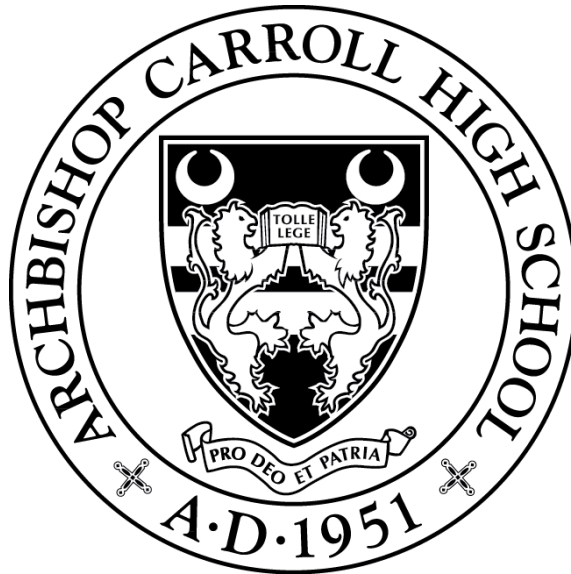


# Archbishop Carroll High School



## Return to Campus Plan

*Information for Students/Parents/Families*

**March 19, 2021**

## **PREPARING TO RETURN TO CAMPUS**

### **Health and Safety Requirement for Students Return to Campus**

- Updated Health and Immunization Records on file for all students. Students without a current health certificate and immunization record on file, will not be allowed to return to campus.
- Parents/Guardians must produce a negative COVID-19 test result for each student, dated a maximum of 14 days prior to returning to campus (test should be dated no earlier than 3/24/21 for Cohort #1) - On campus testing will be provided and is mandatory for all students returning to campus.
  - On-Campus COVID-19 testing will be offered on a routine basis, beginning with the following dates:
    - **Wednesday, March 24th** from 8am - 11am
    - **Friday, March 26th** from 8am - 11am
  - **Complete** the following to register for testing
    - **Consent Form** (*parental consent form for minors will be emailed to individual families*)
    - **Patient Information Form**
- Parents and guardians must complete a Daily Self-Check of their student's/students' health daily prior to sending them to school and to self-report using the Magnus Health app. If the student has a temperature or if the student has one of the following symptoms, the parent must keep the student at home (Symptoms of Coronavirus).
  - Parents, if your student displays any one of these symptoms during the school day must be picked up from school within 1 hour. Students will be made comfortable in the isolation room until the parent picks up their student. *Students cannot return to campus until they are fever-free for at least 24 hours without fever-reducing medication.*

### **Checklist to Guide Parents on Back to School Planning**

#### **TRAVEL PROTOCOL**

We strongly recommend that all faculty/staff and students refrain from nonessential travel outside of the DMV due to the still dangerous spread of this disease. Any faculty/staff or a student returning from out-of-state travel should get tested for COVID-19 promptly upon arrival home. Any faculty/staff or student who travels to a state with a COVID-19 rate above 10% must get tested and self-quarantine at home until test results are received. A list of state COVID-19 test positivity rates can be found using the CDC COVID-19 Data Tracker at [https://covid.cdc.gov/covid-data-tracker/#testing\\_testsperformed](https://covid.cdc.gov/covid-data-tracker/#testing_testsperformed).

## **HEALTH AND SAFETY PRECAUTIONS AND PROTOCOLS**

### **Health and Sanitation**

- Daily Health Screenings will take place at the school entry points, Student Lobby, or Main Entrance.
- Masks/face coverings must be worn at all times except during designated times when students are eating lunch
- Classroom furniture will be appropriately cleaned between classes and deep cleaning will take place between cohorts.
- A schoolwide ventilation system will be in place.
- Restrooms will be cleaned throughout the day.
- Hand sanitizer is located throughout the building and in every classroom.
- Students will be expected to adhere to the Social Distancing recommendations of the CDC.
- Students must bring their own water bottles and masks. (Disposable masks will be available in the main office in the event of an emergency or mask malfunction).

We have expanded the services of our professional cleaning company so that they will be here during the day with electrostatic disinfectant machines to assist us in keeping our classrooms well-sanitized during the day. They will also remain in the evening to deep clean the school.

Additionally, the faculty and staff have re-positioned their classrooms to ensure safe distancing. Only our larger classrooms are being used for instruction unless there are just very few students present.

Plexiglass shields have been added in our main office where communication requires physical distancing.

### **Parents and Visitors**

Parents who wish to come on campus other than to pick up students or to drop things off in the office will need to make an appointment, in advance, with the staff member they wish to see. Appointments are subject to availability.

### **ADMISSION AND CAPACITY PROCEDURES**

- Families must have completed all of the requirements listed above for “Preparing to Return to Campus”
- Students must have pre-registered to have been included in IN-PERSON instruction.
- Students who have not registered must complete the [Return to Campus Survey](#) in order to register. Students/Families must receive approval from the Principal in order to return to campus.
- As students arrive, you will be greeted by an ACHS staff member who will check that you are properly registered, and have completed the necessary pre-screening required to enter the campus. All of these must be in order for a student to enter school.

### **UNIFORMS**

Students who are on campus are expected to wear their ACHS uniform polo. Uniform pants/skirt, school shoes are not required. Closed-toe shoes are obligatory. Coats and jackets may be worn during cold temperatures. Please review the general information regarding attendance and uniforms.

### **General Information and Procedures**

- Face coverings/masks are required for all persons and must be worn at all times while in the building (except while eating/drinking during the designated time)
- ACHS uniform polo (green. Gold, white) must be worn
- As temperatures throughout the building may require additional layers, the ACHS uniform sweater may also be worn in the building during the school day; non-uniform outerwear is not permitted to be worn in the building during the school day.
- Head coverings (including but not limited to scarves, bonnets, hats, visors, etc) are not permitted to be worn in the building during the school day unless worn for religious/health reasons (a doctor's note must be submitted to the Student Affairs Coordinator)
- Students are permitted to wear non-uniform bottoms (including but not limited to pants, sweats, or jeans); mini-skirts, skin-tight or sagging bottoms are not permitted to be worn in the building
  - **No clothing with rips, holes, and/or tears that exposes skin.**
  - **No spandex clothing (such as tights or leggings)**
- Students are permitted to wear non-uniform closed-toe shoes (athletic or business casual)
  - **No slippers**
  - **No heels higher than two (2) inches**

*\*Administration reserves the right to deem any uniform item inappropriate and requests the removal of the identified uniform item by the student.\**

### **SCHEDULES**

Archbishop Carroll High School will follow the following academic schedule of alternating Green(A) and Gold(B) days with classes being held between 8:30am and 2:35pm. ([All Schedules](#))

**During the first-week Cohort #1, will report on Wednesday, April 7th, and Thursday, April 9th.**

Beginning on Monday, April 12th, students registered to return to campus in Cohort 1 will be in-person on Mondays and Tuesdays. Once we add an additional cohort, they will be assigned to Thursdays and Fridays.

Monday Synchronous	Tuesday Synchronous	Wednesday Asynchronous	Thursday Synchronous	Friday Synchronous
<b>Cohort 1</b> In School	<b>Cohort 1</b> In School	Live Access to Teachers Small Groups Interventions Re-engagement lessons Enrichment Teacher Office Hours Teacher and/or Grade-Level/Content Planning	<b>Cohort 2</b> Distance Learning	<b>Cohort 2</b> Distance Learning
<b>Cohort 2</b> Distance Learning	<b>Cohort 2</b> Distance Learning		<b>Cohort 1</b> Distance Learning	<b>Cohort 1</b> Distance Learning

## ARRIVAL

Students returning to campus for in-person learning will be permitted to check-in and enter the building according to the following staggered schedule.

- Students will be permitted to enter the building (based on grade) through the Student Lobby doors
  - 9th graders (8:00am - 8:10am)
  - 10th graders (8:10am - 8:20am)
  - 11th & 12th graders (8:20am - 8:30am)
- All students reporting for in-person instruction will be required to complete a daily thermal temperature scan and Daily Screening Questionnaire
- Once cleared, all students will report directly to their first block classroom where they will remain for the duration of the first block class
- Additional arrival procedures can be found in the [ATTENDANCE PROCEDURES](#)**

### ***Daily Arrival Procedures (Students):***

All students will arrive through a designated entry for a thermal temperature scan. Students will conduct a **Daily Self-Check** prior to arrival to school or the building each day using the Magnus Health app. Personal face coverings are required of all students and should be worn throughout the school day. Information logged into the app will be reviewed each morning by the Office of Student Affairs and designated support staff to ensure it is safe for the student to enter the school building. Parents of students who arrive with a temperature above 100.4° or answer Yes to any question in the Magnus Health app will be contacted and instructed to pick them up or make arrangements for safe travel within 1 hour. Students will be made comfortable in the isolation room until the parent picks up their student. Students cannot return to campus until they are fever-free for at least 24 hours without fever-reducing medication.

When inside the school building, all students shall follow all health and safety protocols. Students shall maintain social distancing of at least 6 feet and wash their hands upon entering, if possible, or use hand sanitizer immediately.

## DISMISSAL

Upon dismissal at the conclusion of the school day, all students are expected to leave the building/campus according to the following staggered schedule.

- Students will be dismissed at the end of the day via the PA system
  - 12th graders (2:35pm)
  - 11th graders (2:38pm)

- 10th graders (2:41pm)
- 9th graders (2:44pm)
- Students will exit the building through designated student lobby doors
- Students with valid drivers' licenses and vehicles registered with ACHS (parking permit required) will be permitted to exit the building through the parking lot door (near elevator) on the ground floor

Students that do not adhere to these policies will not be permitted to continue with in-person classes and will return to Distance Learning. This ensures that the school will be properly cleaned and secured for the next day of classes.

Students remaining in the building after dismissal to participate in an ACHS-sponsored sports practice must remain with an ACHS coach at all times in the designated area. ([See the Athletics Re-engagement Plan](#))

## **ATTENDANCE**

Consistent daily student attendance is integral to student learning. The interactions and relationships amongst students and between student and teacher are crucial to the process of developing a well-rounded student and can only be built through consistency.

During the time of Distance Learning parents are reminded that although our campus is closed, virtual classes are still taking place daily. Hybrid learning is taking place on campus. In this, our new normal, your student's attendance plays a vital role in maintaining academic continuity, while contributing to their academic progress and success.

[ACHS Attendance Policies and Procedures - Hybrid Model](#)

## **CODE OF CONDUCT**

- Students are expected to adhere to the Code of Conduct as outlined in the ACHS Student Handbook
- Failure to adhere to the expectations outlined in the Code of Conduct at any point during the return to campus will result in the student's removal from the building and loss of privilege.
- Any student that is sent home for disciplinary reasons will be required to attend a mandatory virtual meeting with a parent/guardian and the Vice Principal of Students Affairs within twenty-four (24) hours of the violation.
- Permission to return to the school building following any disciplinary violation will be determined by the Principal; notification of the decision will be shared directly with the parent/guardian within forty-eight (48) hours following the disciplinary meeting

## **FOOD POLICY**

Food may not be ordered from outside places. Students will be eating lunch in the cafeteria, gym, and designated outdoor spaces as the weather permits. We also ask students who have any type of allergies to be sure that they are vigilant of this when they join others for lunch, particularly if they have nut or seafood allergies. Please review the [Lunch Procedures & Information](#).

## **LOCKERS**

**Student Lockers will not be used at this time.** Students will keep their bags, coats, and personal belongings with them throughout the day.

## **TECHNOLOGY**

All students on campus are required to have their school-issued device, their charger, and earbuds or headsets at all times. Teachers teaching from their classrooms will have the technology to enable students at home to join the class.

## **SUPPLIES**

All students are required to have their own, personal school supplies. Supplies will not be provided and cannot be shared between teachers and students or among students.

## **SOCIAL AND EMOTIONAL SUPPORTS AND RESOURCES FOR STUDENTS AND PARENTS**

After prolonged closure due to the global COVID-19 pandemic, students, staff, and parents/guardians will require support to assist them in transitioning back to school. The Counseling Department in conjunction with the Office of Student Affairs, and Campus Ministry have identified and compiled supports focused on pastoral care, self-care, social-emotional learning both in-person and through distance learning for students, staff, and parents. The following link provides mental health supports and resources for students, staff, and parents.

- [Stress and Coping during COVID-19 Pandemic](#)
- [Support for Teens and Young Adults](#)
- [Self-Care](#)
- [How to Pray in Times of Crisis](#)
- [Tending the Flame: Spirituality in Times of Stress](#)
- [Spirituality Resources for COVID-19](#)

#### **ADDITIONAL RESOURCES/INFORMATIONAL LINKS**

- [Health and Safety Requirement for Students Return to Campus](#)
- [Office of Student Affairs - General Information & Procedures \(Hybrid\)](#)
- [Attendance Policy](#)
- [Athletics Re-engagement Plan 2021](#)