

St. Michael High School

Safe Return to School



Handbook Addendum

2020-2021



St. Michael the Archangel

Diocesan Regional Catholic High School

July 22, 2020

St. Michael Parents and Students,

All of us at St. Michael are very excited about returning to school in person at the beginning of August. We know that it is important to get our young people back to campus to support their social and emotional growth, their spiritual growth, and their academic achievement.

At St. Michael High School, we are committed to the Health and Safety for our students and our staff. We are partnering with Our Lady of the Lake Hospital on our health and safety policies for our return to school. OLOL experts will visit the school and provide us with their recommendations for a return to school in the safest possible environment. We are also following CDC recommendations for reopening of schools. Our protocols will include **wearing masks at all times, social distancing, increase hand washing and hand sanitizing, and increased sanitization and cleaning procedures**. These protocols will greatly reduce the possibility of students and staff contracting the virus.

We are asking families to commit to supporting St. Michael's health, wellness, and safety protocols and agree to keep students at home when they are sick, have Covid-19 like symptoms or have potentially been exposed to a positive case. Our Wellness Checks will be required each day, and we ask parents and students to take this screening seriously.

At St. Michael High School, we are committed to continuing the teaching and learning process. As of today (7-22-2020), **our plan is to return to campus for in person teaching and learning**. As you will see in this Addendum, plans are also in place if we go to a hybrid model or if we go strictly online. During this time of the pandemic, we ask parents to partner with us to ensure their students are doing their best to take full advantage of the learning opportunities afforded to them.

We know that other schools may have different plans for opening. St. Michael High School believes that we can open safely, and that in-person learning has many benefits for our children.

Our plans for hybrid and online models require that students have a daily schedule that includes checking in to each of their classes. Parents can help their students by requiring them to set up an appropriate learning area, outside of their bedrooms if possible.

At St. Michael High School we are committed to the spiritual development of our students, whether we are on campus or at home. We feel it is important to get our students back to the sacraments, especially Holy Eucharist and Reconciliation. We are planning for this. Also, our Campus Ministry program and religion classes will have enhanced opportunities for our students even if we are not on campus.

The administration is utilizing guidelines provided by the CDC, American Academy of Pediatrics, LDOE Strong Start 2020, LHSAA, the Catholic Schools Office of the Diocese of Baton Rouge, and Our Lady of the Lake Medical Center.

Please read the Addendum that follows carefully. We are in this together and the need for cooperation is great. As we witnessed throughout the summer, safety guidelines often are revised. We thank each of you for your willingness to follow the procedures and expectations in the addendum for the health and safety of all in our school community. Your support is appreciated, and we ask for your prayers for a successful reopening. We will keep parents and students notified of any changes as they occur.

We are all pleased to say "WELCOME!" as we begin this new school year.

God Bless,

A handwritten signature in blue ink that reads "Ellen B. Lee". The signature is written in a cursive style with a large initial "E" and a long, sweeping underline.

Ellen B. Lee, Principal

Protective Measures for the Opening of the 2020-2021 School Year

Wellness Checks and Symptom Monitoring

- **Students and staff who are ill or who are feeling ill must stay home.**
- **Students and staff who have had close contact with a person who has tested positive for COVID-19 must stay home.**
- Parents are the primary responsible people in screening their child each day before leaving for school.
- Wellness checks/symptom monitoring must be supervised by parents and completed by each student and each staff member before leaving home each morning. Parents are required to monitor the wellness checks of their children.
- Students who have a temperature of 100.4°F, show other symptoms or have been directly exposed to a positive Covid-19 person within the last 14 days are required to stay at home until cleared to return to school.
- Even mild or questionable symptoms will require a student to stay home.
- Students who become ill during school will be moved to an isolation room, and parents will be called. Sick students may not remain on campus.
- Each morning, all students and staff will use a link to submit a self-screening form before coming on campus. The screening includes a checklist of questions that students will answer yes or no to all questions. The information about the link will be sent to all parents and students as we get closer to the start of school.
- First period teachers will check and document student responses.



Face Coverings

- Face coverings are an important way that we can slow the spread of the virus and protect each other.
- Students and staff will be required to use a mask at school every day.
- Students will be issued two complimentary face coverings, one mask and one neck gaiter, from the school. We hope that the masks will arrive in time to be given out during orientation. If not, students should be prepared to bring their own face coverings for the first several days.
- Students may wear a mask of their choosing as long as there is no writing or no images or inappropriate designs on it. "Warriors", "St. Michael", and the school M-sword are acceptable on a face covering.
- Plastic face shields are not a substitute for a face mask.
- Face coverings should be thoroughly cleaned at the end of each day.

Social Distancing

- Students should always maintain a physical distance of 6 feet inside and outside of school buildings.
- Students must always wear a face covering while on campus, unless they are eating lunch.

Personal Hygiene

- All students and staff should wash their hands for at least 20 seconds regularly during the day. Use hand sanitizer between hand washing or as needed.
- All students should wash their hands before eating lunch.
- Students should wash their hands before and after going to the bathroom
- Cover coughs and sneezes without removing face coverings.
- Avoid touching your face or your face covering.

Environmental Cleaning

- Desktops, doorknobs, and other high touch surfaces will be wiped down with disinfectant throughout the day.
- Bathrooms will be cleaned throughout the day.
- Cafeteria and other dining spaces will be cleaned between each lunch shift.
- Desks will be cleaned between classes.
- A commercial, antimicrobial company will be performing a complete disinfecting of all surfaces in our facilities with hospital grade, Covid-19 EPA registered disinfectants, as well as a long-lasting antimicrobial coating. The company will monitor the effectiveness of the disinfectant coating and reapply as needed throughout the year.

Drop off, pick up and dismissal

- Students will be dropped off in the main carpool line no earlier than 6:45 a.m. and report directly to first hour. Students who are driving may report to campus no earlier than 6:45 a.m. and go directly to their first hour classroom.
- Students should wear their masks when they exit their cars. If students are carpooling with others who do not live in the same household, students should wear masks in the vehicle.
- Dismissal will be staggered. Students are required to go straight to their cars and exit the campus.
- Please remain patient during this procedure as carpool pick-up may take a little longer than usual.



Classrooms

- Desks will be spread out and maintain a minimum of 6 feet distance to the maximum extent possible.
- Desks will all face the same direction with a seating chart.
- Teachers will be asked to teach from one location in the room as much as possible and avoid close contact with students.
- Face masks must be worn at all times indoors.
- Hand sanitizers will be used upon entering and exiting the classroom.
- Students may not share materials with other students nor between the teacher and the student.
- Group work will be done virtually.

Transitions

- Staggered dismissal times from classes so as to have fewer students in the hallways.
- Students will walk in the same direction on each side of the hallways, maintaining social distancing as much as possible.
- Students may not walk in groups and must maintain social distance.
- Students will enter and exit through different doors when possible.
- We will add two minutes to travel time between classes for a total of 6 minutes.

Cafeteria

- We will continue to have vendors sell lunch for those students interested in buying. Lunches will be pre-packaged. During lunch, students will be spread out around campus in order to maintain a safe distance while eating.
- Students are encouraged to bring lunch from home and may not share.
- Students must remain 6 feet apart while in line to purchase lunch from a vendor.
- Students should fill and bring a water bottle to school with them. Drinking fountains will not be available; however, students may refill their bottles at our touchless bottle refilling stations.
- The areas where students eat lunch will be sanitized between lunch shifts

Attendance

- Students and staff who are ill are required to stay at home.
- Students who have to stay at home for quarantine will have the opportunity to remote-in to their classrooms so as to miss as little instructional time as possible.

Athletics

- St. Michael High School will follow Louisiana High School Athletic Association guidelines for returning to practice and competitions.
- The Athletic Director, in consultation with administration, will work with coaches to communicate requirements to athletes and their parents.

Service Hours

- When school resumes, religion teachers will inform the students of adjustments to the service program.

Visitors

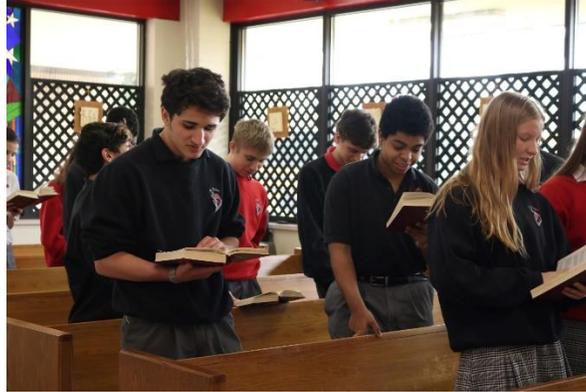
- Visitors and volunteers are restricted at this time. We ask that parents use email or phone to communicate with the school. We ask for your support in conducting meetings through virtual meeting platforms such as Zoom.
- Parents who need to check their child out of school are asked to send a note with the student in the morning. Upon arriving on campus, the parent is asked to remain in their car and call the front desk to have the student sent out to the car. We ask that parents not enter the school building if at all possible.

Assemblies

- In order to protect our community, we will not have any assemblies or large gatherings until further notice. We will gather only when we can social distance.
- All school dances have been discontinued until further notice.
- On Mass days, some students will attend Mass in person according to safety guidelines, and most students will have Mass streamed into the classroom so that all students may participate.

Field Trips and Overnight Events

- All field trips and overnight events have been discontinued until further notice



Club Meetings

- We will begin club meetings in September.
- Each meeting will follow safety protocols for gatherings. Social distancing must be observed, and masks must be worn during all extracurricular activities.

After-Care

- St. Michael will continue to offer after-care for students who register with the program.
- Our After-Care program will include all safety measures in place during the school day. Students will be required to social distance and must continue to wear a face mask.

Buses

- We are unsure at this time whether or not EBR buses will be available to SMHS students. If we do have service, we do not know at this time when they will begin their routes.
- St. Michael will run its shuttle bus service on a first come, first served basis. Please call the registrar for details.

REMOTE-IN LEARNING

For health reasons during the pandemic, some students may stay home and remote-in to classroom learning. Parents and students with valid reasons must choose this option and petition the administration for this accommodation by July 29. Please email Assistant Principal Julie Lechich (jlechich@smhsbr.org) with your request for online learning and your reasoning for asking for this option. Unless too ill to do so, students will be required to remote-in to every class each day. Parents and students who choose this option may be required to do so for the entire nine weeks, unless the need is a temporary quarantine.

Responding to Cases of COVID-19

Due to the nature of the COVID-19 virus, it is likely that some in our school community will contract the virus despite all precautions being taken. Positive cases of COVID-19 for students and staff members do not necessarily indicate that the school will have to close. St. Michael will use the following policies in response to a positive case. We recognize that as new information emerges, these policies are subject to change.

- **Someone in a student's or staff's household is showing signs of COVID-19.**
 - The student or staff member must not come to school for any reason until he/she is symptom free for 72 hours.
 - If the household member tests positive for COVID-19, the student or staff member must follow exposure guidelines for a positive test listed below.
- **A student or a staff member has been in close contact with a person who has a confirmed positive test for COVID-19.** Close contact is defined as being within 6 feet for a period of 15 minutes or more.
 - The student or staff member should notify the school registrar.
 - The student or staff member should self-quarantine and not come to campus or to school events for 14 days after their last contact with a person who has COVID-19, and he/she has shown no symptoms for the 72 hours prior to returning to school.
- **A student or staff member has symptoms or tests positive for COVID-19.**
 - The student or staff member should notify the school registrar.
 - The student or staff member should self-quarantine and must not return to campus for at least 10 days from the date of the test, must be 72 hours fever-free without the use of fever reducing medication, and have a release from their doctor.

To the best of our ability, the school will identify individuals in close contact with the student or the staff member who tests positive and contact the families of these individuals. Close contact is being within 6 feet of an infected person for a period of 15 minutes or more. To protect the privacy of our students and staff, only those identified as a close contact will be notified. Those in close contact will follow the protocol for exposure/close contact for a 14-day quarantine. Not every student in the class will need to stay home for 14 days, just those identified in close contact to a case.

HYBRID MODEL

Our hybrid model is a combination of online and face-to-face learning and will be activated if there is a need to limit the number of students on campus each day. Students will be on campus two days a week and at home for two days a week. Wednesdays will be an at home workday for students and faculty. During school time on Wednesday, teachers will hold virtual office hours and work on lessons and grading. Students will use the time for assignments, meetings with teacher or counselors, and virtual group work.

HYBRID SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
A-L on campus for 8 periods	A-L at home/online for 8 periods	All students at home for workday	A-L on campus for 8 periods	A-L at home/online for 8 periods
M-Z at home/online for 8 periods	M-Z on campus for 8 periods		M-Z at home/online for 8 periods	M-Z on campus for 8 periods

Students who are on campus during the Hybrid Model must follow all procedures listed above.

More details and procedures will be communicated if there is a need for the Hybrid Model.



ONLINE LEARNING PLAN

We have made improvements on our online learning plan from last year. We are incorporating a block schedule which will allow teachers and students to concentrate on fewer classes per day. We hope that this more focused approach will help to alleviate some of the stress of working from home.

Teachers will post an outline for the week on their Moodle class page by 7:00 a.m. each Monday morning. Monday will be a day for teachers to check in with students, for students to get an introduction into the week, or have time to work on assignments.

During 4th, 5th, and 6th lunch hours, we will provide campus ministry programs, student activities, and counseling programs for our students.

Parents are asked to help students set up a quiet place to work at home during the day. Working in a bedroom or while sitting on a bed is not the best learning environment. Perhaps set up a desk or table in a room that can be used for all schoolwork. Students will be required to check into each class every day for attendance purposes.

Monday Schedule			Tuesday/Thursday Schedule			Wednesday/Friday Schedule		
7:00	7:16	Moodle Check IN	7:15	7:30	Check in 1st class	7:15	7:30	Check in 1st class
7:17	8:07	1st hour	7:30	9:00	1st Hour	7:30	9:00	5th Hour
8:11	9:01	2nd hour	9:00	9:10	Check in 2nd class	9:00	9:10	Check in 2nd class
9:05	9:55	3rd hour	9:10	10:40	2nd Hour	9:10	10:40	6th Hour
9:59	10:49	4th hour	10:40	11:10	Break	10:40	11:10	Break
10:53	11:43	5th hour	11:10	11:20	Check in 3rd class	11:10	11:20	Check in 3rd class
11:47	12:37	6th hour	11:20	12:50	3rd Hour	11:20	12:50	7th Hour
12:41	1:31	7th hour	12:50	1:00	Check in 4th class	12:50	1:00	Check in 4th class
1:36	2:26	8th hour	1:00	2:30	4th Hour	1:00	2:30	8th Hour

Parents and students are reminded of the online provisions of the St. Michael Acceptable Use Policy as stated in the 2020-2021 Parent Student Handbook.

Online Learning Responsibilities/Expectations

- Students are reminded that all classroom expectations set forth by teachers, and handbook rules always apply. Failure to meet these expectations can result in both academic and behavioral consequences.
- Students are required to participate in all online class sessions. All video conferencing will be done utilizing Microsoft Teams.
 - When participating in online meetings and discussions:

- Students should make every effort to find a quiet location other than a bedroom. If a bedroom must be used, students should not sit in or on a bed and should be aware of their surroundings which could be seen by the class. Nothing inappropriate should be displayed in the background.
 - Appropriate dress is required.
 - Students are expected to participate in class meetings by showing their face to the teachers and the class. Turning the webcam to the ceiling, floor, wall, or blocking the webcam is not acceptable.
 - Students should always be respectful and courteous to their teachers and classmates during online discussions and meetings.
- For roll call, students must check in to each class using Moodle. Important information including the class plan for the week is posted by their teachers.
 - Students are responsible for maintaining all communication with their teachers, counselors, and administrators. Students should check their email daily and reply when necessary within 24 hours.