

Return Plan for Castle View High School

August 2020

On behalf of our fantastic staff, I am happy to welcome you to the 2020-2021 school year at Castle View High School. As always, we welcome another year of serving the families of our wonderful school community. During the July 25th special Board of Education meeting, a new format for DCSD schools was approved to start this year. All DCSD schools will be following a “hybrid” model of in-person learning. This document outlines how Castle View High School will operate within the hybrid model and the broader guidelines of the [DCSD Road to Return Plan](#). As we are preparing a safe reopening for both students and staff, please familiarize yourself with some of our new processes that will be in place this year. Our goal is to create a safe environment for all and we appreciate your understanding and support with these new requirements.

While this year will be unique in so many respects, as our community and our nation continue to navigate the COVID-19 pandemic, there are elements of normalcy that will return with the start of this school year. Academic rigor, grading practices, and attendance expectations will return to the processes we employed prior to March of this year. The information below will be in addition to policies outlined in the [CVHS Student Handbook](#) and the [DCSD Code of Conduct](#), which will still guide our operations.

Please understand that the above processes could change, as we get new information from our school district and partnering health agencies. Thank you for your patience and understanding with these new safety procedures. I appreciate the ongoing support of our school community. It is an honor to serve the families of CVHS, and we are looking forward to a successful and safe year with all of you. ~Dr. Rex Corr, Principal

Our Guiding Principles

1. We are focused primarily on the physical and psychological health and safety of our students, staff, and our larger school community.
2. We are committed to providing equitable access and opportunity for all students to learn, grow, and achieve.
3. We are dedicated to maintaining the heart and culture of our school community through the continued prominence of the “3 R’s” of our building mission: Relationships, Rigorous academic environment, and Relevant learning connections.



Health and Safety

Daily Symptom Checks	Face Coverings	Physical Distancing
<p>Staff and students 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, students will enter their current temperature and answer a few symptom questions (such as cough, sore throat, etc) into a form each day.</p> <p>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.</p>	<p>Required for all STAFF</p> <p>Required for all STUDENTS</p> <p>When exercising or teaching outside, and able to appropriately distance, student face coverings may be removed.</p> <p>Students and staff do not need to wear face coverings when eating or drinking. Social distancing will be maintained in cafeteria/commons.</p> <p>Food/drink (aside from a personal water bottle) will not be permitted in learning environments.</p>	<p>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).</p> <p>One-way hallways will be employed at CVHS in order to maintain distancing during transitions (map below).</p> <p>There will be no use of lockers with the exception of dedicated PE and music lockers for assigned classes and after school athletics.</p> <p>There will be no assemblies, performances, or other all-school gatherings.</p>
Hand Washing and Sanitizing	Cleaning, Disinfection, and Ventilation	Cohorts
<p>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.</p> <p>Bathroom soap dispensers and paper towel dispensers will be checked frequently and refilled as needed.</p> <p>Hand sanitizing stations will be located in a variety of areas around each school and will be checked frequently and refilled as needed.</p>	<p>Touch points (i.e. door knobs, light switches, etc.) will be disinfected throughout all buildings on a daily basis.</p> <p>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.</p> <p>The circulation of outdoor air within district buildings, via mechanical systems, will be increased.</p>	<p>Students will be divided into 2 cohorts in order to decrease the number of students physically at school each day.</p> <p>More information about which cohort your student(s) is assigned to is coming soon from the district.</p>



Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
“Red - A1/A2” Cohort In-Person	“Red - A1/A2” Cohort Online	“Red - A1/A2” Cohort In-Person	“Red - A1/A2” Cohort Online	ALL STUDENTS LIVE ONLINE Attend a synchronous scheduled class online. See bell schedule below. Schedule time to receive individual help with teachers during office hours.
“Gold - B1/B2” Cohort Online	“Gold - B1/B2” Cohort In-Person	“Gold - B1/B2” Cohort Online	“Gold - B1/B2” Cohort In-Person	

Daily Bell Schedule Monday - Thursday	Friday Schedule Live Online Schedule
<p>Period 0: 6:45 - 7:35</p> <p>Period 1: 7:38 - 9:15 **Staggered arrival times: 9th graders and bus riders - 7:35/ 10th graders - 7:40/ 11th graders - 7:45/ 12th graders - 7:50</p> <p>Advisement: 9:20 - 9:40</p> <p>Period 2: 9:45 - 11:10 2A: 9:45 - 10:25 2B: 10:30 - 11:10</p> <p>Period 3: 11:15 - 1:25 First Lunch 11:15 - 11:55 Second Lunch 12:45 - 1:25</p> <p>Period 4: 1:30 - 2:55 **All students need to exit the school campus by 3:00 unless continuing to an approved club, sport, or activity</p>	<p>(PLC) Teacher Collaboration 7:35 – 9:00</p> <p>Period 0 8:45 – 9:30</p> <p>Period 1 9:35 – 10:20</p> <p>Period 2 10:30 -11:15</p> <p style="padding-left: 40px;">2A 10:30 – 11:00</p> <p style="padding-left: 40px;">2B 11:05 – 11:35</p> <p>Lunch 11:20 – 12:10</p> <p>Period 3 12:20 – 1:05</p> <p>Period 4 1:15 – 2:00</p> <p>Office Hours 2:00 – 2:55</p>



CVHS Expectations During Hybrid Learning

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 (Red or Gold)
- when the student is scheduled to obtain a COVID test

The school nurse or dean of students will return the parent call to discuss next steps.

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.



Canvas - Learning Management System

All teachers at Castle View 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 will receive guidance on how to login into Canvas and navigate through to their courses during Orientation Week.

[Click here to access a two-minute video that will further introduce the Canvas LMS.](#)

Technology - Bring Your Own Device

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. Please see the [attached document](#) for recommended minimum specifications.

Students and families unable to access a personal device will be issued one from current school inventory. These 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 form](#).

Notes:

Students enrolled in specialized classes (like Multimedia I or Engineering) will have access to labs with the necessary specialized software during class.

Adobe is used in all multimedia, photography, journalism, and graphic design courses.

Teachers will be communicating specific technology needs for courses with students during orientation week.



Communication Process

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 parent(s)/guardian(s). Teacher emails are listed on the school website, and students and parents can expect teachers to respond to concerns within 24 hours during the business week.

As a reminder, the phone numbers listed for teachers send a message directly to voicemail, so teachers are unable to pick up directly.

Please bear in mind that while your student is learning online, his/her teacher is instructing in-person. Teachers will be unavailable to respond during the work day.

Specialized Programs

Personalized Learning

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

Please reach out to Brad Farrier (bbfarrier@dcsdk12.org), CVHS Assistant Principal for Personalized Learning, with any questions.

AP/CE/CTE

All Advanced Placement (AP), Concurrent Enrollment (CE), and Career & Technical Education (CTE) courses at CVHS will be offered as planned (on the hybrid model). Teachers will be reaching out to students with course-specific information in the next week or so.

A few reminders:

- 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.



- CVHS AP students are automatically registered for the May AP exams as they are a major focus of the course content and instruction. There is a cost of \$94 for each AP exam taken.
- Many AP/ACC courses require students to purchase their 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 if you need to request financial assistance.
- Students whose applications were approved to take classes at an ACC campus will continue as planned. Counselors will be 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 Katie Winsor (kawinsor@dcsdk12.org), CVHS Assistant Principal, with any questions.

Gifted and Talented (GT)

Castle View 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 Castle View's eLearning and hybrid teachers will be provided to ensure students receive curriculum and instruction to match their ALP - aligned academic and social emotional needs.

Please reach out to Dr. Ryan McClintock (ramcclintock@dcsdk12.org), CVHS Gifted Education Coordinator, with any GT-related inquiries.

English Language Learners (ELL/ELD)

DCSD classroom, content, English as a Second Language (ESL), and special service providers will continue to collaborate to meet the needs of 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. Please reach out to Brad Farrier (bbfarrier@dcsdk12.org), CVHS Assistant Principal for Personalized Learning, for any questions.

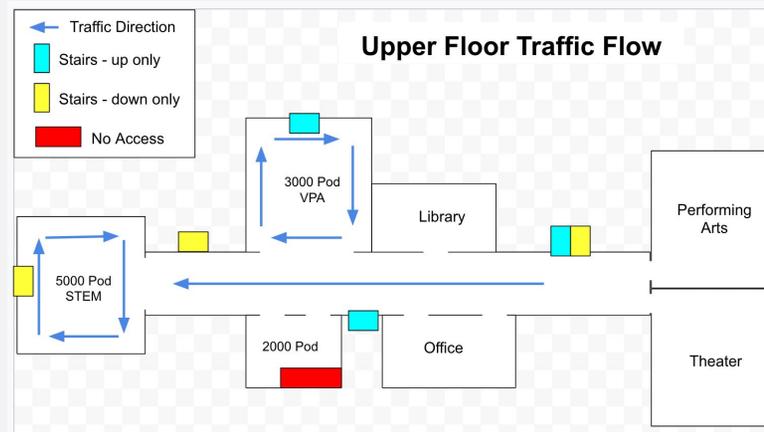
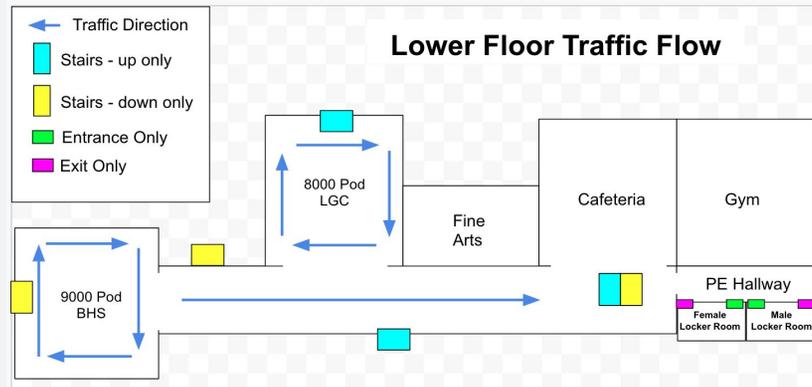
Other Considerations

Physical Expectations

In-Building Traffic Patterns



- Masks will be worn at all times while inside the building, with the exception of designated lunch breaks.
- Social distancing will be maintained in all areas of the building at 6 feet apart with no congregating.
- 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.
- 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.
- Bathroom capacity will be limited and monitored.



Security and Drills

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

Advisement

As Advisement is a corner-stone of relationships, we will continue to value this time at CVHS.

Advisement will still be used as a daily opportunity to take care of school business

Parking and Traffic

Student Pick-up and Drop-off: In order to avoid construction traffic and to ensure safety for our community, student drop-off and pick-up will only take place in the back student parking lot ([see map](#)). In an effort to decrease contact between students at the beginning of



<p>Drills will be altered to maintain health protocols, but teachers will explain normal procedures for students to follow in case of an emergency.</p>	<p>and check in with students regarding their academic success and social-emotional well- being.</p> <p>Advisement will be non-travel until further notice.</p>	<p>the school day, please drop students off during their designated arrival times.</p> <p>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.</p>
<p>Athletics and Activities</p>	<p>Testing</p>	<p>General SEL Considerations</p>
<p>CVHS will adhere to CHSAA, Continental League, and DCSD guidelines with regard to athletics and activities.</p> <p>Summer athletics and activities are following the Phase II guidelines through August 8th. Clubs, activities, and athletics will not meet during Advisement. Groups that can meet and maintain social distancing and safety protocols may meet during lunch, before and after school, or online.</p> <p>Consistent with DCSD policy, field trips and overnight trips will not be approved for Terms 1 and 2.</p>	<p>Some fall testing will occur in September and October for junior and senior students whose SAT and PSAT10 were cancelled last spring due to COVID-19 and school closure. Additionally, the fall PSAT is optional for sophomores.</p> <p>Please click on the links below for grade-level information.</p> <p>10th Grade Parent Letter (PSAT10)</p> <p>11th Grade Letter (PSAT NMSQT)</p> <p>12th Grade Letter (SAT)</p> <p>Please reach out to Shannon Schott (sschott@dcsdk12.org) with any questions.</p>	<p>Counselors and mental health staff are available 5 days a week to meet with students in-person or online.</p> <p>Students and parents can schedule appointments by calling Abbi Bay at 303-387-9029 or emailing her at abigail.bay@dcsdk12.org</p>

