staff supplies, utensils, and devices.
- The circulation of outdoor air within district buildings, via mechanical systems, will be increased.

Other Expectations and Guidance

- The [DCSD Code of Conduct](#) as well as the DCHS code of conduct policies outlined in the [Student Handbook](#) will still apply whether remotely or in-person.
- All family meetings will be held virtually or by phone unless approved by an administrator.
- No visitors or volunteers until guidelines change.

- There is a specific location in the school to immediately isolate any students or staff experiencing COVID symptoms until they are able to leave the building.
- Masks must be worn at all times while inside the building, with the exception of designated lunch breaks.
- Social distancing should be maintained in all areas of the building at 6 feet apart with no congregating when possible.
- During off hours and lunch, students must be in designated indoor spaces (as capacity allows). Students will sign in and out of these areas each time they arrive and leave.
- Open campus for lunch is permitted for sophomores, juniors, and seniors.
- Closed campus for lunch is required for freshmen.
- No open food or drink containers will be permitted outside of designated eating spaces.
- Drinking fountains will be closed, but the water bottle filling stations will be open, and water bottles will be permitted in classrooms.

Academic Expectations

Instruction and Assessment

- 2020-2021 will operate with a ‘full accountability’ (not ‘hold harmless’) model.
- Students must arrive to class ready to learn with a personal device (fully charged) and appropriate materials (calculator, library books, pens/pencils etc.) as there will be no sharing of items during class time.
- **If you don’t have a device, DCSD will check one out to you.**
- Students will be required to practice independent learning, time management, respectful and timely communication, and self-advocacy.
- No more than 50% of a student’s grade will be derived from tests, quizzes or formal assessments.
- On the days when a student’s cohort is not meeting at school, students will be expected to take personal responsibility for completing assignments at home in preparation for the next day of instruction.
- Students can still expect to receive some homework during evenings and weekends, particularly if they are part of AP, Arapahoe Community College/Concurrent Enrollment, Career Technical Education, or IB programs which will have externally moderated exams at the end of the course.
- Students will be expected to actively participate in learning on their two cohort (synchronous) days and every Friday. They will also be responsible for any assigned learning on their non-cohort (asynchronous) days.

Grading Policy

- Students will receive grades in each of their courses that reflect progress toward mastery and proficiency in School, District, and State standards.
- Grades will be updated in Infinite Campus weekly to reflect student progress toward course expectations.
- Regardless of the learning model, students will be expected to produce work in consideration of assigned due dates, and **grades can and will reflect completion of those assignments.** Final grades will be transcribed and count toward graduation credit.

Etiquette for eLearning

There will be a great deal of video conferencing during this time. Below are a few things to keep in mind when preparing to participate in e-learning at home:

- Consider your appearance on the webcam. The less seriously a student takes online interaction,

the harder it will be to learn the material or participate in the class.

- Students are expected to follow the dress code outlined in the [DCHS Student Handbook](#).
- Consider what is in the background of the video. A blank background is easiest to work with, but be considerate and select an appropriate digital background if necessary.
- Consider the lighting of the room. A poorly placed light or sitting in front of a window will create a shadowy effect. Play around with the lighting prior to logging into the virtual classroom.
- Consider internet connection. If the internet is lagging, consider restarting the computer and be aware of how far away you are from your home internet router.
- Remember that a video conference should have the same degree of respect as a live class (students don't randomly interrupt or fall asleep during class, so please continue that respect in your virtual environment).
- Mute yourself upon entering the class.
- Please be on time.
- Please respect that teachers will be prioritizing different groups of students throughout the week based on a child's cohort.
- Teachers will respond to communication within 48 hours.

Canvas Learning Management System (LMS)

All teachers at Douglas County High School will use a school-wide, common Learning Management System (LMS) called Canvas. The [Canvas LMS](#) will facilitate and organize online and in-person learning activities. Canvas is a proven LMS that is prominently used at high school and university levels of education.

Implementing Canvas means students will have access to all of their courses, a common calendar of assignments and due dates, and a message board protected behind their universal DCSD logins and passwords.

Students are encouraged to take initiative in learning the new Canvas platform in order to best support their learning both in school and at home. Students, please take a look at this [instructional video](#) to guide your learning.

Students will receive guidance on how to login into Canvas and navigate their courses during the first weeks of school.

Technology

With the uncertain nature of the school year ahead, the adoption of Canvas as a Learning Management System and the inability for students to share devices as we maintain cleaning and mitigation strategies, students will need daily access to a digital device (i.e., computer, Chrome book, etc.). **We strongly recommend all students acquire and bring a device with which to complete school work.**

Students and families unable to access a personal device will be issued one from current school inventory. Families must indicate the need for a device through the Express Check-in process.

If you did not indicate your need for a device during Express Check-in, please complete this [DCSD form](#).

Notes:

Teachers of classes who use specific software programs will be communicating technology needs for those courses with students during orientation week.

Attendance

Taking attendance regularly and accurately is essential to student support and required by District policy and State law.

Even in the midst of a new learning structure, students are expected to engage in their learning daily, including days when their learning occurs remotely and asynchronously. **Daily attendance for all students, submitted through Infinite Campus, will reflect that engagement.**

Parents should use typical attendance reporting procedures to communicate when a student will not attend due to an excused absence. Parents should call the school to report excused absences from in-person, asynchronous, and online learning. Normal make-up work procedures still apply.

For virtual synchronous learning days (Fridays), teachers will communicate the expectations for what it means to “attend” a virtual class. The use of microphones and cameras on or off and what contribution looks like will all be communicated by individual teachers.

COVID-RELATED ATTENDANCE REPORTING In the event that a student is absent because he or she is displaying symptoms of COVID-19, parents must clearly indicate the following in the school message:

- student first and last name
- student grade
- student cohort
- when the student is scheduled to obtain a COVID test

The school nurse or alpha administrator will return the parent call to discuss next steps.

Communication

Direct communication between the teacher and the student in a class is the most effective and timely method for resolving class concerns.

If and when concerns arise, particularly with regard to class engagement, communication should begin with the teacher, student, and family. Teacher emails are listed on the [school website](#), and students and families can expect teachers to respond to concerns within 48 hours during the business week.

Please bear in mind regardless of your child’s cohort schedule, his/her teacher is instructing in person every day. Teachers will be unavailable to respond to communication during the work day.

Hybrid Schedules

There are two cohorts, A and B:

- Cohort A: In school learning on Monday and Wednesday, asynchronous eLearning on Tuesday,

Thursday and synchronous eLearning on Friday

- **Cohort B:** In school learning on Tuesday and Thursday, asynchronous eLearning on Monday, Wednesday and synchronous eLearning on Friday
- **In-School Learning:** Students will follow the bell schedule and attend all core and elective classes.
- **eLearning days:** Fridays are synchronous eLearning days. Students will follow guidance from the teacher via Canvas.
 - This may include: virtual teaching, group work, student support, class communication or student feedback, etc.

For the week of August 17th*:

- Monday, August 17: Freshmen and new student orientation
 - Freshmen and new students are only in attendance on Monday. They do not need to attend the rest of the week
- Tuesday, August 18: Cohort B1
- Wednesday, August 19: Cohort A1
- Thursday, August 20: Cohort B2
- Friday, August 21: Cohort A2

*Pictures for 9th through 11th grade will be taken the week of August 17th for the yearbook along with student IDs.

*Senior student ID pictures will be rolled over from the 2019/20 school year. Senior picture submissions for the yearbook are due October 31st, 2020. More information on this process can be found on the [DCHS Website](#).

COHORT A (MONDAYS & WEDNESDAYS)

Period 0	6:40 – 7:35
Period 1	7:38 – 8:22
Period 2	8:29 – 9:12
HR	9:19 – 10:12
Period 4	10:19 – 11:02
Period 5	11:09 – 12:23
*A lunch	11:09 – 11:40
*A class	11:40 – 12:23
*B class	11:09 – 11:52
*B lunch	11:52 – 12:23
Period 6	12:30 – 1:16
Period 7	1:23 – 2:05
Period 8	2:12 – 2:55

COHORT B (TUESDAYS & THURSDAYS)

Period 0	6:40 – 7:35
Period 1	7:38 – 8:22
Period 2	8:29 – 9:12
HR	9:19 – 10:12
Period 4	10:19 – 11:02
Period 5	11:09 – 12:23
*A lunch	11:09 – 11:40
*A class	11:40 – 12:23
*B class	11:09 – 11:52
*B lunch	11:52 – 12:23
Period 6	12:30 – 1:16
Period 7	1:23 – 2:05
Period 8	2:12 – 2:55

COHORT A & B (FRIDAYS)

PLC/Dept Meetings	7:38 – 8:35
Office Hours	8:40 – 9:40
Period 1	9:45 – 10:10
Period 2	10:15 – 10:40
Period 4	10:45 – 11:10
Period 5	11:15 – 11:40
Lunch	11:45 – 12:15
Period 6	12:20 – 12:45
Period 7	12:50 – 1:15
Period 8	1:20 – 1:45
Planning time (staff)	1:45 – 2:55

COHORTS A & B (LATE START)

Period 0	Canceled
Period 1	9:13 – 9:47
Period 2	9:52 – 10:25
HR	10:32 – 11:02
Period 4	11:09 – 11:42
Period 5	11:49 – 1:00
*A lunch	11:49 – 12:25
*A class	12:25 – 1:00
*B class	11:49 – 12:25
*B lunch	12:25 – 1:00
Period 6	1:07 – 1:38
Period 7	1:45 – 2:16
Period 8	2:23 – 2:55

Lunch

****Students are required to eat lunch in the building where they attended 5th period****

A LUNCH

AG BUSINESS COMPUTERS ENGLISH FACS VOC MATH PERF ARTS

B LUNCH

ART ELD ISS SCIENCE IND & SOC (SS) STAR LAB WORLD LANG PE

Arrival and Dismissal

Student Pick-up and Drop-off: In order to avoid traffic and to ensure safety for our community, student drop-off and pick-up will take place in front of the North and South Main Offices. In an effort to decrease contact between students at the beginning of the school day, please drop students off during the designated arrival time between 7:15am and 7:35am.

Student Parking: Upon completion and approval of the parking registration application, any licensed student will be permitted to park in the student lot during the Hybrid Phase of the school. There will be no charge for a parking permit during this time. Sophomores and Juniors will be able to park in the South Lot. Seniors will be able to park in the North Lot. All registration and parking forms can be found on the [DCHS Website](#).

Specialized Programs

Personalized Learning

Students who access services through any identified plan will continue to receive those services regardless of the learning model chosen. DCHS Case Managers will be working with individual students

English Language Learners (ELL/ELD)

DCSD classroom, content, English Language Development (ELD), and special service providers will continue to collaborate to meet the needs of

<p>and families to address service. Please see additional information from DCSD regarding the delivery of personalized learning services detailed with the comprehensive DCSD Road to Return plan.</p> <ul style="list-style-type: none"> • Please reach out to Dr. Christine Veto (cdveto@dcsdk12.org), Assistant Principal for Personalized Learning, with any questions. 	<p>English Language Learners and their families. Educators will work with families to develop and implement an English Learner Plan outlining all aspects of English Language Development programming/services aligned to student need, academic and social language development, and specific language goals for the student. English Learners will be served directly and consistently according to their English Learner Plan.</p> <ul style="list-style-type: none"> • Please reach out to Casey Turnbaugh (cnturnbaugh@dcsdk12.org), Dean of Students, for any questions
<p style="text-align: center;"><u>Gifted Education</u></p> <p>Douglas County students receiving gifted education services are guided by their Advanced Learning Plans (ALPs), which outline all aspects of gifted education programming aligned to students' needs as well as academic and affective goals for the students. Support for eLearning and hybrid teachers will be provided to ensure students receive curriculum and instruction to match their ALP-aligned academic and social emotional needs.</p> <ul style="list-style-type: none"> • Please reach out to Michelle Fleet (michelle.fleet@dcsdk12.org), Gifted Education Coordinator, with any GT-related inquiries. 	<p style="text-align: center;"><u>IB MYP and DP</u></p> <p>The International Baccalaureate Diploma Program at Douglas County High School would like to extend an invitation to students who believe that a better society results from an educational system that promotes academic rigor in an environment of intercultural respect. International Baccalaureate Diploma Program students must accept the challenge of a demanding curriculum while contributing to their high school environment as good students and great citizens.</p> <p>Information meetings are typically scheduled for interested students and their parents in November and December. If you are in the eighth, ninth or tenth grade and would like to know more about this prestigious program, please plan to attend one of these meetings.</p> <p>The application process begins in November for incoming ninth grade students, and will be completed in the month of January for all students interested in the IB program at DCHS.</p> <ul style="list-style-type: none"> • Please reach out to Dr. Steve Fleet (sjfleet@dcsdk12.org), IB Coordinator, with any questions
<p style="text-align: center;"><u>AP/CE/CTE</u></p> <p>All Advanced Placement (AP), Concurrent Enrollment (CE), and Career & Technical Education (CTE) courses at DCHS will be offered as planned (on the hybrid model ONLY). Teachers will be reaching out to students with course-specific information in the few weeks.</p> <p>A few reminders:</p>	

- AP and CE students have chosen a curriculum that goes beyond the regular high school graduation requirements as students are taking college-level classes. This is reflected in the pacing, time commitment, difficulty, skill development, and content of the course.
- DCHS AP students must register for the May AP exams as they are a major focus of the course content and instruction. The registration process will occur in their class within the first two weeks. There is a cost of \$94 for each AP exam taken.
- Many AP/ACC courses require students to purchase the textbook. Other AP/ACC classes may have additional materials such as workbooks or lab fees. Please reach out to your student’s teacher or counselor financial assistance is needed through a request process.
- Students whose applications are approved to take classes at an ACC (Arapahoe Community College) campus will continue as planned. Counselors have been working on building the approved courses into a student’s schedule on the hybrid model. No new applications are being accepted at this time.
- Please reach out to Diane Shuck-Gray (dhshuck@dcsdk12.org), Assistant Principal, with any questions regarding Advanced Placement, Career Tech Ed or Concurrent Enrollment.

Other Considerations

Security and Guidance

In order to maintain a safe learning environment for our staff and students, we will continue to practice emergency procedures.

Drills will be altered to maintain health protocols, but teachers will explain normal procedures for students to follow in case of an emergency.

Homeroom (Advisement)

As Homeroom is a corner-stone of relationships, we will continue to value this time with our Huskies.

Homeroom will still be used as a daily opportunity to take care of school business and check in with students regarding their academic success and social-emotional well-being.

Homeroom will be non-travel until further notice.

Athletics and Activities

DCHS will adhere to CHSAA (Colorado High School Activities Association), Continental League, and DCSD guidelines with regard to athletics and activities.

- For any athletic questions, please reach out to Jeff Gardella (jlgardella@dcsdk12.org), Athletic Director.

Clubs, activities, and athletics will not be allowed to meet during Homeroom. Groups that can maintain social distancing and adhere to safety protocols may meet before and/or after school, or online. Please see the coach or club/activity sponsor for correct information.

State Testing

Some fall testing will occur in September and October for senior students whose SAT were cancelled last spring due to COVID-19 and school closure. Click on the link below for grade-level information.

[12th Grade Letter \(SAT\)](#)

- Please reach out to Nicole Stone (nlstephens@dcsdk12.org), School Assessment Coordinator, with any questions.

Fall testing for PSAT-10/NMSQT will occur for students who register through the College Board website.

- Please reach out to Cory Monroe (cmonroe@dcsdk12.org), Guidance

Consistent with DCSD policy, field trips and overnight trips will not be approved for Semesters 1 and 2.

- For any clubs or activities questions, please reach out to Diane Shuck-Gray (dhshuck@dcsdk12.org), Activities Director.

Counselor, with any questions.

Social Emotional Learning and Support

Counselors and mental health staff are available 5 days a week to meet with students in-person or online.

Students and parents can schedule appointments by calling or emailing Heather Hartman at 303-387-1084 or hehartman@dcsdk12.org

Resources

- [DCSD Road to Return Plan](#)
- [DCSD Code of Conduct](#)
- [DCHS Website](#)
- [DCHS Student Handbook](#)
- [DCHS Bell Schedule](#)
- [Canvas LMS](#) introduction
- Canvas student [instructional video](#)
- [IB overview](#) for families