Decatur County Community Schools
Return to Learn Plan
2020-2021

2020 N Montgomery Rd. - Greensburg, IN 47240 - Phone: (812) 663-4595
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Introduction

Decatur County Community Schools has worked extensively with the Decatur County Health Department to create this return to school re-entry plan. This plan was created so DCCS could safely reopen all schools on time in the fall for in-person instruction. Along with the help from the Decatur County Health Department, we have leaned heavily on the Indiana’s Considerations for Learning and Safe Schools (IN-CLASS) document which provides all Indiana districts and schools with guidance for preparing school operations under the current pandemic environment. Per this document, not all districts and schools will be able to address or implement all of the considerations listed.

Governor Holcomb has empowered each school district to consider and evaluate all aspects of returning to school and to develop a re-entry plan that considers the recommendations and addresses local district capabilities while still delivering a quality education.

As addressed in the IDOE document, Decatur County Community Schools will be constantly evaluating two key factors:

1) the school’s ability to maintain a safe and healthy school environment, and
2) the prevalence of COVID-19 in our community.

We will be working closely with the Decatur County Health Department to guide us if any adjustments need to be made during the school year.

We realize our schools play an integral part in our community, and with that we have the added responsibility to make sure we are doing everything possible to keep students, staff, and community as safe as we can. We are mindful of how Decatur County had one the highest rates of positive tests and death rate per 10,000 residents in Indiana last spring. If you also factor in that 16.7% of Decatur County residents are 65 years and older, you will understand why DCCS is so committed to the health and safety of all residents in and out of our classrooms.

The steps presented in this document will allow us to not only educate students, but keep everyone safe as we navigate through these uncertain times. Please know revisions to this document are expected as dictated by circumstances surrounding COVID-19.
Appendix A

Maintaining a Clean and Healthy Environment

Decatur County Community Schools is committed to creating and maintaining the safest learning environment possible, balanced with maintaining a level of face-to-face instruction. The following protocols are being implemented for the 2020-2021 school year and are subject to change based upon two key factors:

1) the school district’s ability to maintain a safe and healthy school environment, and
2) the prevalence of COVID-19 in our community.

DCCS will continue to work closely with the Decatur County Health Department to help guide any changes that need to be made to these protocols.

School Year
- The school year will begin as scheduled, with in-person instruction, on August 6, 2020.
- Decatur County Community Schools will also offer a 100% virtual learning experience for families that have concerns about their student returning to school amidst the COVID-19 pandemic, or who have underlying medical conditions that prevent them from attending school in-person.
- The 2020-2021 DCCS school calendar has been modified to allow for additional COVID-19 make-up days should they be needed in the event of a school or community outbreak. See Appendix H, 2020-2021 Revised School Calendar.
- North Decatur Jr/Sr High School and South Decatur Jr/Sr High School are moving to a block schedule for the 2020-2021 school year to significantly reduce the number of passing periods each day.
- Elective assemblies, field trips, and other large gatherings will be postponed.

Cleaning Protocols
- Student and staff daily schedules will be adjusted to provide adequate time for handwashing, sanitizing desks, and other good hygiene practices.
- Custodial staff will be trained on effective methods of cleaning and disinfecting all pertinent areas throughout the school.
- Custodians will use Critical Care by Envirox for the following reasons:
  - 3 minute immediate disinfection of COVID-19
  - 24-hour residual bacteria kill
  - Odorless-no harsh disinfectant smell
  - Disinfectant-Fungicide-Virucide
  - Reduced toxicity-HMIS Health = 0
- Schools will be thoroughly sanitized and disinfected after each school day in preparation of the next school day. Additionally classrooms will be disinfected at least one time throughout the school day.
- Bathrooms and high touch areas will be disinfected at least three times throughout the school day.

**Healthy Practices**
- Space between students will be increased during in-person instruction.
- Small groups will remain static and the number of students will be limited to the extent possible.
- Desks will be arranged to allow for maximum space available between students.
- All desks will face the same direction. When tables are used, students will be staggered so they are not facing each other when possible.
- Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.
- Restroom breaks will be scheduled to avoid overcrowding.
- Field trips and convocations are not allowed until further notice.
- Recess will either have an alternate schedule, or multiple locations at one time, to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment as needed.
- Teachers will monitor and encourage social distancing.
- Students will report immediately to classrooms upon entering school (unless they pick up their breakfast in the cafeteria to take to their classroom) and will not be permitted to congregate in the hallways.
- Implementing measures to decrease students congregating in one location.
- All meetings will be virtual when feasible. Any meeting in person must have prior approval from a building administrator, and must be able to accommodate proper social distancing.

**Visitors:**
- Visitors, other than parents, will be permitted by appointment only.
- All visitors must self-screen prior to entering the school building.
- All visitors are required to wear a face mask.
- Classroom visitors will only be permitted if directly related to instruction. All classroom visitors must receive prior approval from the principal.
- Sign-in sheets will be used for in-person meetings to document attendees for contact tracing purposes.
- Accurate records will be kept of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel.
Health Protocol for Schools

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, districts/schools are encouraged to work closely with their local health departments.

**Symptoms Impacting Consideration for Exclusion from School**

Students and employees should be trained to recognize the following COVID-19-related symptoms:

- A fever of 100.4°F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

**Return to School After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

**Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.
Tested Positive- Symptomatic
Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic
Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student’s health care provider.

Tested Negative
Persons who have had symptoms of COVID-19 and received a negative test result may return to school when:

- The individual has not had a fever for at least 72 hours (this is three full days of no fever without the use of medicine that reduces fevers)
- The individual has a doctor’s note that it is safe to return to school.

Someone in the Household Tests Positive
Students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, Decatur County Community Schools may choose to exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days. The amount of time out of school could be longer if the student then becomes symptomatic.

Tested Positive- Impact on School Operations
In the event an infected person has been in one of our schools, the Decatur County Health Department and the Indiana Department of Education will be contacted immediately. School personnel and parents/guardians will be notified when their child has had prolonged, close proximity with an individual who tests positive for COVID-19. Decatur County Health Department will assist Decatur County Community Schools in determining an appropriate course of action for our schools and community.
Student COVID-19 Symptoms Screening
The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Decatur County Community Schools will require parents to self-screen students for COVID-19 every day prior to leaving for school. If a student has a temperature of 100.4 or greater, or if they feel sick, they are to stay home. Families will be provided the appropriate information to assist them in recognizing COVID-19 symptoms and screening.

Staff COVID-19 Symptoms Screening
All staff members are required to self-screen and document any symptoms they may have daily prior to entering school. If a staff member has a temperature of 100.4 or greater, or if they feel sick, they are to stay home. All staff will be provided the appropriate information to assist them in recognizing COVID-19 symptoms and screening.

Tracking Community Spread
The superintendent will track cases of COVID-19 and will communicate regularly with the Decatur County Health Department to determine if any changes are needed to protect students and staff.

Medical Inquiries
Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Wearing Masks and other Personal Protective Equipment (PPE) - Students
Face masks are strongly encouraged for all students to wear while at school, but are not required at this time. Decatur County Community Schools recognizes the importance of face masks when social distancing is not possible for a period of time greater than 15 minutes. However, consulting with educational and medical experts, we understand mandating all students to wear face masks for six hours or more a day is incredibly challenging.

- Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans.
● Additional accommodations may need to be made for students based on their individual health plan.

Wearing Masks and Other Personal Protective Equipment (PPE) - Staff
Decatur County Community Schools staff members are strongly encouraged to wear masks throughout the school day if they feel it is necessary. All staff members will be provided disposable or cloth masks if requested.

● Masks will be provided for all staff members.
● Food Service staff will be required to wear masks and gloves.
● Custodial staff will be required to wear masks, gloves, and additional PPE when sanitizing an infected area.
● School nurses will be required to wear a mask, gloves, and additional PPE if necessary throughout the school day.

Clinical Space COVID-19 Symptomatic
All four schools have a designated space separate where students or staff members who are feeling ill are evaluated by the school nurse and are waiting to be picked up. Only essential staff members will be allowed in this area, and staff must wear appropriate PPE at all times. Students who are ill will be walked out of the building to their parents. A record will be kept of all individuals who received care by the nursing staff. All equipment will be disinfected between each use, and the room will be disinfected several times throughout the day. Families and staff will be required to notify school administration with an update of their symptoms as soon as possible.

Clinic Space Non-COVID-19 Related
Students who do not display symptoms of COVID-19 can be seen and treated in the nurse’s clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

Attendance Rewards
Stopping the spread of COVID-19 in our schools is incredibly important, and Decatur County Community Schools does not want to encourage students who are ill to attend school. For the 2020-2021 school year, DCCS is suspending all attendance award programs.

Confirmed Case of COVID-19 on School Property
When there is confirmation that a person infected with COVID-19 was on school property, DCCS will contact the Decatur County Health Department, and the Indiana Department of Education immediately. Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.
It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

If a closure is determined necessary, schools should consult with their local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

**Immunizations**

Immunization requirements should remain. Assistance through local health departments and health systems will be provided.

**Preventative Measures**

The priority for preventing the spread of disease in the school setting is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Reinforcing healthy habits regarding handwashing is expected and guidance can be found [here](#). Staff and students are strongly encouraged to wash their hands often, and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. DCCS will incorporate hand washing, or the use of hand sanitizer, for the following key times into the school day when possible. These key times should be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

**Water fountains will not be utilized in schools until further notice.**

Touchless water bottle filling stations will be available for staff and students to use. Students are allowed to bring clear water bottles.
Appendix C

Co-Curricular/Extra-Curricular Procedures

Athletics and extracurricular activities will be conducted following recommendations provided below from state agencies such as the Indiana Department of Education, Indiana High School Athletic Association, and local guidance from the Decatur County Health Department. In addition, given the fluid situation of COVID-19, these considerations are subject to change. Read the phases carefully as the considerations are gradually expanded in many areas.

Phase I: July 6-July 19
- Student athletes should be limited to 15 hours per week on campus.
- Individual student athletes are limited to 15 total hours of school contact activity per calendar week. (The Sunday Rule will be enforced)
- School contact activity includes conditioning and sport-specific activities.
- No sport may have more than two activity days per calendar week. Each sport must register their activity days in the office of the Athletic Director at least 10 days in advance. Sport-specific activity days may not occur on consecutive calendar days.
- Activity days are limited to three hours per day. (Six hours per calendar week.)
- Conditioning is limited to four days per week. Conditioning sessions may be held multiple times each day, each session limited to two hours. Student athletes may attend only one conditioning session per day.
- **ALL SUMMER ACTIVITIES ARE VOLUNTARY**
- All State and local guidelines for group limitations must be followed and social distancing is encouraged.
- Any student who prefers to wear a face covering for activities should be allowed, if doing so will not cause a health risk.
- Students, when not engaging in vigorous activity and when practical, should wear face coverings.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. should wear face coverings at all times unless under rigorous activity or poses a health risk.
- Only essential student athletes, student participants, coaches, medical staff, related supervisors, directors, and security should be in attendance.
- Consideration should be given to vulnerable individuals and it is encouraged for those individuals to seek medical guidance regarding his/her individual level of participation.
- An alternate command structure for coaching staff should be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSAA pre-participation physical, but should provide a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.
- All students and staff should be trained and screened for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.
Any person with COVID-19-related symptoms should not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.

- The State [website](#) has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.

Any person with a positive COVID-19 test shall trigger the established predetermined thresholds for mitigation strategies by following ISDH’s recommendation to work with your local health department in following the CDC guidance which can be found [here](#). Reference page 3, “When a confirmed case has entered a school, regardless of community transmission.”

- Coaches must track COVID-19 impacted attendance and report to district/school administration.
- Follow specific return to school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19.
- Districts/schools are encouraged to post signs displaying symptoms to educate students.

- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer should be plentiful and available to individuals as they transfer from place to place.

- Locker rooms should not be utilized. Students should report to their activity in proper gear and immediately return home to shower at the conclusion. Restrooms should remain available for student athletes and athletic staff, however social distancing is encouraged.

- Gathering sizes should be decreased as much as possible to reduce risk. Workouts should be conducted in defined, smaller groups of students with the same students always together. Reduce gathering size by half capacity in large areas (weight room, band rooms, wrestling rooms, etc.).

- The goal of social distancing is defined by the [CDC](#). If it is not possible to follow these guidelines indoors or outdoors, then create as much distance as possible. It is recommended that participants and coaches wear face coverings when distancing is limited and the individual is not participating in rigorous activity. For sidelines, benches, or other holding areas, consider establishing protocol as a guide for students and coaches. The goal and expectation is no contact.

- Consider scheduling adjustments to reduce the number of events, duration, and/or participants present.

- Cleaning schedules should be created and implemented for all facilities and equipment to mitigate any communicable diseases. Review the plan and supply inventory to thoroughly clean and disinfect prior to and after usage following [CDC](#), [EPA](#), and [OSHA](#) guidelines. The plan should be clear on who cleans and appropriate training and PPE is provided for such.

- School activities using off-site, non-school owned facilities and equipment for related activities should work with the off-site facility provider to ensure the associated and relevant safety measures are in place. If transporting to-and-from workouts,
rehearsals, or practices, transportation safety measures and cleaning regarding team or group transportation must be followed.

- Appropriate clothing/shoes should be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Hand sanitizer should be plentiful and available at all times.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment should be cleaned prior to use and immediately following usage. Responsibility for cleaning should be clear and appropriate training and PPE should be provided.
- Equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered or discarded.
- Students must be expected to shower at home and wash workout clothing immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- If schools launder student gear or uniforms, PPE must be available for the person in charge of laundering.
- Free weight exercises requiring a spotter cannot be conducted. Safety measures in all forms must be strictly enforced in the weight room.
- For contact sports, no contact is allowed.
- Shared hydration stations (water trough, water fountains, water hose, etc.) should not be utilized except for filling individual, labeled water bottles.
- No formal competition is allowed.
- Pool usage is acceptable. Schools should take necessary steps to promote health and safety both in the water and out by social distancing and using good hygiene.
  - State and local guidelines that may determine when and how recreational water facilities may operate should be followed.

**Phase II: July 20-August 15**

- All State and local guidelines for group limitations must be followed and social distancing is encouraged.
- Any student who prefers to wear a face covering for activities should be allowed, if doing so will not cause a health risk.
- Students, when not engaging in vigorous activity and when practical, should wear face coverings.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. should wear face coverings at all times unless under rigorous activity or poses a health risk.
- Only essential student athletes, student participants, coaches, medical staff, related supervisors, directors, and security should be in attendance.
- Consideration should be given to vulnerable individuals and it is encouraged for those individuals to seek medical guidance regarding his/her individual level of participation.
- An alternate command structure for coaching staff should be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSAA pre-participation physical, but should provide a 2020-21
IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.

- All students and staff should be trained and screened for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.
  - Any person with COVID-19-related symptoms should not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
    - The State website has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.
  - Any person with a positive COVID-19 test shall trigger the established predetermined thresholds for mitigation strategies by following ISDH’s recommendation to work with your local health department in following the CDC guidance which can be found here. Reference page 3, “When a confirmed case has entered a school, regardless of community transmission.”
  - Coaches must track COVID-19 impacted attendance and report to district/school administration.
  - Follow specific return to school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19.
  - Districts/schools are encouraged to post signs displaying symptoms to educate students.

- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer should be plentiful and available to individuals as they transfer from place to place.

- If locker rooms or meeting rooms are used, 50 percent capacity is recommended.

- Gathering sizes should be decreased as much as possible to reduce risk. Workouts should be conducted in defined, smaller groups of students with the same students always together. Reduce gathering size by half capacity in large areas (weight room, band rooms, wrestling rooms, etc.).

- The goal of social distancing is defined by the CDC. If it is not possible to follow these guidelines indoors or outdoors, then create as much distance as possible. It is recommended that participants and coaches wear face coverings when distancing is limited and the individual is not participating in rigorous activity. For sidelines, benches, or other holding areas, consider establishing protocol as a guide for students and coaches.

- Consider scheduling adjustments to reduce the number of events, duration, and/or participants present.

- Contact is allowed as defined by Indiana High School Athletic Association (IHSAA).

- Cleaning schedules should be created and implemented for all facilities and equipment to mitigate any communicable diseases. Review the plan and supply inventory to thoroughly clean and disinfect prior to and after usage following CDC, EPA, and OSHA guidelines. The plan should be clear on who cleans and appropriate training and PPE is provided for such.

- School activities using off-site, non-school owned facilities and equipment for related activities should work with the off-site facility provider to ensure the associated and
relevant safety measures are in place. If transporting to-and-from workouts, rehearsals, or practices, transportation safety measures and cleaning regarding team or group transportation must be followed.

- Appropriate clothing/shoes should be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Hand sanitizer should be plentiful and available at all times.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., should be cleaned prior to use and immediately following usage. Responsibility for cleaning should be clear and appropriate training and PPE should be provided.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered or discarded.
- Students must be expected to shower at school or at home and wash workout clothing immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- If schools launder student gear or uniforms, PPE must be available for the person in charge of laundering.
- Free weight exercises requiring a spotter can be conducted. Safety measures in all forms must be strictly enforced in the weight room.
- Celebratory and sportsmanship acts that involve contact should be prohibited.
- Shared hydration stations (water trough, water fountains, water hose, etc.) should not be utilized except for filling individual, labeled water bottles.
- Pool usage is acceptable. Schools should take necessary steps to promote health and safety both in the water and out by social distancing and using good hygiene.
  - State and local guidelines that may determine when and how recreational water facilities may operate should be followed.
- No formal competition is allowed with the exception of girls golf.

**Phase III: August 15**

- All State and local guidelines for group limitations must be followed and social distancing is encouraged.
- Any student who prefers to wear a face covering for activities should be allowed, if doing so will not cause a health risk.
- Students, when not engaging in vigorous activity and when practical, should wear face coverings.
- Non-students, including coaches, medical-related staff, directors, security staff, supervisors, etc. should wear face coverings at all times unless under rigorous activity or poses a health risk.
- Consideration should be given to vulnerable individuals and it is encouraged for those individuals to seek medical guidance regarding his/her individual level of participation.
- An alternate command structure for coaching staff should be established in case of illness.
- Prior to participation, all first-time student athletes are required to have an IHSAA pre-participation physical for the upcoming school year. Returning student athletes are not required to obtain a new IHSAA pre-participation physical, but should provide a 2020-21 IHSAA Health History Update Questionnaire and Consent & Release Certificate prior to participation.
● All students and staff should be trained and screened for signs/symptoms of COVID-19 prior to participating in workouts, rehearsals, or practices.
  ○ Any person with COVID-19-related symptoms should not be allowed to take part in workouts, rehearsals, or practices and should contact his or her primary care provider or other appropriate healthcare professional.
    ■ The state website has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.
  ○ Any person with a positive COVID-19 test shall trigger the established predetermined thresholds for mitigation strategies by following ISDH’s recommendation to work with your local health department in following the CDC guidance which can be found here. Reference page 3, “When a confirmed case has entered a school, regardless of community transmission.”
  ○ Coaches must track COVID-19 impacted attendance and report to district/school administration.
  ○ Follow specific return to school protocol in reference to participation for student athletes or staff members who no longer test positive and/or no longer display symptoms of COVID-19.
  ○ Districts/schools are encouraged to post signs displaying symptoms to educate students.
● Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating. If this is not possible, hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
● If locker rooms or meeting rooms are used, 50 percent capacity is recommended.
  *If the restriction to 50 percent capacity at competitive events creates hardship and impacts the hygiene or safety of students, a 50 percent or greater capacity is allowed.
● Consider scheduling adjustments to reduce the number of events, duration, and/or participants present.
● Gathering sizes should be decreased as much as possible to reduce risk. Workouts should be conducted in defined, smaller groups of students with the same students always together. Reduce gathering size by half capacity in large areas (weight room, band rooms, wrestling rooms, etc.).
● The goal of social distancing is defined by the CDC. If it is not possible to follow these guidelines indoors or outdoors, then create as much distance as possible. It is recommended that participants and coaches wear face coverings when distancing is limited and the individual is not participating in rigorous activity. Officials should be given the option to wear face coverings. For sidelines, benches, or other holding areas, consider establishing protocol as a guide for students and coaches.
● Hospitality rooms for officials should not include shared food service and should allow space for social distancing. Individual waters and pre-packaged snacks may be made available.
● Consider scheduling adjustments to reduce the number of events, duration and/or participants present.
● Cleaning schedules should be created and implemented for all facilities and equipment to mitigate any communicable diseases. Review the plan and supply inventory to
thoroughly clean and disinfect prior to and after usage following CDC, EPA, and OSHA guidelines. The plan should be clear on who cleans and appropriate training and PPE is provided for such.

- Cleaning regarding team or group transportation must be followed.
- Appropriate clothing/shoes should be worn at all times to minimize transmission.
- No sharing of clothing, shoes, towels, or water bottles.
- Hand sanitizer should be plentiful and available at all times.
- Contact should be limited to only contact necessary to compete as defined by IHSAA. Modified sportsmanship practices should be observed.
- If equipment must be shared, including sports balls, weight room facilities, non-wind instruments, etc., this equipment should be cleaned prior to use and immediately following usage. Responsibility for cleaning should be clear and appropriate training and PPE should be provided.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered or discarded.
- Students must be expected to shower at school or at home and wash workout clothing immediately upon returning to their home. If a student does not have a laundered uniform, he/she may not be allowed to participate in practice or competition.
- If schools launder student gear or uniforms, PPE must be available for the person in charge of laundering.
- Shared hydration stations (water trough, water fountains, water hose, etc.) should not be utilized except for filling individual, labeled water bottles.
- Pool usage is acceptable. Schools should take necessary steps to promote health and safety both in the water and out by social distancing and using good hygiene.
  - State and local guidelines that may determine when and how recreational water facilities may operate should be followed.
- Competition may begin.
- Spectators, media, and vendors can be present but should implement social distancing and follow established mass gathering guidelines.
- Concessions may be sold if food handlers and cashiers use appropriate PPE and only prepared, prepackaged food is available.
Appendix D

Student Transportation Protocols

For the majority of students that attend Decatur County Community Schools, the school bus is the student’s first contact with the school in the morning and the last point of contact in the afternoon. Over 90% of all students that ride one of our buses will spend longer than the CDC’s recommendation of less than 15 minutes when not socially distanced six feet. Therefore, DCCS is instituting extensive protocols for all school buses to minimize the spread of COVID-19 and protect both students and employees. To help with social distancing, parents are encouraged to provide transportation for their children when possible.

Preparation and Cleaning

- All buses will have cleaning supplies on hand at all times, and bus drivers will be trained on appropriate cleaning methods to help prevent the spread of illness.
- All buses will be thoroughly cleaned and disinfected after each bus route in the morning and the afternoon.
- All buses running routes throughout the school day will also be cleaned and disinfected after each route.
- All buses will have seating charts with assigned seats. Seating charts will be shared with school administrators to assist in contact tracing when necessary.
- Bus drivers will have family members seated next to each other on the bus if possible.
- Buses will be dismissed each morning to allow students a staggered entrance into school to minimize the amount of time students are in close contact with one another.
- Bus drivers are required to wear masks or face shields when students are on the bus.

As soon as a school becomes aware of a student or employee who has been exposed to, or has been diagnosed with COVID-19, the bus driver will be informed so their bus can be thoroughly disinfected.

Student Expectations

- All students are required to wear masks or face shields when on the bus. Disposable masks will be provided for any student that does not have a mask.
- Students will not be permitted to eat on the bus unless it is deemed medically necessary.
- Students are required to face forward and to stay in their assigned seat for the duration of their school bus trip.

Students that do not comply with these expectations may result in the loss of their school bus privileges.
Appendix E

Food Service Program

The following procedures are being implemented to increase safety in our cafeterias. While social distancing is very difficult in a cafeteria, our plan encourages social distancing where possible, and reduces student interactions to limit possible contract tracing to as few students as possible.

General Procedures

● Food service personnel will be required to wear PPE during both preparation and service. PPE will be provided by the school district.
● Sanitation stations will be available at cafeteria entrances.
● Cash transactions will be limited for the safety of students and café staff. Change will not be provided to students. We are asking parents to pre-pay, if possible, using our online payment system. [https://payments.efundsforschools.com/v3/districts/55467](https://payments.efundsforschools.com/v3/districts/55467)
● Barcode scanners will be utilized for all grade levels to ensure a touchless checkout.
● Social Distancing will be practiced in the serving lines using floor markers to assist students.
● Self-service will not be utilized. All items will be covered and handed out to students to limit contact in the serving line.
● Individually wrapped utensils and napkins will be provided to students by café staff to limit contact.
● Individually packaged condiments will be provided to students by café staff to limit contact.
● A La carte items will be available in a limited capacity. All items will be pre-wrapped and distributed by café staff.

Lunch Procedures

● All students are required to wash hands immediately prior to lunch when possible. If washing hands is not possible they must use hand sanitizer.
● All students will be seated facing one direction. In some locations additional areas will be utilized for lunch time to help ensure students can be seated in this manner.
● Additional lunch times have been created in the schedule to help reduce the number of students in the café.
● Food sharing is not permitted.
● Choices will still be available to ensure students are able to build a tray that they will want to eat, helping us to minimize food waste.

Breakfast Procedures

● Grab and Go breakfast will be available in the serving line. Students will not eat in the cafeteria. Breakfast will be taken to the classroom.
Appendix F

Special Education Considerations

Decatur County Community Schools strives to meet the needs of all students, including those with special learning considerations, disabilities, and health needs. DCCS will continue to communicate individual student plans with families to discuss the delivery method of instruction for students with disabilities. An appropriate platform for delivery of special education-related services will be determined on a case-by-case basis.

Case Conferences

Annual Case Reviews
At this time, there has been no waiver of the requirement to convene the case conference committee (CCC) annually to conduct the annual case review (ACR) consistent with the requirements of 511 IAC 7-42-5(a)(2). Districts and schools must conduct the ACR within the one year timeline, regardless of school closure status.

Case Conference Committee Meetings to Review and Revise the IEP
As schools and districts plan to reopen buildings to provide in-person instruction, CCC meetings with parents should be scheduled to review the provision of services and the educational progress of each student. Discussion should determine whether or not there is a need to adjust the frequency or duration of services.

Educational needs can be measured by considering:
- Whether the student participated in continuous learning opportunities provided by DCCS during the COVID-19 school building closure;
- Parent observations of the student’s learning during the continuous learning opportunities provided by the school or district;
- Teacher observations of the student’s learning in the continuous learning opportunities provided by the school or district;
- Whether there were services identified in the student’s IEP prior to the school closure that DCCS was unable to provide during the building closure due to restrictions on in-person services;
- Whether the student continued making progress toward meeting his/her IEP goals;
- Whether the student experienced any additional or new social-emotional health issues during building closure and re-entry;
- Whether the student experienced any regression during the period of school building closure.

Future Services/Compensatory Services
The United States Department of Education (USED) has advised, “[A]n IEP Team and, as appropriate to an individual student with a disability, the personnel responsible for ensuring Free and Public Education (FAPE) to a student for the purposes of Section 504, would be required to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements.” QA-1 Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease
This does not mean schools must immediately offer compensatory services to all students with IEPs; rather, it requires the CCC to lead a discussion of the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC may consider the appropriateness of collecting data for an agreed-upon time following the student’s return to school and subsequently reconvening to discuss the need for future services at that time.

It is important school staff are documenting with specificity the special education and related services being provided to students with disabilities while monitoring and tracking individual student progress. This information will be necessary to inform the CCC in making a determination as to what future services or compensatory services are necessary to ensure the provision of a FAPE.

**Transition IEPs**
Transition assessments need to be updated annually, even during the COVID-19 pandemic. When updating transition assessments, teachers of record (TORs) may conduct assessments virtually or in person. Assessments may be administered prior to or during the CCC meeting. In all cases, assessment information needs to be documented within the Summary of Findings utilizing the SPIN method - Strengths, Preferences, Interests, and Needs.
Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

**CCC Meeting Method Options**
CCC meetings may be conducted virtually while school buildings are closed. As school buildings reopen, DCCS will continue to conduct CCC meetings through virtual means to align with the school district’s plan on limiting visitors during the school day unless circumstances require an in-person CCC meeting.

**EdPlan Connect**
In light of the COVID-19 pandemic, the Indiana IEP vendor, Public Consulting Group (PCG), has made EdPlan Connect available to IDOE to help facilitate IEP meetings. With EDPlan Connect, parents/guardians have a centralized, secure place to:
- Access student records online and in their native language;
- Sign documents electronically and save time;
- View historical documents in the student’s record; and
- Stay up to date with student progress.

**Evaluations**
Requirements for evaluations remain unchanged. Evaluations may be conducted virtually if the school psychologist has been appropriately trained in conducting virtual assessments and has access to the digital assessments.

**Medically Fragile Students**
Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students unable to attend school will need to be provided with educational services remotely. The determination of the services to be provided must be made by the CCC based upon the individual student’s medical and educational needs. Special education and related services determined by the CCC could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology must be considered. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person (511 IAC 7-42-11).

**Homebound Services**

Decatur County Community Schools must provide special education and related services to a student with a disability who is absent for an extended period of time. QA-2 in *Questions and Answers on Providing Services to Children with Disabilities During a COVID-19 Outbreak* (USED March, 2020) states:

“It has long been the Department’s position that when a child with a disability is classified as needing homebound instruction because of a medical problem, as ordered by a physician, and is home for an extended period of time (generally more than 10 consecutive school days), an individualized education program (IEP) meeting is necessary to change the child’s placement and the contents of the child’s IEP, if warranted. Further, if the IEP goals will remain the same and only the time in special education will change, then the IEP Team may add an amendment to the IEP stating specifically the amount of time to be spent in special education. If a child with a disability is absent for an extended period of time because of a COVID-19 infection and the school remains open, then the IEP Team must determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities, to the extent available. In doing so, school personnel should follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services. The Department understands there may be exceptional circumstances that could affect how a particular service is provided.

If a child does not receive services after an extended period of time, a school must make an individualized determination whether and to what extent compensatory services may be needed, consistent with applicable requirements, including to make up for any skills that may have been lost.”

If DCCS has been provided a statement from the student’s physician that the student will be unable to attend school for 20 or more instructional days, Article 7 requires the school provide instruction to the student during the time the student is unable to attend school (511 IAC 7-42-12). For students with disabilities, (511 IAC 7-42-11) requires the CCC to determine the appropriate educational services to be provided.

**Use of Homebound due to Infection in Student’s Family**

Once school buildings reopen, a student with a disability may be quarantined at home for an extended period of time due to a family member’s infection. Decatur County Community Schools will follow the same homebound protocol identified above to ensure
the provision of FAPE. School personnel should likewise follow appropriate health guidelines to assess and reduce the risk of transmission in the provision of such homebound services.

**Use of Homebound Not Related to COVID-19**
As schools reopen, students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student’s IEP is in the student’s home or an out-of-school location other than the student’s home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19 (511 IAC 7-42-11).

**Homebound Timelines**
Decatur County Community Schools will ensure the CCC reconvenes at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to the LEA’s Continuous Learning Plan) when a student is receiving services in a homebound setting. 511 IAC 7-42-5(a)(7). Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes. 511 IAC 7-42-11.

**Special Transportation**
IEPs must dictate the need for special transportation services. DCCS will develop a transportation plan that meets social distancing recommendations for individual students (including pick-up, in-transit, and drop off).

**Therapy**
FAPE requires taking into account the needs of individual students. Therefore, at a minimum, Decatur County Community School’s re-entry planning for providing IEP-required therapies in accordance with the [CDC community-level guidance for schools](https://www.cdc.gov/) must address:

1. Student-specific medical and special transportation needs for transitioning back into school settings such as classrooms, playgrounds, and day programs for therapy services;
2. Unique operating conditions, including:
   - Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions;
   - Spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids, and possible shifts to non-traditional class settings to improve ventilation;
   - Instruction about and observance of frequent handwashing and face covering recommendations;
   - Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings;
   - Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures.
3. Individual students’ skills regression or lack of progress and communication with parents/families about IEP therapy service changes or additions to address regression.
4. Anticipated backlogs in evaluations and possible need to prioritize new referrals before re-evaluations.
5. Adequate staffing to meet all students’ therapy needs, including:
   - Age and underlying medical conditions that may preclude qualified personnel from...
delivering services in the physical proximity of students and other staff;
• Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have tracheostomies; (see USED and IDEE COVID-19 web resources on expanded options and Indiana Medicaid coverage for IEP therapy services); and
• Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.

6. The district requirement to provide equitable services to parentally-placed students with disabilities attending reopened non-public school buildings within the district boundaries.
Appendix G

C² - Cougars & Chargers Virtual Academy

Overview
Decatur County Community Schools is dedicated to our vision of Learning Today, Leading Tomorrow. In order to reach our vision, the district will ensure that all students receive a robust and rigorous education regardless if it is in-person or virtual. In order to accommodate families that would like a completely virtual option, DCCS has created the C² Virtual Academy for students. This option is available for all students to allow families the flexibility that they need during this time.

In order to provide students with a comprehensive rigorous and robust education, DCCS will be working with Edmentum to provide services to students. Our district has used a variety of Edmentum products in the past and have had great success. We believe that this will allow students to maximize growth and achievement.

Students enrolled in C² Virtual Academy will take interim assessments at the beginning, middle, and end of the school year just like their peers who are not virtual. The district will continue to use Northwest Evaluation Association (NWEA) to provide these assessments that students have traditionally taken in the past. Students that are within state mandated assessment grade levels will be required to participate in those assessments. Information for participation will be available later in the school year once the Department of Education has released information.
Appendix H

2020-2021 Revised School Calendar

Decatur County Community Schools

2020-2021 School Calendar

2020 North Montgomery Rd.
Greensburg, IN 47240
812-663-4595

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OCTOBER 2021

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November 2021

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Number of Days per Quarter/Semester

1st 2nd 3rd 4th
41 47 43 49
88
92

180
Appendix I

Letter from Decatur County Health Department

Decatur County Health Department
801 N. Lincoln St.
Greensburg, IN 47240

7/13/2020
To whom it may concern:

I have reviewed the Decatur County Community School’s re-entry plan and was involved in the planning process. I approve the plan as written and find it to be in line with the Indiana State Department of Health recommendations. As circumstances change, we will work together to make modifications as the need arises.

Sincerely,

Sean Durbin
Preparedness Director