

Dear Wildcats:

Enclosed you will find important updates for all Double Churches Middle School students and parents. We ask that you review this information carefully and note important dates and guidelines.

### **RETURN TO SCHOOL PLAN**

In the interest of safety, the district has chosen a staggered return to school plan. Please review the timeline below to determine when your child should report to school.

<b>Monday September 14, 2020</b>  <b>6<sup>th</sup> Grade Only</b>	<ul style="list-style-type: none"><li>All 6<sup>th</sup> grade students who opted for in-person instruction will return to the building. 6<sup>th</sup> Grade ONLY will return September 14, 2020*. Students should bring their Chromebook with them to school every day.</li><li>All 6<sup>th</sup> Grade students who opted for virtual (online) instruction, AND all 7<sup>th</sup> and 8<sup>th</sup> grade students will continue to login Canvas every day for virtual instruction via Zoom.</li></ul> <p>*Students enrolled in our Autism program will also return September 14, 2020. Contact Mrs. Jessica Camp for more information.</p>
<b>Monday September 21, 2020</b>  <b>7<sup>th</sup> and 8<sup>th</sup> Grade</b>	<ul style="list-style-type: none"><li>ALL 7<sup>th</sup> and 8<sup>th</sup> grade students who opted for in-person instruction will return to the building. 6<sup>th</sup> grade students who opted for in-person instruction will continue to report to the building, as well. Students should bring their Chromebook with them to school every day.</li><li>ALL 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students who opted for virtual (online) instruction will continue to login to Canvas every day for virtual instruction via Zoom.</li></ul>
<b>Prior to Tuesday October 13, 2020</b>	<ul style="list-style-type: none"><li>All parents will have an opportunity prior to the end of the 1<sup>st</sup> Nine weeks October 13, 2020 to choose virtual or in-person instruction for the 2<sup>nd</sup> Nine weeks.</li></ul>

***Students who are currently under quarantine must remain home for virtual instruction and contact an administrator to receive information on when you may return to the building.***

### **CHECKLIST FOR IN-PERSON STUDENTS**

- Wear a mask to school every day and have it on at all times while at school (with the exception of lunch time)
- Bring your Chromebook to school every day, fully charged. You may also bring your charging cord.
- Bring a water bottle with you to hydrate throughout the day (water fountains will not be available to use)
- Upon arrival at school, enter through the doors designated for your ILT (see enclosed chart)
- If you are a bus rider, make sure you pick up your bus pass from the school (September 9 – September 11)
- Be prepared for daily temperature checks at the start of each school day, students with a temperature of 100 degrees or higher will wait in the designated Holding Room until a parent comes to pick up the student
- Leave unnecessary books and items at home (No lockers will be issued)
- Remember to wash/sanitize your hands often and maintain social distancing at all times
- Stay home if you are sick

### **CHECKLIST FOR VIRTUAL (ONLINE) STUDENTS**

- Login to your classes every day using the updated Bell Schedule enclosed (Attendance is checked each period)
- Make sure your Chromebook is fully charged and you are ready for online instruction
- Report any problems with your Chromebook to the student helpline 706-748-2271
- Follow all school rules for virtual learning and our Zoom expectations

**NEW BELL SCHEDULE**

Beginning Monday September 14, 2020, we will start our Bell Schedule. ALL students (virtual and in-person) will follow the bell schedule below. We will continue with alternating day classes.

**DOUBLE CHURCHES MIDDLE SCHOOL**

**(VIRTUAL & IN-PERSON)**

TIME	GREEN DAY	WILDCAT DAY	AMOUNT OF TIME
8:15 - 8:40	ILT	ILT	<b>25 MINUTES</b> <ul style="list-style-type: none"> <li>GRAB &amp; GO BREAKFAST IN THE CLASSROOM</li> <li>CHROMEBOOK CHECK &amp; CHARGE</li> </ul>
8:40 - 8:50	TRANSITION		<b>10 MINUTES</b> <ul style="list-style-type: none"> <li>STAGGERED RELEASE OR REMAIN IN HR FOR 1<sup>ST</sup> PERIOD</li> </ul>
8:50 - 10:30	<b>1<sup>ST</sup> PERIOD</b>  <b>8<sup>TH</sup> GRD CONN</b>	<b>4<sup>TH</sup> PERIOD</b>  <b>6<sup>TH</sup> GRD CONN</b>	<b>100 MINUTES</b> <ul style="list-style-type: none"> <li>VIRTUAL REPORT 1<sup>ST</sup> 20MINS TO JOIN DIRECT INSTRUCTION</li> <li>90MINS INSTRUCTION</li> <li>10MINS SCHEDULED BATHROOM BREAK (AS NEEDED)</li> </ul>
10:30 - 10:40	TRANSITION		<b>10 MINUTES</b> <ul style="list-style-type: none"> <li>STAGGERED RELEASE</li> </ul>
10:40 - 11:40	ILT	ILT	<b>60 MINUTES</b> <ul style="list-style-type: none"> <li>VIRTUAL REPORT FOR SEL FOR JOIN DIRECT INSTRUCTION                             <ul style="list-style-type: none"> <li>30 MINS – SEL <b>(REQUIRED)</b></li> <li>30 MINS - ACHIEVE 3000/IXL/LEXIA</li> </ul> </li> </ul>
11:42 - 11:52	TRANSITION		<b>10 MINUTES</b> <ul style="list-style-type: none"> <li>STAGGERED RELEASE</li> </ul>
<b>11:52 - 2:02</b> ***** A LUNCH 12:00–12:30 B LUNCH 12:45–1:15 C LUNCH 1:30–2:00 *****	<b>2<sup>ND</sup> PERIOD</b>  <b>7<sup>TH</sup> GRD CONN</b>	<b>5<sup>TH</sup> PERIOD</b>  <b>7<sup>TH</sup> GRD CONN</b>	<b>130 MINUTES</b> <ul style="list-style-type: none"> <li>90MINS INSTRUCTION</li> <li>10MINS SCHEDULED BATHROOM BREAK (AS NEEDED)</li> <li>30 LUNCH STAGGERED TRANSITION &amp; SELECTED CLASSES EAT IN THE CLASSROOM</li> </ul>
2:02 - 2:12	TRANSITION		<b>10 MINUTES</b> <ul style="list-style-type: none"> <li>STAGGERED RELEASE</li> </ul>
2:12 - 3:52	<b>3<sup>RD</sup> PERIOD</b>  <b>6<sup>TH</sup> GRD CONN</b>	<b>6<sup>TH</sup> PERIOD</b>  <b>8<sup>TH</sup> GRD CONN</b>	<b>100 MINUTES</b> <ul style="list-style-type: none"> <li>90MINS INSTRUCTION</li> <li>10MINS SCHEDULED BATHROOM BREAK (AS NEEDED)</li> <li>STAGGERED DISMISSAL</li> </ul>

Students must be off campus by 4:00PM, unless they are participating on an athletic team and are being supervised by a Coach/Staff Member. Also, all in-person students, that are assigned detention, must be picked up from campus immediately at 4:30PM. Virtual students, that are assigned detention must be logged in for detention from 3: 55PM until 4:35PM.

A Lunch – 6<sup>th</sup> Grade

B Lunch – 8<sup>th</sup> Grade

C Lunch – 7<sup>th</sup> Grade

### **SCHOOL COUNSELING – SOCIAL EMOTIONAL LEARNING**

At times throughout the school year, our school counselor will conduct counseling sessions with students during our ILT period. These sessions are not optional. All students are required to login to the session at the designated date and time.

Counselor:

6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades – Ms. Elisia Oller

## **OUR PLAN TO KEEP EVERYONE SAFE**

***Keeping our students, faculty, and staff SAFE is our number one priority.***

### **Our School Safety Implementations**

- Water fountains will be unavailable. Students are encouraged to bring a water bottle. Water bottles must be transparent and contain only water.
- Sanitation: Teachers and students will consistently disinfect classrooms between classes
- School custodians will consistently wipe down doorknobs and routinely clean restrooms throughout the day.
- Lockers will not be utilized
- Limited textbook checkouts. Online textbooks and resources will be the priority.
- Computer labs will not be utilized. Chromebooks will be used for instruction.
- There will be sanitizing stations located in the Main Lobby, Cafeteria, Media Center, and high traffic areas.
- Teacher and student temperature checks daily upon entering the building.
- Maximizing classroom space.
- Social distancing and masks required. PLEASE NOTE: Masks must be appropriate and cannot contain words, emblems, messages, or symbols that would be in violation of MCSD/DCMS Policies.
- Students that are ill will be separated from others and parents will be contacted to pick up their student immediately.
- Utilize outdoor instruction when possible
- Directional hallways when possible
- Staggered end of the day departures.
  - Car Riders and Walkers
  - In-Season Athletes
  - Bus Riders
- Field trips, dances, pep rallies, large group gatherings, etc. are cancelled until further evaluation later in the school year.
- Breakfast and Lunches will be grab and go. Students will be spaced out for safety during breakfast and lunch.
- Classroom seating charts utilized for contact tracing. Students must sit in their assigned seat.
- Routine filter changes to the HVAC system.

## **BUS PASSES**

- Please contact the front office for a bus pass.

## STUDENT DROP OFF & PICKUP PROCEDURES AND ENTRY POINTS

There will be 4 entry points. Students must enter through their assigned door, which will be based on their ILT Teacher. Make sure you only enter through your assigned door. **Students will have their temperature checked at the entry point every morning; stand 6ft apart as you wait in line to enter.** We will strictly enforce these procedures. There can be no congregating before or after school. As soon as school dismisses, students must leave campus immediately, unless under the direct supervision of a coach or staff member.

Help us eliminate congestion in the front door area, please get your student(s) to the school **no later than 8:10AM**. It will also help if you can drive your child to school.

All walkers must ensure they enter through their assigned door in the back of the school (bus area).

<b>Car Riders</b>	<b>ENTRY Point: Front Doors of School</b> <b>EXIT Point: Report to Cafeteria and wait to be dismissed</b>	
<b>Walkers</b>	<b>ENTRY Point: ILT Room ASSIGNMENT</b> <b>EXIT Point: Report to Cafeteria and wait to be dismissed</b>	
<b>Bus Riders</b>	<b>ENTRY Point: ILT Room ASSIGNMENT</b> <b>EXIT Point: Hallway of 3<sup>rd</sup>/6<sup>th</sup> Period Class (Connections Classes will use same door for entry and exit.)</b>	
<b>**Red Hallway Back Door</b>	A. Tydings	
	J. Short	
	S. Martin	
	Y. Robinson	
	J. Hattaway	
	A. Whitworth	
	E. Hancock	
	J. Morgan-Nelson	
	R. Berryhill	
	David Adkins	
	J. Humphrey**	
<b>**Yellow Hallway Back Door</b>	R. Wallace**	
	M. Hale**	
	A. Godwin	
	A. Bright	
	R. Lewis	
	K. Green	
	M. Chase	
	S. Hartness	
E. Hamilton		
G. Adkins		

	A. Davis	
	T. Coleman	
	K. Woods	
	A. Yarbrough	
	B. Bogese**	
	K. Walker**	
	T. Wilson**	
	D. Johnson** (ILT rm. 513)	
Blue Hallway Back Door	J. Camp	
	L. Latasso	
	K. Patzke	
	L. Simon	
	A. Dowell	



Thank you for your attention to these details. If you have any questions or concerns, please contact one of our building administrators, Mr. Eddie Lindsey or Mrs. Leslie Hemmings.

In Service,

DCMS Administrative Team

Mr. Eddie Lindsey  
Principal

Mrs. Leslie Hemmings  
Assistant Principal

Ms. Elisia Oller  
School Counselor

Ms. Kimberly Parks  
Academic Coach

Mrs. Nakia Farley  
Secondary Dean