



A foundation of faith and excellence.

St. Joan *of* Arc CATHOLIC SCHOOL

Policies and Procedures for the 2020-2021 School Year

Mission Statement

As a Catholic community rooted in the teachings of Jesus Christ, St. Joan of Arc School proclaims its mission to lead students in knowing God and the Gospel, through prayer, worship, study and service. As a professional learning community, we promote the highest academic standards of achievement, according to each student's unique abilities and needs.

IN-PERSON INSTRUCTION POLICIES & PROCEDURES

SCHOOL OPERATIONS

CLEANING

Regular Cleaning: High traffic areas will be disinfected multiple times during the school day. Frequently touched surfaces including light switches, doors, benches and bathrooms will undergo cleaning at least every four hours with an EPA-approved disinfectant. Maintenance staff will log when cleanings are completed using a Daily Cleaning Form. Similar cleaning logs will be used throughout the buildings, including in classrooms. Announcements will be made throughout the day to remind faculty and staff to wipe down commonly touched surfaces in classrooms and offices.

Student desks/work areas/Food Service: In grades K-5, student desks will be wiped down with an EPA-approved disinfectant at least three times per day. In grades 6-8, student desks will be wiped down with an EPA-approved disinfectant after any class period that involves any student exchange. Faculty/staff wiping down desks must wear gloves, surgical masks and face shield when performing all cleaning activities. Adequate supplies will be provided to all faculty and staff.

Multi-use classrooms: Library, computer lab and other hands-on classrooms (Science Lab) will undergo cleaning with an EPA-approved disinfectant after any class period with students present. However, we will begin this year with Specials teachers going to the homerooms for class.

Cleaning a Covid-19 Identified Area: In the event a student, faculty or staff member becomes ill with Covid-19 symptoms while at school, or notifies the school that they have tested positive for Covid-19 or have symptoms consistent with Covid-19, the relevant faculty or staff member and the administration will identify all areas where the affected individual had been within the building. The Macomb County Health Department will be notified for protocols and all identified areas will be thoroughly cleaned and disinfected. Some identified areas may need to be closed for 24 hours.

Playground: Playscape structures will be sanitized by Maintenance Staff 2x/day; before lunch and after lunch. Only one grade each day will have access to each playscape; PS & Kdg and Gr. 1-3. That will limit cross-grade exposures each day. Staff must wear gloves, surgical mask and face shield when performing all cleaning activities.

SPACING AND MOVEMENT

Classrooms: Desks will be spaced as far apart as possible, and all desks will be facing the same direction. In any classroom where large tables are utilized (ie: Science Lab), students will be spaced as far apart as feasible. Faculty will maintain six feet of spacing between themselves and students as much as possible.

Specials: Art, Music, Computers, Spanish, and Library will take place in the homeroom classroom when appropriate. Currently (8/17/20) we cannot use the Gym for Physical Education therefore P.E. classes will be held outside as often as possible. Other Specials will be held in the individual homeroom classrooms.

Gym Uniforms: Locker rooms are unavailable for changing. On the students' designated Gym class day, the students will be allowed to wear shorts and a solid color, short-sleeve T-shirt for school all day.

Hallways: All students and adults will wear masks in all hallways. Efforts will be made to allow for social distancing between individuals in hallways. Students will walk in a single line and stay to the right when walking in the hallways. Classes on the second floor are being assigned specific stairwells to use. Signage and floor markings will be used to reinforce spacing.

Restrooms: Classroom groups will visit the restroom during scheduled times. Teachers and staff will monitor the bathrooms for proper social distancing. All students will have scheduled visits to the restroom during their class schedule. Restrooms will be sanitized 3 times daily.

Recess: Classroom groups will be assigned specific recess locations around campus to avoid contact with other groups as much as possible. In the event of indoor recess, students will be encouraged to bring their own personal games to use such as coloring books, Legos, or puzzles.

Arrival & Dismissal: School staff/ faculty members will monitor arrival and dismissal to discourage congregating and ensure students move quickly through the common areas.

ARRIVAL PROCEDURES

All students must wear facial coverings when arriving at school in the morning. Students will enter the building as they arrive (anytime between 7:45-8:00am) and report directly to homeroom classrooms.

Primary Building Entrances: Preschool students will be escorted by a parent to the door by the playscapes. Kindergarten and Grade Three students will enter through the door facing St. Joan Street. First and Second Grade students will enter through the door between the Main Building and the Primary Building. Students are to go directly to their classroom.

Main Building Entrances: Fourth Grade students will enter through the Breezeway door on Overlake Street. Fifth and Sixth Grade students will enter through the parking lot door closest to Overlake Street. Seventh and Eighth Grade students will enter through the parking lot door closest to St. Joan Street. Students are to go directly to their classroom.

DISMISSAL PROCEDURES

All students must wear facial coverings when leaving school in the afternoon. Dismissal times are Preschool @ 3pm; Kdg – Gr.3 @ 3:20pm; Gr.4 – 8 @ 3:15pm to prevent overcrowding at exit areas.

Primary Building Exits: Students will exit the building from the same doors they used in the morning and remain with their class until they are released to their parent or designated pick-up person.

Main Building Exits: Fourth Grade students will exit from the front door of the school on Overlake Street. Fifth and Sixth Grade students will dismiss from the parking lot door closest to Overlake Street. Eighth Grade students will exit from the parking lot door closest to St. Joan Street. Seventh Grade will dismiss

from the Breezeway door. Students will proceed to the designated waiting area in the main parking lot.

SIGNAGE & OTHER MARKINGS

Signage will be posted to indicate proper social distancing and healthy hygiene behaviors. Floor tape or other markers will be used at six-foot intervals where line formation is anticipated.

VENTILATION

The school ventilation system is checked regularly to ensure it is running efficiently and the air filters are changed quarterly. The ceiling fans in each classroom combined with the many classroom windows that are open facilitate continuous circulation of outside air providing for safe ventilation.

FOOD SERVICE

Hand Washing: Faculty, staff and students will wash hands and use hand sanitizer before and after every meal and prior to food service. Kitchen staff will wear masks at all times and face shields, gloves and masks whenever serving/distributing food. Gloves and sanitation products will be provided.

Location of Lunch: Students will eat lunch in one of three areas - their classroom, the Lower Hall or outside in the picnic table area. Students must adhere to proper social distancing during the lunch period as masks will be off while students are seated and eating. Masks will be worn during any movement to and from eating areas.

Distribution of Lunches: Hot lunch and milk will be delivered to the students. All food vendors and Lunch Supervisors will be screened and follow all county guidelines for distribution of food. Shared microwaves will not be available for use.

Individual Lunch Deliveries: Personalized lunch deliveries from restaurants will not be allowed.

Water Bottles: Students may use water bottles during breaks, snack and lunch. Water bottles are to be stored in a teacher approved area and are not allowed at student desks. Locations will vary based upon grade level.

VISITORS & GUESTS

Family members and other guests will not be allowed in the school building except under extenuating circumstances determined by the School Administrator. Deliveries will be received outside the school office. During all Phases of the MI Reopen Plan, strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the buildings.

VOLUNTEER REQUIREMENTS

Volunteers who enter the building must be scheduled in advance and serve a predetermined, *essential role* in the daily operations of the school. All volunteers must be screened and free of symptoms before entering the school building. Due to the revised visitor policy, small children are not able to accompany the parent or guardian during the volunteer time.

MEETINGS & ASSEMBLIES

Meetings: All faculty and staff meetings will be held in areas that allow for six-foot spacing. PTG meetings and all other school committee meetings will be held virtually until further notice.

Assemblies: All indoor school assemblies that bring together students from more than one classroom together are suspended. All large-scale assemblies of more than 50 students are suspended.

School Mass: Mass will be celebrated weekly at a time to be determined with Msgr. Bugarin. One grade level will attend Mass in-person Church and provide leadership for that Mass. The Mass will be livestreamed to the rest of the school.

ATHLETICS & OTHER EXTRA-CURRICULAR ACTIVITIES

Athletics: St. Joan of Arc School will comply with all guidance published by the MHSAA and CYO. Students, faculty and staff must use proper hand hygiene techniques before and after every practice, event or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to every event. All equipment must be disinfected before and after use. Spectators are allowed during inter-school competitions, provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Special attention will be given to entry and exit points to prevent crowding. Each participant must use a clearly marked water bottle for individual use (no sharing of this equipment). Handshakes, fist bumps and other unnecessary contact must not occur.

Extracurricular Activities: In-person extracurricular activities are suspended. Virtual extracurricular activities are encouraged.

DAILY SCHEDULE

CLASS SCHEDULES

Kindergarten - Grade Six: Class schedules for students in grades K-6 will consist of a planned program of academics, Specials classes, lunch, and recess. Academics include: Religion, Math, Reading, Language Arts, Social Studies, and Science. Specials classes include: Art, Computer, Gym, Library, Music, and Spanish. Special teachers will come to the classroom. Students will wear masks during Specials classes. Students will participate in Mass every week.

Grades 7 - 8: Class schedules for students in grades 7-8 will consist of a planned program of academics, Specials classes, lunch, and recess. Academics include: Religion, Math, Literature, English, Social Studies/History, Science, and Spanish. Specials classes include: Art, Computer, Gym, Library, and Music. Special teachers will come to the classroom. Students will wear masks in all classes. Students will participate in Mass every week.

CLASSROOM INSTRUCTION

Small Group Instruction: Teachers may bring students together for small group instruction within a classroom. Students should wear a mask when interacting in smaller groups. Students should use their own materials and practice distancing. Students who leave the classroom cohort for small group

instruction must wear a mask while not with the classroom.

Classroom Routines: Students should not share instructional materials in the classroom.

STUDENTS QUARANTINED OR OTHERWISE ABSENT

Building administrators and faculty will work with students who are home sick or quarantined to develop an individualized plan. Students will have access to assignments on-line and arrangements will be made for picking up and dropping off assignments. Students will use Schoology (Gr.3-8) or Seesaw (K-2) for turning in assignments on-line.

MEDICALLY VULNERABLE STUDENTS

Process for Identifying as High-Risk: Students who wish to self-identify as high-risk for severe illness due to Covid-19 should contact the administrators to discuss their concerns. Administrators will coordinate with families who have a self-identified high-risk to develop alternative learning arrangements.

TRAVEL & FIELD TRIPS

Travel: Out of town travel by faculty, staff and students is strongly discouraged. St. Joan of Arc School will follow CDC travel guidelines, as applicable.

Field Trips: Off-site field trips are suspended.

HEALTH AND PREVENTION

FACIAL COVERINGS & OTHER PPE

Faculty & Staff: Facial coverings must always be worn by faculty and staff except while eating or drinking. Face shields may be used in addition to masks, but not as a substitute for a mask.

All Students: All students (PS-8) must wear masks during arrival and dismissal, and in hallways and other common areas, except while eating or drinking.

Grades K – 5: Facial coverings must be worn in hallways, common areas and bathrooms. We strongly encourage facial coverings to be worn in the classroom.

Grades 6-8: Facial coverings must be worn in classrooms as well as common areas.

Visitors & Guests: Facial coverings must be worn by all visitors and guests.

Facial Covering Specifications: Facial coverings may be any color homemade or disposable level-one (basic) grade surgical masks. Students must have a second mask available. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. Any faculty member, staff member or student who is unable to medically tolerate a facial covering must provide a written doctor's note. No sharing of facial coverings is permitted. Students may use a break-away lanyard for holding masks when not in use.

All face coverings (whether disposable or reusable) must:

- Be free of words or distracting images.
- Be made with at least two layers of breathable material.
- Fully cover the nose and mouth and secure under the chin.
- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops and allow the student to remain hands-free.
- Be labeled with a child's name.

Other PPE: Faculty and Staff will be provided surgical masks, gloves, and face shields to use in the event they need to respond to someone who is symptomatic or clean an identified area.

SCREENING

St. Joan of Arc School will partner with the Macomb County Department of Health regarding implementing protocols for screening faculty, staff and students.

Self-examinations: Faculty, staff and students (with parental assistance) must conduct daily self-examinations before coming to school, including checking for fever (100.4 degrees fahrenheit or greater), respiratory or gastrointestinal symptoms (e.g., cough, shortness of breath, diarrhea, vomiting, etc.). If symptoms are present, the individual is to remain at home. The individual is to notify the school regarding symptoms and contact their physician. The school will inform the individual of their possible return to school date consistent with the protocols described by the Macomb County Health Department.

Self-examination Reminders: Frequent emails will be sent to faculty, staff and parents as a reminder to check for symptoms prior to coming to school.

Symptom Signage: Signage will be posted at the building entrances, as well as throughout the buildings, to reinforce awareness of the Covid-19 symptoms and remind people to not come to school if they have symptoms.

TEMPERATURE SCANNING

All staff, parents, volunteers, and expected guests are required to enter the building through the main Overlake entrance and will be subject to a temperature scan as they enter. Anyone with a fever (100.4 degrees fahrenheit or greater) will be screened again after a short waiting period. If the person still measures a fever (100.4 degrees fahrenheit or greater), he/she will not be allowed to enter the building.

HYGIENE

Supplies to support healthy hygiene behaviors will be made available, including soap, hand sanitizer, paper towels, tissues and signs to reinforce proper handwashing techniques.

Supplies will be frequently checked and refilled as necessary.

Students' personal items will be kept separate in individual containers, bags or lockers. Classroom materials will be disinfected between uses.

Faculty and staff will teach and reinforce the following healthy hygiene behaviors:

- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer.
- Cough and sneeze etiquette.
- Keeping hands away from eyes and mouth.
- Limit sharing of personal items and supplies.

Faculty, staff and students should wash hands before and after every event. Hygiene reminders will be announced throughout the day (every 2-3 hours) so faculty, staff and students remember to wash hands and sanitize their learning areas and equipment.

HEALTH STATIONS & ISOLATION AREA

Health Stations: The front office will be equipped with several touchless thermometers and other PPE.

Isolation Areas: A room by the front office has been designated as an isolation area for students who become ill with symptoms of Covid-19 while at school. The student will be supervised and remain there until someone comes to pick them up from school.

RESPONDING TO COVID-19 SYMPTOMS

ILLNESS DURING THE SCHOOL DAY

Student Symptoms: If a student is not feeling well during the day, the classroom teacher will send the student to the office for a temperature reading using a touchless thermometer. In the event a student has a fever (100.4 degrees Fahrenheit or greater), and sent to the isolation area. After a short waiting period, the student will have a second temperature reading. If the student is still registering a fever, the student's parents will be contacted to pick up the student and any siblings. In the event the student no longer measures a fever, the student will be sent back to the classroom wearing a mask for the remainder of the day and a parent will be notified.

Faculty/Staff Symptoms: In the event a faculty or staff member feels ill during the day, a designated person in the office will take the faculty/staff member's temperature. In the event the faculty/staff member has a fever (100.4 degrees Fahrenheit or greater), the faculty/staff member will be screened again after a short waiting period. In the event the faculty/staff member measures a fever a second time, the faculty/staff member will immediately leave the building, along with any family members who are also in the building. Faculty and staff who are symptomatic are strongly encouraged to get tested as soon as possible in order to facilitate planning for ongoing instruction.

ILLNESS AT LATCH KEY

If a student is not feeling well during Latch Key, the Latch Key Director will take the student's temperature (using the touchless thermometer). In the event a student has a fever (100.4 degrees Fahrenheit or greater), the student will be given a mask (if not already wearing one) and sent to a

designated isolation area, where the student's temperature will be scanned again. In the event the student measures a fever a second time, the student's parents will be contacted to pick up the student and any siblings. In the event the student no longer measures a fever, the student will remain at Latch Key and be monitored.

CONTACT TRACING & NOTIFICATIONS

Notifications to Classroom Families: Families will be notified in the event a student, faculty or staff member in their student's classroom has tested positive for Covid-19 or has been clinically diagnosed with Covid-19. Families should monitor their students closely for symptoms and should keep their students home if they have been identified as part of contact tracing as a close contact. Faculty and staff will also be notified, should also monitor themselves closely for symptoms and should also stay home if they have been identified as part of contact tracing as a close contact.

Contact Tracing: St. Joan of Arc School will cooperate with the Macomb County Health Department in the event a confirmed case of Covid-19 is identified and will make every effort to collect the contact information for any close contacts (those who spent more than 15 minutes closer than six feet) of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school. All close contacts will follow the guidance of the MCHD. All close contacts should be closely monitored for any symptoms of Covid-19, and should seek medical attention if symptoms appear.

Confidentiality: Confidentiality will be maintained consistent with the ADA and other applicable federal and state privacy laws. Faculty and Staff will be provided with guidance on confidentiality laws and statutes that protect student and staff health information.

RETURNING TO SCHOOL AFTER COVID-19 OR EXPOSURE

Faculty, Staff or Students who become ill with symptoms of Covid-19 must remain home until they have completely recovered according to CDC guidelines. Faculty, Staff or students who test positive for Covid-19, but never developed symptoms, must remain home for 10 days after the most recent positive test. Faculty, Staff or students who have been exposed (within six feet for longer than 15 minutes) to a person with Covid-19 will follow the directives of the MCHD.

PENDING TEST RESULTS

Students and staff who are pending the results of a Covid-19 test are not permitted to enter the school building until they receive a negative result and are cleared by their physician.

TEMPORARY CLOSURE

Administration, in consultation with the Macomb County Department of Health and AOD Office of Catholic Schools, will assess risk levels on an ongoing basis throughout the school year and might determine the need for a temporary (full or partial) closure of the school buildings to clean, disinfect and contact trace.

MENTAL & SOCIAL-EMOTIONAL HEALTH SCREENING AND SUPPORT

The SJA Administration will partner with faculty members regarding ongoing screening and monitoring of students' mental health.

SUPPORT

Teachers will monitor students for signs of stress and report concerns to the school administration. School staff will be available to meet with students virtually, or in person if the Phase allows. The teachers will provide social/emotional learning to students through classroom lessons, increasing student knowledge of well-being practices, and stress management. Faculty will continue to reach out to families and offer support in basic needs as well as resources for dealing with current situations. In Phases 1-3, faculty will make efforts to reach out to students frequently to increase the social interaction options for all students.

RESOURCES

The school administration will compile and regularly update comprehensive lists of wellness and self-care resources available (for faculty, staff and students). School administration will be the "designated mental health liaison" who will work with local public health agencies and community partners to support students.

VIRTUAL LEARNING POLICIES & PROCEDURES

SCHEDULED CLASS TIME

These guidelines have been adopted from the Archdiocese of Detroit's recommendations for Remote Instruction.

K-2

- Whole group meets synchronously for 10-15 minutes every day
- Small groups meet for reading 3x/week (e.g. Mon/Wed/Fri, 20 minutes).
- Small groups meet for math 2x/week (e.g. Tues/Th, 20 minutes).
- Special needs/accommodations or ELL meet one-on-one as needed.
- Specials classes - designated day for each Specials class; teachers may attend the whole group meeting when applicable/necessary.
- Minimum number of synchronous connections per week - 10.
- Religion and the Catholic Faith will be integrated daily at all levels.

3-5

- Whole group meets synchronously, 2x/day, 5 days/week (10 minutes in the morning to preview the day/10-15 minutes after lunch to refocus).
- 3 days of synchronous math (20 minutes each).
- 2 days of synchronous literacy (20 minutes each).
- Science/Social Studies taught in 2-week units, inquiry/project-based.
- Special needs/accommodations or ELL meet one-on-one as needed.
- Specials classes - designated day for each Specials class; teachers may attend the whole group.
- Minimum number of synchronous connections per week - 15.
- Religion and the Catholic Faith will be integrated daily at all levels.

6-8

- Whole group synchronous morning meeting daily with homeroom teacher (10 minutes each).
- Students will 'attend' the same classes following their face-to-face daily schedule M-F.
Total daily synchronous time 1.5 hours
- Special needs/accommodations or ELL meet one-on-one as needed.
- Specials classes - designated day for each Specials class; teachers may attend the whole group.
- Minimum number of synchronous connections per week - 10.
- Religion and the Catholic Faith will be integrated daily at all levels.

ATTENDANCE

Teachers will take attendance at all live instruction sessions/meetings.

GRADING

The same grading will be used for Grades K-8 whether In-person or Virtual.

- Grades K - 2 will use Proficient, Developing, Needs Improvement.

- Grades 3 - 8 will use traditional grades.

SUMMATIVE ASSESSMENTS

Grades K-2: Literacy assessments will be 1-1. Science/SS/Math will be assessed in small groups.

Grades 3-8: Math/Literacy assessed in small groups. Other subjects may be project-based or capstone.

K-8 STAR TESTING

- Remote testing options to allow for teachers to serve as proctors via zoom with either small group(s) or one-on-one if needed for accommodations.
- Planning for a return to school this fall, beginning of the year Star testing will be done in the school building (provided we are still in Phase 4 or above).
- Additional information will be communicated if the need to do middle or end of the year testing remotely.

POSTING AND COLLECTING ASSIGNMENTS

One shared site (SeeSaw or Schoology) will be used for posting and collecting assignments. All assignments will be posted by 9:00am on the day of the class.

TECHNOLOGY

Students who do not have their own device will be provided a school iPad and a mobile hot spot (if needed) in order to engage in and complete schoolwork. Grades K-2 will use SeeSaw as their primary learning and communication platform. Grades 3-8 will use Schoology as their platform.

SPECIAL NEEDS

Virtual Learning:

- Special Services reading and math classes will meet virtually, according to the distance learning schedule, for grades K-5.
- Middle school students will have a schedule for all classes during distance learning following a 5 day school week.
- Special needs/accommodations meet one-on-one as needed.
- Administrators and teachers should collaborate in communication with parents to ensure that students' needs are being met to the best of the school's ability.
- Standard grading will be maintained for grades K-8 (K-2 will use Proficient, Developing, Needs Improvement, while grades 3-8 will use traditional grades).
- Parent meetings regarding Special Services will be conducted via telephone or video chat.

FACILITIES

Access: Students are not permitted to be physically present in school buildings. Faculty and staff are permitted to be physically present in school buildings for purposes of conducting basic school operations, including remote live instruction, as determined by Administration. Anyone physically present in school buildings must wear a facial covering when in common areas. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. Any staff member who is unable to medically tolerate a facial covering must provide a written doctor's note. Face shields are available.

Cleaning: Maintenance staff will continue to maintain school buildings in good working order to prepare for subsequent return of students.

ATHLETICS & EXTRA CURRICULAR ACTIVITIES:

All athletics and extra curricular activities suspended.