



Lumen Christi Catholic High School Safe Return Protocols 2021-2022

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

Wonderful Lumen Families,

In August 2020, we started our school year with 90 students, at that time, the largest student body in Lumen's history. Thanks to a solid COVID mitigation plan; dedicated staff who worked hard to maintain the tenets of that plan; parents who provided an extra level of caution in screening their students and keeping anyone under the weather at home; and most of all - flexible students who wore masks and followed established protocols - we were able to maintain our in-person learning all year, with the exception of a few short weeks in December.

With cautious optimism, we thought we would be done with our mitigation activities when the school year ended in May, but clearly, that's not the case. While continued COVID protocols may be the 'bad news' for this new school year, the 'good news' is that our enrollment numbers continue to climb. This year we started with 105 students, a new "largest student body in Lumen's history"!

Based on recent federal, state, and local guidance, we have established a safe return plan for this year as well. This Safe Return Handbook contains the guidelines, procedures, and protocols that Lumen Christi Catholic High School will follow this year. This Handbook augments the existing Parent-Student Handbook and serves as our starting point for the academic year 2021-2022.

Like last year, these protocols and procedures may be modified as the school year progresses depending on local, Archdiocesan, state, and federal guidelines. 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

Health and Safety Protocols

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:

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 provide plexiglass face shields which may be worn instead of a face mask if the student so desires.
 - 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 and in their backpack.

Accessing the School

- Access to Lumen Christi campus will be strictly limited to students and staff during the school day.
- 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
- If someone becomes ill during the school day, the student will be sent home.

Physical Distancing and Hygiene Procedures in the School/Classrooms

- Students will not be allowed to congregate in large groups. Staff will ensure social distancing as much as possible within classrooms and common areas.
- 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.
- Students and staff are encouraged to bring a water bottle and fill it as necessary, at one of the water dispensers located in the hallway by the Student Room or the gym.
- No more than two (2) students can be in the bathroom at one time.
- Staff will limit interaction between junior high and high school students.
- The school is cleaned by a professional janitorial service each day.

Lunchtime

- Students will eat lunch in their assigned classrooms, no more than 12 students per classroom. 7th and 8th graders will eat in the gym or the parish hall. Students will be encouraged to eat outside as much as the weather allows.
- Students and staff may take their masks and/or shields off at lunchtime to eat. However, students must not congregate in groups. Students should put their mask back on when done with their meal.
- We will not accept any lunch deliveries from outside the school, except from parents bringing lunch to a student who forgot it.
- Students should bring a bag lunch as microwaves are in short supply.

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.

- 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).

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

The most common way people are infected with COVID-19 is through exposure to airborne, infectious respiratory droplets. It's possible to be infected through contact with contaminated surfaces and objects but the risk is generally considered to be low.

Lumen is cleaned nightly with disinfectants on the U.S. Environmental Protection Agency COVID-19 list and has two separate HVAC systems (one for the gym area, the second for the academic hallway) with upgraded UV light filtration systems which clean air on a continuous 24 hour cycle. With a priority of in-person learning with appropriate mitigation measures in place, the school will remain in session in the event of a positive COVID case in the school. However but we will immediately (while maintaining strict confidentiality):

1. Notify the Department of Health & Social Services, Department of Public Health;
2. Notify the Archdiocese of Anchorage-Juneau Office of Catholic Schools;
3. Immediately begin contact tracing to notify teachers, staff and families of students determined to be close contacts with the confirmed case(s). Parents of students with a known exposure will be given appropriate quarantine instructions, which are as follows:
 - a) Fully vaccinated students do not need to quarantine and may continue to attend school in-person and participate in other activities as long as they are asymptomatic. They will continue to wear a mask in school per current protocols and will be advised to test Day 3-5 post exposure (date of exposure = Day 0.) Results of that test, if taken, do not need to be reported to the school unless they are positive.
 - b) Unvaccinated students must begin immediate quarantining at home. On Day 6 (date of exposure = Day 0), the student may be tested for COVID and if the result is negative, they may return to school on Day 8. Under no circumstances can they return before Day 8. If the student chooses not to test, they may return to school after Day 10 as long as they are asymptomatic. They should continue to monitor for symptoms, even very mild ones until Day 14. If at any time the student becomes symptomatic, they must restart their quarantine protocols.

Regardless of vaccination status, any student who tests positive for COVID-19 may only return to school after:

1. 10 days have passed since symptoms first appeared; and,
2. They have gone 24 hours with no fever (without the use of fever-reducing medications like Ibuprofen or Tylenol); and,
3. All other symptoms of COVID-19 are improving.

Academic Expectations in the Event of Distance Learning

In the event that Lumen Christi will need to transition to distance learning during the school year, the following expectations are in place:

- Classes will be synchronous, meaning that students will log into a class that is taking place in real time. Students will have a set bell schedule while working from home and have the ability to interact with the teacher as the teacher is delivering the lesson.
- 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 online learning, teachers will post a weekly assignment planner or task list to their Google Classroom class page no later than 8p.m. 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 7:30am-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.
- If a student needs to extend distance learning for health reasons when all other students return to school, they will be held to the same expectations as those students who are on campus, unless the illness prevents attending distance learning classes. Extended distance learning is allowed on a case by case basis. It is not intended for use by students who are out for a short period (3-5 days) due to minor illness, nor for students on travel status for any reason - vacation, sports, etc.
- 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.

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.

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 use hand sanitizer.
- When possible, windows will be opened to allow outside air to circulate in the bus.

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.