

Parent-Student Handbook COVID-19 Directives:

Archbishop Carroll-Specific Items

While the Archbishop Carroll Parent-Student Handbook for the 2020-2021 school year is in effect in its entirety, this information follows the guidelines set forth by the Office for Catholic Education, but provides more specifics as those guidelines relate to Archbishop Carroll.

Archbishop Carroll recognizes that the knowledge and guidance available on COVID-19 will continue to change. As with the Parent-Student Handbook, the Archdiocese Secondary School System and Archbishop John Carroll High School reserve the right at any time to amend or add to the policies contained in this addendum to the Handbook, and to make such changes applicable to current and new students when the situation dictates. Parents/guardians and students will be notified in writing of any changes or amendments made to the policies, rules and regulations in the Addendum. This addendum has been created with the safety and health of all of those in our community in mind.

All Parents and Students in the Archbishop Carroll Community are expected to follow the directives in this addendum as they would the directives in the full Parent-Student Handbook. All of the directions listed in this addendum fall under the Contractual Agreement listed on page 6 of the Parent-Student Handbook.

COVID-19 Guidance

As Delaware County currently does not have a Health Department, Archbishop Carroll will utilize the COVID-19 Guidelines provided by the Chester County Health Department to the best of its abilities. The most recent copy of COVID-19 School Guidance from the Chester County Health Department will be posted on the school website under the Coronavirus Information Page and will be updated as necessary.

COVID-19 Waiver

All families are required to complete the COVID-19 waiver provided by the Archdiocese of Philadelphia should they elect to attend school in-person this year. Any student/family who fails to complete the waiver will not be allowed admission into the school.

Mask Policy

All students **must** have a mask on at all times, unless otherwise directed by a teacher or administrator. Students may remove their mask when seated in the Cafeteria for lunch, but must put the mask back on before they get up to leave their seat.

All masks must cover the student's face and nose. They must be a medical or disposable mask or a cloth mask of a single, solid color. No images or writing of any kind is permitted on a mask. Masks should either go around the student's ears or be double-strapped to go around a student's neck and head. Clear masks that meet the previously listed guidelines are also acceptable.

Not Permitted: Bandannas or gaiters (neck scarves) of any kind, masks with air valves or exhalation vents

The wearing of a mask is a health and safety requirement, and is mandatory for all students, faculty, staff, or visitors to Archbishop Carroll. Students who disregard the rules for wearing masks and social distancing will face disciplinary action and may lose the privilege of being permitted on campus.

COVID-19 Symptoms / Diagnosis

If a student exhibits symptoms of COVID-19, is diagnosed with COVID-19, or comes into contact with someone who has been diagnosed with COVID-19, parents/guardians should follow the directives provided on the school website and by the Chester County Health Department.

School Absences / Latenesses

The absence and lateness policy as it is outlined in the Archbishop Carroll Parent-Student Handbook is applicable on both the days when a student is expected in school and the days they are expected to learn from home. Any questions on these policies should be directed to the Office for Student Services.

Pre-Arrival

Each parent, student, staff, faculty, and administrator is expected to do their part to make the school building at Archbishop Carroll as safe as possible for all that will be entering. Before a student is permitted to proceed to Archbishop Carroll for school in the morning, they and their parent/guardian must complete a full COVID-19 Symptoms Check. Parents should take their child's temperature before they leave the house in the morning. **Parents/Guardians must then complete the online form for their child and submit the form before 6:45 AM. The link to the form will be available on the school website and will be sent out to parents on a weekly basis.**

If a student arrives at school to be checked-in and the form has not been completed or was not completed on-time, the student will be issued an unexcused lateness and will be required to be seated in a designated area in the cafeteria until all other students have been checked-in.

Multiple failures to complete this form may result in a student's ability to attend class in-person being revoked.

Morning Arrival

The building will be open to students starting at 7:00 AM. Upon arrival, all students must report to the Cafeteria. Buses and students being dropped off should be dropped off at the cafeteria doors. Student drivers must report to the cafeteria from the parking lot.

Upon entering the cafeteria, each student will have their temperature checked by a member of the school administration. Students with an acceptable temperature will proceed to check in, where a staff member will ensure that a parent/guardian has completed their pre-screening form. If the form was not completed or not completed on-time, the student will be directed to wait, socially distanced, in a designated area in the cafeteria, until all other students have been checked in. Those students will have time to ensure a parent or guardian has completed the form. They will be issued an unexcused lateness and then be checked in after all other students have been checked in.

For students who have a completed form, they will then be permitted to report to one area of the school, where they are to remain until the first bell rings at 7:35 AM:

Freshman: Report to the Library

Sophomores: Remain in the cafeteria

Juniors and Seniors: Report to designated areas in the auditorium

Students will be supervised in these areas, and should remain seated, with their masks on, until the bell rings to dismiss them to their first period.

If a student arrives after 7:45 AM, they will be considered late. If there is still a line at 7:45 AM, students in line prior to 7:45 AM will still be considered on-time.

After 7:45AM, all students must be dropped off at Door "A". Once admitted, they must report immediately to the Office for Student Services to sign in, have their temperature checked, and ensure their form has been completed.

Failure to adhere to the procedures above and attempt to bypass the screening process, intentionally or unintentionally, will be seen as a serious violation of the school and Archdiocese policies and will be treated as such.

School Uniforms

All school uniform policies for the 2020-2021 school year are listed in the Parent-Student Handbook.

Hallways and Stairwells

Certain hallways and stairwells will be considered one-way until otherwise notified. All students, faculty, and staff are expected to adhere to these hallway and stairwell directions:

- The hallway on the 2nd floor that goes between the Library and the Chapel is one-way going from East (Odd) to West (Even).
- The back of the Auditorium is one-way going from West (Even) to East (Odd).
- The East stairwell by The Grayson School entrance will be for traveling upstairs only. The East stairwell between classrooms 227 and 205 will be for traveling downstairs only.
- The West stairwell between the Boardroom and Room 214 will be for traveling upstairs only. The West stairwell between classrooms 226 and 204 will be for traveling downstairs only.
- The circular hallway on each floor of the two academic towers will be one-way, in a counterclockwise rotation.
- Any student or faculty member entering the cafeteria area must do so through the Rainbow Hallway on the First Floor. The stairwell that leads from the cafeteria to the West Lobby will be for traffic going upstairs only.

All students are expected to follow the one-way procedures in the halls, remain socially distanced from other students, and keep their masks on at all times. Failure to follow the rules in the halls will result in disciplinary action and may result in a student not being able to attend school in-person.

Lockers

Each student will be assigned a locker. They will be assigned a locker as close to their eighth period class as possible. A student on an "A" Day and a "B" Day will be assigned side-by-side, so that the two students are never present on the same day. The next set of lockers will be socially distanced apart. All unused lockers will be closed off and unable to be used.

Lockers should only be accessed before school and after school.

Elevators

No more than two people at a time should ride either elevator. There will be markings on the floor where riders should stand when in the elevator. Masks should be on at all times.

Lunch Periods

The Cafeteria will be utilized for student lunches, however, the cafeteria tables have been replaced with student desks and spaced 6 feet apart to adhere to CDC Guidelines for Social Distancing. Students will be permitted to select their seat in the first week of school, but then those seats will remain assigned unless otherwise notified by school administration.

Once a student is seated with their lunch, they are permitted to remove their mask. They are not permitted to move their desk for any reason. Students should refrain from sharing food. Upon completion of their lunch, students should put their mask back on for the remainder of the lunch period. If a student gets up to use the restroom or purchase food, their mask must be on prior to standing up. No more than three (3) students per gender will be permitted to use the bathroom at a given time to prevent clustering and crowding in the restrooms. Students are expected to keep their mask on at all times when up from their seat, including in the restroom.

At the conclusion of lunch, all students are required to use the sanitation materials present in the cafeteria to wipe down their desk and seat, and dispose of their trash. Upon entering the cafeteria, students will do the same prior to sitting down in their seat.

Students who need to purchase lunch must adhere to the guidelines and requirements set forth by Archbishop Carroll's lunch provider, Aramark. The lunch lines are expected to be cashless. Information was sent out prior to the start of the school year on how to place money on student accounts. Additionally, microwaves will NOT be available for student use.

Restrooms

No more than one student per gender will be permitted to leave a classroom at any point in time to use the restroom to prevent crowding and clustering in the restrooms as much as possible. A student must have their mask on at all times, including in the restroom. Students will utilize a QR code in the classroom as a virtual hall pass.

Students are expected to adhere to all one-way halls and stairways when moving to the restrooms. Because of the one-way procedures, all students while in class should only use the restrooms in their specific academic tower. The restrooms next to the cafeteria are to be used only by students at lunch.

Guidance / Nurse Access

Directions for how students should access these areas will be provided to students by the nurse and Guidance Department on the first day of school.

Dismissal from Classes

The bell will ring at the start and end of each class period. Once the bell rings, students will disinfect their area with the materials provided. Once areas are clean, faculty will dismiss all Freshman and Sophomores. An announcement will be made over the PA 3-4 minutes later to dismiss all Juniors and Seniors. This will allow for a staggered amount of students in the halls.

At the end of 8th period, after all students have disinfected their areas, all students that ride buses will be dismissed first, and then all other students will be dismissed via an announcement over the PA system.

Busing

Students are bused to school by their school districts or via Sague Busing. Students must adhere to all rules set forth by their home school district or Sague if their student is riding the bus. All questions on busing rules and regulations should be directed to the school districts or Sague.

After-School Supervision

After-school supervision will not be offered at this time. If a student has a sport or activity right after school, they should report right to their designated area. All other students are expected to leave school grounds.

Detention

Detention will be held once a week on a biweekly basis. Students will be assigned a detention once they accumulate 10 demerits. Additional demerits will be assigned for every five demerits after the initial detention. Detentions will be from 2:30-4:00 pm. Students must make arrangements to be picked up immediately once detention is done. Ample notice will be given to students regarding the date of their assigned detention. All safety protocols will be followed throughout the duration of detention.

Remote Learning

In order to facilitate remote instruction for those students who are not at Archbishop Carroll on a particular day, classrooms at Archbishop Carroll have been equipped with a webcam and microphone.

The camera will work in conjunction with Zoom. Students who are in class will follow the teacher live while students who are at home will follow the class on Zoom and be able to use the

features on Zoom to pose questions. Zoom also offers the ability to create breakout rooms, which can continue to foster group learning, but in a socially distant manner.

Classes that take place in rooms without cameras will still be able to use Zoom. All students when learning remotely must sign into Zoom for all of their classes for attendance purposes. Students in First Period Study Hall also must sign into Zoom for attendance purposes, but students are not required to sign in for all other study halls and lunches.

Remote Learning Guidelines

- Students have the same responsibilities while learning from home as they do when they are in school.
- Attendance will be taken in all classes. Students are expected to be present throughout each class meeting with cameras activated and faces visible to the teacher for the entirety of the class period unless teachers specify otherwise.
- Policies regarding student absence, lateness, or early dismissal for students learning remotely are the same as for in-person classes as described in the Parent-Student Handbook.
- Dress code for remote learning is casual but appropriate. Students do not need to be in uniform, but they should also not be in their pajamas, and they should not be wearing clothing that contains any objectionable or offensive content. Additionally, no objectionable or offensive content should be visible through your webcam in your home surroundings.
- Students are expected to be in an appropriate learning environment. The space a student works from should be conducive to learning and concentrating on their work. Students should be sitting upright at a desk or a table in a well-lit space. Students may not be working from their bed.
- During class, students should not be engaging in any behaviors that would be considered distracting to others. This includes, but is not limited to, using a cell phone, texting or messaging students in class, or improper use of Zoom or the technology being provided to them.
- All regular handbook policies apply to students while learning virtually, including violations of the Responsible Use Policy for Technology. A student who fails to utilize the opportunity for daily learning and the technology provided to them by Archbishop Carroll is subject to disciplinary action, up to and including suspension or dismissal from the school.

Homework Assignments / Assessments Guidelines

- Homework, including both studying/reading and written assignments, will all be posted on Schoology, with final grades being officially posted to PowerSchool.
- Homework or take-home assessments may only be due at or during scheduled class times. They may not be due between/before scheduled class times. Unless specifically

notified by the teacher, all assignments for all students are due at the same time, whether the student is scheduled to be in school or at home on the due date.

- Assignments may be given in person or virtually at the discretion of the teacher. All major assessments and due dates will be announced in advance via Schoology.

Extracurricular Activities and Athletics

- Archbishop Carroll will follow the school gathering guidelines set forth by the PA DOH for extracurricular activities and athletics.
- According to the Governor's Targeted Mitigation Order, school activities and gatherings not related to educational instruction that are held indoors are limited to no more than 25 people. This includes meetings, assemblies, etc. Activities and gatherings held outdoors are limited to no more than 250 people.
- We continue to encourage groups to find alternative ways to meet, including virtual and outdoor meetings.
- Field trips and all non-essential travel are not permitted at this time.
- Archbishop Carroll will be considering the postponement of non-critical gatherings and events on an event by event basis. We will ensure students and parents have a clear understanding of all upcoming gatherings and large events for our school community (e.g. spirit nights, athletic events, etc).
- Students attending school on Cycle Day A may not attend meetings in-person on B days, but may attend virtually and vice versa.