

Lumen Christi Catholic High School Safe Return Handbook 2020-2021

Date of Publication: August 10, 2020

This document is subject to change due to the changing environment regarding COVID-19.

Wonderful Lumen Families,

Since 1996, Lumen Christi Catholic High School has been synonymous with quality, value-based Catholic education. As a school community, we feel that we accomplish this best in a face-to-face, in-person environment. For 25 years, this has been the ideal method for helping to develop the academic, spiritual, and physical dimensions of each Archangel who enters our building and for achieving the six Attributes of a Lumen Graduate in each student.

When federal, state, local, and Archdiocesan regulations forced us to close during the COVID-19 outbreak last spring, we quickly transitioned to an online learning model to continue instruction for the remainder of the year. Thanks to our strong, flexible, and adaptable teaching staff, partnered with our committed and resilient parents, our students continued to grow in body, mind, and spirit despite the challenges. We were even able to celebrate ten special and memorable individual graduations for the members of our Class of 2020 and combine them into a unique video presentation viewed online by hundreds in our school and faith community.

As we look ahead to the 25th anniversary of our school's founding, it is our hope and intention to fully and safely open our doors to the largest student body in our school's history. We expect over 90 students to grace our school this year! We remain committed to providing a rigorous Catholic education in a Christ-like environment for all our students.

This Safe Return Handbook contains the guidelines, procedures, and protocols that Lumen Christi Catholic High School will follow as our school year starts. This Handbook augments the existing Parent-Student Handbook and serves as our starting point for the academic year 2020-2021.

Please note that the policies and procedures located herein may be modified as the school year progresses depending on what the virus teaches us and/or whether local, Archdiocesan, state, and federal guidelines change. I encourage you to frequently visit our website and follow our social media for the most up-to-date and accurate information regarding school procedures and policies.

Thank you for your continued support, trust, and positivity as we strive to do what is best for ALL of our students and staff during these challenging times.

Blessings,

Brian A Ross
Principal, Lumen Christi Catholic High School

Lumen Christi's Operating Levels

Based on the risk of community transmission of COVID-19, Lumen Christi has four operating levels. These levels, in line with Archdiocesan guidance, are established as follows:

RED (High Risk) - The "high risk" phase is established when Lumen Christi or the Archdiocese of Anchorage classifies the local COVID-19 community situation as high risk. High risk may also be triggered if known students, staff members, and/or visitors test positive for COVID-19.

YELLOW/ORANGE (Medium Risk) - The "medium risk" phase is established when Lumen Christi or the Archdiocese classifies the local COVID-19 community situation as medium risk.

GREEN (Low Risk) - The "low risk" phase is established when no laboratory-confirmed cases of COVID-19 in the last 14 days, and no reported increase in the number of cases over the last 14 days.

While the metrics for GREEN status are clear, the top three risk levels (YELLOW, ORANGE, AND RED) are largely based on the school's and the Archdiocese's assessment of the Positive Test Rate within the Municipality of Anchorage as determined by COVID ACT NOW.¹ These metrics can be found here: https://covidactnow.org/us/ak/county/anchorage_municipality?s=819151.

As the chart below shows, a Positive Test Rate percentage of 5% and above will most likely result in the school operating in a High Risk level (RED), with students and staff conducting distance learning from home five days a week.

A Positive Test Rate percentage between 1.5%-4.9% will result in the school operating in a Medium Risk level (YELLOW/ORANGE), with students and staff attending school in person four days a week and one day at home.

In order to operate in a GREEN status, the Municipality of Anchorage will need to report no laboratory confirmed cases of COVID-19 in the last 14 days, and no reported increase in the number of cases over the last 14 days. This metric is in line with Alaska Smart Start 2020 guidance published earlier this summer. Based on what we have learned from the virus already, we do not anticipate operating in GREEN for the foreseeable future.

This data will be evaluated each week on Thursday and, in consultation with the Archdiocese, a decision will be made as to what risk level the school will open the following Monday.

¹ Covid Act Now is a multidisciplinary team of technologists, epidemiologists, health experts, and public policy leaders working to provide disease intelligence and data analysis on COVID in the U.S.

Lumen Christi's operating risk levels are:

	Green	Yellow	Orange	Red
Positive Test Rate %	NA	1.5-2.9%	3.0-4.9%	5% and above
Who attends?	All students	All students	All students	All students
How many days?	5 days a week in person at school	4 days a week in person at school, 1 day at home	4 days a week in person at school, 1 day at home	5 days a week online at home
How long?	Full school day all week. Normal Lumen bell schedule with 7th period electives	Full school day M-Th. Normal Lumen bell schedule with 7th period electives. Friday classes online at home	Shortened school day M-Th. Dismissal at 12:30 (no electives and no in school lunch). Block schedule: M and W: 1, 3, 5 Tu and Th: 2, 4, 6	Online block bell schedule: M and W: 1, 3, 5 Tu and Th: 2, 4, 6
Are there online days?	Only if school is cancelled for some reason	Friday classes are online at home based on regular Friday A/Friday B rotation	Friday is 9am virtual Mass, 10am online Advisory and WORKDAY from home for students and preparation and professional development time for teachers	Friday is the same schedule as Orange. All days are online

NOTE 1: As the Positive Test Rate percentage increases (thus the risk level increases), in school contact time with and among students decreases.

NOTE 2: This plan is subject to change and modification as the circumstances warrant. With the evolving nature of information and data related to the virus, the metrics used and factors considered in assessing operating status may change as well.

Health and Safety Protocols in GREEN, YELLOW, and ORANGE

Lumen Christi's #1 priority is ensuring the health and safety of our school community in order to facilitate an engaging, face-to-face, learning environment. To this end, the school has instituted the following health and safety protocols and measures in GREEN through ORANGE levels:

Personal Protective Equipment (PPE)

- Masks and/or face shields will be required by all school personnel, students, and visitors in the building, without exception.
 - At this point, students may wear a mask of their choice. However, masks must be **appropriate for school and Mass**, cover the nose and mouth areas, and be free of any political slogans and/or graphics.
 - The school will issue plexiglass face shields which may be worn instead of a face mask. Face shields will have a student's name written on them and will be stored in the student's advisory classroom.
 - Students should wash their masks and school uniforms daily.
 - Students can wear both a face mask and a shield if desired.
 - Students should have a backup mask with them at school.

Accessing the School

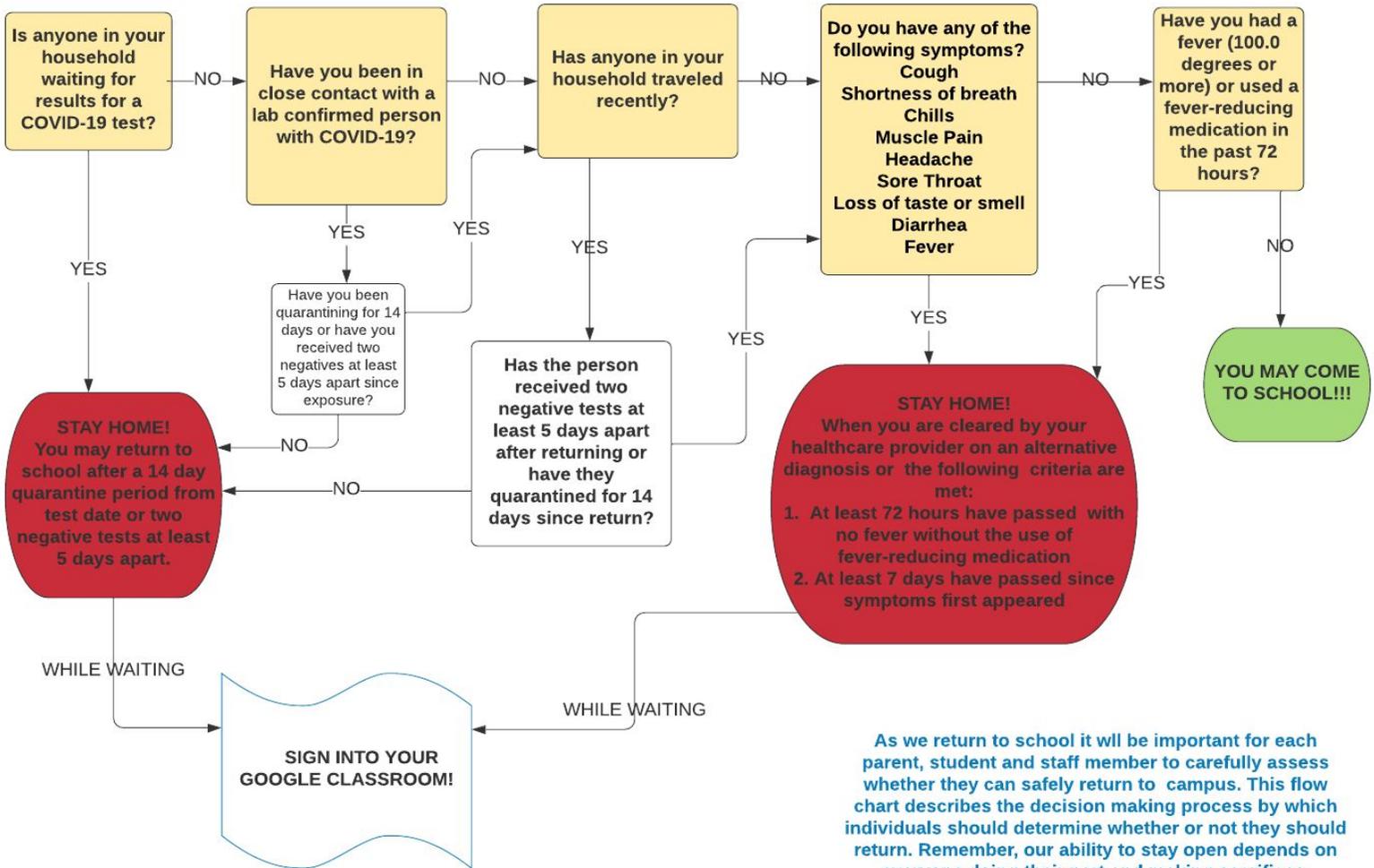
- Access to Lumen Christi campus will be strictly limited to students and staff.
- Our campus will be closed to all visitors, including parents, except emergencies and scheduled appointments.
- If parents need to pick up a child during the school day, they should call the Front Office at 245-9231. Let the office know when you arrive and we will send your child out.

Screening and Testing

- Lumen Christi relies on parents and families to watch daily for any symptoms of illness in our students. If a student is not feeling well before school, parents must keep the student at home. Symptoms include:
 - Cough
 - Shortness of breath
 - Chills
 - Muscle Pain
 - Headache
 - Sore Throat
 - Loss of taste or smell
 - Diarrhea
 - Fever

- Parents should use the below MAY I COME TO SCHOOL decision matrix each morning:

MAY I COME TO SCHOOL? You need to be able to answer NO to ALL of the yellow questions!



Thank you to: Archdiocese of Galveston-Houston Catholic Schools Office
Created by Benita Gonzales July 2020
Texas Catholic Conference of Bishops Education Department Guidelines (TCCB ED)
Center for Diseases Control Guidelines (CDC)

- If someone becomes ill during the school day, the student will be sent home.
- Students, staff, and approved visitors must have a face mask or shield on to enter the building. Once through the front door, everyone will have their temperature read by a school staff member. No one will be allowed to proceed into the building unless their temperature is under 100.0°F.
- After the temperature check, everyone will immediately sanitize their hands. Students will go directly to their Advisory classroom to await the start of the school day.

Physical Distancing and Hygiene Procedures in the School/Classrooms

- There are NO STUDENT ROOM or LOCKERS. Students will have a clear plastic tote in their assigned/advisory classroom for their materials. Cell phones will be placed in the location designated by the Advisory teacher and will remain there during the entire school day.
- Students will not be allowed to congregate in the hallway or the library.
- Students will begin and end the school day, and eat lunch, in their Advisory classrooms.
- Students will remain within their cohort/social bubble i.e. 7th grade, 8th grade, and high school, unless attending math or Spanish class.
- Social distancing measures in the hallway and classrooms will be enforced. Students will be given assigned seating in each classroom.
- Hand sanitizer units are mounted in all classrooms and in the hallway. Students will practice frequent and regular hygiene throughout the day, including sanitizing their hands when entering and exiting classrooms.
- Teachers will remove all nonessential furniture to maximize space between student desks.
- Classroom sizes will be limited and occupancy limits posted in each classroom.
- Classroom teachers will ensure increased cleaning and sanitization of “high-touch” surfaces such as desks, doorknobs, light switches, fixtures, and chairs.
- Hallway water fountains will be turned off. Students and staff are encouraged to bring a clear water bottle and fill it as necessary, at one of the newly installed water dispensers located in the hallway by the Student Room.
- No more than two (2) students can be in the bathroom at one time.
- Students will not share materials i.e. water bottles, pens, pencils, lip balm, cosmetics, lap top, calculator, etc. so they need to bring their own.
- STAY IN YOUR LANE: One way flow in our school hallway i.e. stay to the right

Lunchtime

- Students will eat lunch in their Advisory classrooms only.
- Students and staff may take their masks and/or shields off at lunchtime to eat. However, students and staff must have a trifold plexiglass shield (provided by the school) placed in front of their eating area prior to removing their face mask or shield. There are absolutely no exceptions.
- We will not accept any lunch deliveries from outside the school, except from parents bringing lunch to a student who forgot it.
- Microwaves will not be used this year, so students will need to bring a bag lunch.

Additional Health and Safety Measures to Protect Each Other

We have and will continue to encourage our school community to take additional safety measures beyond our school walls to protect each other throughout the school year. These measures were reiterated to our families in our Principal-Parent Forum presentation on July 7th and will be frequently reinforced throughout the school year. These measures include:

- REDUCE YOUR OWN FAMILY'S BUBBLE and limit social interactions outside of community as much as possible
- STUDENTS MUST STAY HOME WHEN SICK (or come into close contact with someone with COVID).
- LIMIT/RESTRICT OUT OF STATE TRAVEL
 - We will require compliance with current State of Alaska interstate travel requirements before a student is allowed to return to school following travel (currently, two negative tests or full 14 day quarantine)
 - Student can still "attend" classes remotely from home to ensure continuity of learning

Bottom Line: We are all in this together. All of us want our kids in school, so let's work together to reduce risk within our community.

Emergency Response for COVID-19

Upon a confirmed positive COVID test in our community, we will take the following actions:

Notifications and Coordination

- Notify the Department of Health and Social Services (DHSS)
- Notify the Archdiocese of Anchorage Office of Catholic Schools
- Coordinate closely with DHSS and the Archdiocese to ensure we are following the proper, most up to date steps for COVID-19 response

Communications

- Immediately notify all members of our community (while remaining confidential) via email letter and Remind message.

Dismissal and Transition to Distance Learning (RED)

- Dismiss students and staff for 72 hours
- Students and staff will operate in RED status (distance learning)
- Cancel any extracurricular activities or school events scheduled during the 72 hour period
- During dismissal, the school will be off limits to all school personnel and will be cleaned and disinfected by janitorial staff
- During the 72 hours, we will coordinate with the DHSS and Archdiocese of Anchorage to determine safe return to school operations

Subsequent Incidents

- Upon subsequent positive COVID test(s), we will execute the above protocols again.
- During the 72 hour period, school staff, in conjunction with Lumen Christi School Board, St. Benedict's Pastor, DHSS and the Archdiocese, will decide if there is a need to extend the school dismissal period to 14 days or longer.

Academic Expectations

Students are expected to abide by the academic requirements and expectations outlined in the Lumen Christi Parent-Student Handbook, which can be found on our website at:

<https://www.lumenchristiak.com/wp-content/uploads/2019/09/LCHS-Handbook-2019-20.pdf>

Bell Schedules

Specific bell schedules for this academic year are at the end of this Handbook.

Face-to-Face Instruction

Lumen Christi will be open for face-to-face, in person instruction in GREEN (5 days per week), YELLOW (4 days per week), and ORANGE (4 days per week) risk levels. At each of these levels, students and staff will abide by the health and safety protocols and measures listed above.

Distance Learning

Lumen Christi will conduct scheduled distance/remote learning at home on Fridays in YELLOW and ORANGE and each day of the week during RED status. Additionally, any student who is sick or absent can continue to engage in the classroom via distance learning.

During much of our distance learning, students will engage in synchronous classes, which means logging into a class that is taking place in real time. Students attending school remotely will have a set schedule and the ability to interact with the teacher as the teacher is delivering the lesson. Some procedures for distance learning:

- Every student will need a reliable laptop or desktop WITH WORKING CAMERA and MICROPHONE for the school year.
- Lumen Christi uses Google Classroom as the primary Learning Management System (LMS) tool
 - Teachers will organize “how to” lessons in first weeks of the year
 - Students will be expected to check Google Classroom daily for assignments, due dates, etc.
- During RED status, teachers will post a weekly assignment planner or task list to their Google Classroom class page no later than 8pm. on Sunday for each week to help students plan and prepare. The weekly planner for each class will outline when live class sessions and/or office hours will take place using Google Meet, as well as assignments, due dates, and point values.
- Distance learning school days will proceed as if in-person instruction is occurring.
 - Students will be expected to log into Google Meet classes at the assigned time during the school day
 - Attendance will be taken each class period
- Any correspondence with a teacher should be made via the student’s Lumen-assigned email.

- Teachers will respond to student emails during the school day (generally 7:45am-3pm).
- Any correspondence sent to a teacher after 3pm may not be addressed until the following day.
- If students experience technical problems, they should email their teacher.
- Grading policies for distance learning will be the same as the grading expectations when attending in-person. Grading cycles and report dates will be the same for all learners.
- Students in distance learning because of health reasons are considered part of the class. Students at home will be held to the same expectations as those students who are on campus, unless the illness prevents attending distance learning classes.
- A student who is learning virtually while everyone else is in class may be asked to come into the school after hours to take an exam individually, as long as there are no health issues. It is important that students make use of teachers' office hours for additional support if needed.

Expectations for Distance Learning. Students will:

- Connect to their class on time, following the appropriate class schedule, including Mass and Advisory periods.
- Be prepared to learn.
- Be in appropriate dress and presentable (uniforms are not required; pajamas are not acceptable).
- Sit at a table and not lounge on a bed.
- Have a distraction free environment (don't be playing games, messaging friends, eating or have distracting background noise).
- Use the chat function appropriately.
- Actively participate in class.
- Show your face on the screen (do not turn off your camera).
- Complete and turn in all assignments by their due date.
- Make sure, in advance, that your camera and microphone are working properly. This will not be an excuse this year.

Faith Activities During COVID

The primary purpose of Catholic education is to grow our students in our faith. As such, despite COVID, we want to provide as many opportunities to practice our faith as possible. In line with our proposed plan, we intend to have the following faith activities next year:

	Green/Yellow	Orange	Red
Mass (daily)	Offered M, Tu, W, and F before school each morning at 7:15am in the Archangel Chapel (no Friday Mass in Yellow)	NA	NA
Mass (weekly)	9am Thursday Mass in person at St. Benedict's is rotational A weeks: HS students B weeks: Junior High students Students not attending Mass in person will watch livestream in Advisory classroom and will have opportunity to receive the Blessed Sacrament	Mass is virtual on Fridays at 9am	Mass is virtual on Fridays at 9am
Rosary (1st Monday of month)	Advisories will say Rosary together in classroom	Theology classes will say Rosary together in classroom	Theology classes will say Rosary together online
Retreats	Retreats can occur within "social bubble" i.e. Senior Retreat on Sept 4, high school retreat on Sept 25, and grade level retreats throughout the year. No overnights	Most likely no retreats	No retreats

Athletic Activities During COVID

As a member of the Alaska State Activities Association (ASAA), Lumen Christi will abide by ASAA health and safety guidance for athletic practices and events which was published on July 9th.

Our co-ed high school soccer program, slated to begin practice in August, will be delayed until spring 2021. Our junior high soccer teams, while not administered by ASAA, will be affected in the same way.

Lumen Christi will evaluate each sports season and make a determination of return to play based on ASAA, state, local, and Archdiocesan guidelines prior to the start of the season.

Bus Transportation

Lumen Christi encourages parents to transport their own children to and from school each day. The school intends to provide daily bus transportation, on a limited basis, to and from St. Andrew's in Eagle River and St. Elizabeth Ann Seton in Anchorage. The following protocols are in place for bus transportation:

- Students and drivers are required to wear a face covering and must use hand sanitizer and receive a temperature screening prior to boarding the bus.
- When possible, windows will be opened to allow outside air to circulate in the bus.
- Assigned seating will be implemented to help with cohorting and tracking health and wellness.
- Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.

School Communication

Lumen Christi communicates via email through weekly communication called *Lumen News*. This newsletter is sent to all parents on Thursday afternoon. At times, separate emails will go out to our parents regarding special events or school information. Parents should also visit our website (www.lumenchristiak.com) and our Facebook page for additional school news and information.

Lumen Christi also uses "Remind" - a text messaging system used by the Front Office. The cell numbers included on the student's initial Application for Enrollment paperwork will be used to send text messages to parents and family members.

If there are additional family members who you would like to receive information about the school (e.g., grandparents, others who may pick up students), please provide those emails and/or cell numbers to the Front Office.

Resources

- Centers for Disease Control Considerations for Schools at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Anchorage School District School Start 2020-2021 at: <https://www.asdk12.org/Page/15613>
- Alaska Smart Start 2020 Restart and Reentry Framework Guidance at <https://education.alaska.gov/news/COVID-19/Alaska%20Smart%20Start%202020%20Framework%20Guidance.pdf>
- COVID ACT NOW Dashboard at https://covidactnow.org/us/ak/county/anchorage_municipality?s=819151
- How Safe Is Your School Reopening Plan? at <https://www.npr.org/sections/health-shots/2020/08/06/897295450/how-safe-is-your-schools-reopening-plan-here-s-what-to-look-for>

Lumen Christi Bell Schedules 2020-2021

GREEN (All Students on campus 5 days/week)

No laboratory-confirmed cases of COVID-19 in the last 14 days, and no reported increase in the number of cases over the last 14 days.

Monday

7:45a-7:54a	Advisory
7:55a-8:45a	Period 1
8:50a-9:40a	Period 2
9:45a-10:35a	Period 3
10:40a-11:30a	Period 4
11:35a-12:00p	Lunch
12:10p-1:00p	Period 5
1:05p-1:55p	Period 6
1:56p -2:30p	Advisory**

Wednesday

7:45a-7:54a	Advisory
7:55a-9:25a	Period 2
9:30a-11:00a	Period 4
11:05a-11:30a	Lunch
11:40a-1:10p	Period 6
1:15p-2:20p	Period 7
2:21p-2:30p	Advisory

Friday A

7:45a-7:54a	Advisory
7:55a-9:15a	Period 1
9:20a-10:40a	Period 3
10:45a-12:10p	Period 5
12:11p-12:20p	Advisory
12:20p	Early Dismissal

OR

Tuesday

7:45a-7:54a	Advisory
7:55a-9:25a	Period 1
9:30a-11:00a	Period 3
11:05a-11:30a	Lunch
11:40a-1:10p	Period 5
1:15p-2:20p	Period 7
2:21p-2:30p	Advisory

Thursday

7:45a-7:54a	Advisory
7:55a-8:35a	Period 1
8:40a-8:50a	Advisory
9:00a-9:50a	MASS (Virtual or In Person)
10:00a-10:40a	Period 2
10:45a-11:25a	Period 3
11:30a-12:00p	Lunch
12:10p-12:50p	Period 4
12:55p-1:35p	Period 5
1:40p-2:20p	Period 6
2:21p-2:30p	Advisory

Friday B

7:45a-7:54a	Advisory
7:55a-9:15a	Period 2
9:20a-10:40a	Period 4
10:45a-12:10p	Period 6
12:11p-12:20p	Advisory
12:20p	Early Dismissal

YELLOW (All Students on campus 4 days a week, at home 1 day a week)

"Covid Act Now" Positive Test Rate = 1.5% - 2.9%

Same schedule as above, **EXCEPT Friday which is on-line at home**. On Friday, students will log into their classes during scheduled times on either a Friday A or B rotation.

ORANGE (All Students on campus 4 days a week, at home 1 day a week)
"Covid Act Now" Positive Test Rate = 3.0% - 4.9%

Monday & Wednesday - ON CAMPUS

7:45a-7:55a Advisory
8:00a-9:30a Period 1
9:35a-11:05a Period 3
11:10a-12:30p Period 5
12:30p Early Dismissal

Tuesday & Thursday - ON CAMPUS

7:45a-7:55a Advisory
8:00a-9:30a Period 2
9:35a-11:05a Period 4
11:10a-12:30p Period 6
12:30p Early Dismissal

Friday - AT HOME

9:00a Online Mass
10:00a Advisory Check In
10:30a-12:30p Student Work Time
Teacher Prep Time & Office Hours

RED (All Students at Home 5 days/week)
"Covid Act Now" Positive Test Rate = 5% or greater

Monday & Wednesday - AT HOME

8:00a-9:30a Period 1
10:00a-11:30a Period 3
12:00p-1:30p Period 5
1:30p-2:30p Student Work Time
Teacher Prep Time & Office Hours

Tuesday & Thursday - AT HOME

8:00a-9:30a Period 2
10:00a-11:30a Period 4
12:00p-1:30p Period 6
1:30p-2:30p Student Work Time
Teacher Prep Time & Office Hours

Friday - AT HOME

9:00a Online Mass
10:00a Advisory Check In
10:30a-2:30p Student Work Time
Teacher Prep Time & Office Hours