

Prayer for 2020-2021 School Year

Heavenly Father, we come to you in our time of great need, asking that we may know Your Presence as You walk alongside us in the coming year.

Please keep our community safe and healthy, in body and in spirit. Protect those among us who are most vulnerable. Send your Son to heal those afflicted by illness. Send your Spirit to fill the hearts of those experiencing stress, trauma, or grief during this time.

Please give us the wisdom to know what's right, and the humility to change course, if new information appears. Help us to do our best to listen to others with open minds and hearts. Please help us make good decisions to protect our people and the work we do in Your name.

Please give us the courage and strength to do hard things. We will all be called upon to do things that are new, or hard, or that we may not like. We offer these small and large sacrifices to You, in love.

Please fill our hearts with love and kindness. There is so much out of our control. Please help us to always feel and share Your goodness with others.

We trust in you, O Lord.

CORE VALUES

Living Faith

- As a school community, we pledge to continue to grow our Catholic faith always by living our Catholic traditions and doing good works.
- We commit to praying regularly for our school, our community, our students, our faculty, and our staff.

Achieve Excellence

- We will work incredibly hard, in any learning setting, to do our personal best and to challenge ourselves to be better. We will only accept our best work.
- We will ask for help when needed, to make sure we can be our very best.

Promote Teamwork

- We commit to working together in partnership. We will assume positive intent: that others are on the same team, working hard, and want what is best for our students.
- We will communicate frequently and with kindness to support each other. We will ask for help when needed. We will speak directly to one another to try to resolve issues. In all communications, we will offer love, respect, understanding, and kind words.

Demonstrate Character

- We understand and accept our personal responsibility to the health and well-being of our community. We will uphold the policies presented here to keep others safe. We will monitor our own health, and stay home when sick.
- We believe in our ability to do hard things, so we will take responsibility when we make a mistake, miss a deadline, or don't do our best work. We will humbly ask for forgiveness, and move forward together with renewed intent.

Be Warm and Welcoming

- Whether in person or at home, we strive to build relationships and make others feel welcome, even if with additional obstacles.
- We understand that our attitude shapes our culture, and commit to being positive, flexible, and resilient whenever we can.

SUMMARY of PLANS

Each of the plans listed below is based upon the current Governor's orders for Michigan's Phased Safe Start plan. We will move flexibly between the plans throughout the year as needed. **Currently, we are in Phase 4; we anticipate this may change throughout the year.**

Phases 1-3: Distance Learning

- **Learning Environment:** At Home, via Distance Learning
 - Learning Drops on Mondays and Wednesdays at 9 a.m. in GoogleClassroom.
 - Required Zoom Meetings for Period 1-4 Tuesdays from 9:00 a.m. - 11:30 a.m.
 - Required Zoom Meetings for Periods 7-9, plus Home Base, Thursdays from 9:00 a.m. - 11:30 a.m.
 - Office Hours for All Teachers 2:00 p.m. - 3:00 p.m. Mondays - Thursdays and by appointment
 - Due Dates: Tuesday at midnight and Friday at midnight
- **Faith Formation and Catholic Traditions:**
 - Mass is LiveStreamed weekly at 10:30 a.m. on Mondays
- **Attendance:**
 - **Monday and Wednesday:** Attendance is taken in all classes by answering a question in Google Classroom Livestream by 2:00 p.m.
 - **Tuesday and Thursday:** Attendance is taken by attendance in Zoom meeting.
 - **Friday:** Attendance is taken by answering a question in Homebase Livestream by 2:00 p.m.
 - **Note:** 7-8 students will be assigned a HomeBase for social-emotional and academic support.

Phase 4: In-Person Learning with Restrictions

- **Learning Environment: At School with Social Distancing**
 - All classrooms are set up with desks approximately 6 feet apart.
 - Additional outdoor spaces are designated as classrooms for teachers to reserve.
- **Faith Formation and Catholic Traditions:**
 - Weekly Mass is LiveStreamed from the Chapel while students watch in Homebase. Communion is distributed to each room by Eucharistic Ministers.
- **Masks:**
 - All students, staff, and faculty wear masks at all times, except when eating or participating in an outdoor or excused athletic activity. Masks must be donned before leaving the car at drop-off or arrival, and worn until in the car again for pick-up. Students may wear any solid color mask that loops around the ears, and will be provided 2 for free.
- **Health Screening:**
 - Parents are asked to screen at home daily for temperature and symptoms. Students with any symptoms should remain home.
- **Lunch:**
 - Boxed lunches are available for purchase through the cafeteria.
 - Lunch is combined with seminar for all grades 7 - 12. Students eat lunch in a combined shortened period, supervised by the seminar teacher. Students can sign up for the seminar of their choice at Packet Pick-Up.

- **Attendance:**
 - Attendance guidelines allowing only 10 absences per semester are temporarily suspended for the 2020-2021 school year to encourage students to stay home when sick.
 - Students are allowed two days for every one day absent to make up work.
- **School Calendar and Bell Schedule:**
 - Our bell schedule will be adjusted by 12 minutes at the end of the day to account for combined lunch/seminar and teacher minutes. School hours are 7:55 a.m. - 2:48 p.m.
 - Six “Learn from Home” days will be pre-scheduled to allow students and teachers to practice and keep fresh on GoogleClassroom:
 - Lessons are dropped in GoogleClassroom at 9 a.m. on these days.
 - Friday, September 18
 - Monday, October 26 (EOQ1)
 - Monday, November 30 (Monday after Thanksgiving)
 - Friday, March 5
 - Wednesday, March 31 - Thursday, April 1 (Days before spring break)

Phase 5: In-Person Learning with Fewer Restrictions

- **Learning Environment: At School with Social Distancing**
 - All classrooms are set up with desks approximately 6 feet apart.
 - Additional outdoor spaces are designated as classrooms for teachers to reserve.
- **Faith Formation and Catholic Traditions:**
 - All School Mass is said weekly in the gym, with 6-foot social distancing and masks.
- **Masks:**
 - All students, staff, and faculty wear masks when moving (not seated). Masks may be removed at student desks, but must be worn in the hallways, common spaces, and during transitions. Masks must be donned before leaving the car at drop-off or arrival. Students may wear any solid color mask that loops around the ears, and will be provided 2 for free.
- **Lunch:**
 - Boxed lunches are available for purchase through the cafeteria.
 - 3 Lunches are held in the cafeteria, with social distancing between small groups of students.
 - Seminar (for 9-12) and Recess (for 7-8) return as normal.
- **Attendance:**
 - Attendance guidelines allowing only 10 absences per semester are temporarily suspended for the 2020-2021 to encourage students to stay home when sick.
 - Students are allowed two days for every one day absent to make up work.
- **School Calendar and Bell Schedule:**
 - Our bell schedule will return to normal. School hours are 7:55 a.m. - 3:00 p.m.
 - Six “Learn from Home” days will be pre-scheduled to allow students and teachers to practice and keep fresh on GoogleClassroom:
 - Lessons are dropped in GoogleClassroom at 9 a.m. on these days.
 - Friday, September 18
 - Monday, October 26 (EOQ1)
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ATTENDANCE

One of the most important ways we can keep our community safe is to stay home if sick. The benefit of being able to be in school together most of the time far outweighs any single day absence. The policies below are intended to make it easier for students to stay home, so that we can be even more careful than in previous years.

	PHASES 1-3	PHASES 4-5
When to Stay Home/"Be Absent"	<ul style="list-style-type: none">• Students need to be called in "absent" only if they are unable to complete their assigned school	<ul style="list-style-type: none">• Students must stay home if they have any fever, sore throat, cough, shortness of breath, or

	<p>work for the day by the time it is due or if they are sick enough to be unable to attend the scheduled Zoom meetings.</p>	<p>diarrhea. COVID-19 testing is recommended. Students may return to school after a “negative” COVID test and 24 hours have passed since the last fever. If no testing for COVID is done, students must stay home until</p> <ul style="list-style-type: none"> ○ 10 days since symptom onset ○ AND 24 hours since last fever ○ AND other symptoms improving <ul style="list-style-type: none"> ● If students are positive for COVID-19 with symptoms, they must stay home until (per CDC): <ul style="list-style-type: none"> ○ 10 days since symptom onset ○ AND 24 hours since last fever ○ AND other symptoms improving ● If students are positive for COVID-19 with no symptoms, they must stay home until 10 days after their positive test. ● If a student is exposed to someone with COVID-19 (as determined by the health department), students must stay home for 14 days with no symptoms (even if a negative test occurs). ● If someone in the students’ household is sick, the student must stay home until a negative test is received for the family member. ● If the student has traveled to a high risk state, they must stay home for 14 days with no symptoms. High risk states currently include: Alabama, Arizona, Florida, Georgia, Louisiana, Missouri, Montana, South Carolina, Texas and West Virginia. <p>Note: staff will use this same protocol for absences.</p>
Daily Attendance	<ul style="list-style-type: none"> ● Attendance is taken daily on school days. 	<ul style="list-style-type: none"> ● Attendance is taken as normal in all classes.

	<ul style="list-style-type: none"> On Mondays and Wednesdays, students must answer an attendance question in the Google Classroom stream by 2 p.m. for each one of their 7 classes. On Tuesday and Thursdays, students will have attendance taken in their scheduled Zoom classes; attendance in the four classes meeting will be extrapolated to the whole day. On Fridays, students must answer an attendance question in the Google Classroom stream for their home base by 2 p.m. Attendance will be extrapolated to the whole day. 	
Reporting Absences	<ul style="list-style-type: none"> For absences, parents must e-mail lcattendance@myjacs.org to report absent students. 	
Attendance Requirements	<ul style="list-style-type: none"> The 10-day absence limit is waived for the 2020-2021 school year only. 	
Make-Up Work	<ul style="list-style-type: none"> All make-up work can be accessed in the Google Classroom. Students are allowed 2 days to make up work for every 1 day absent. 	<ul style="list-style-type: none"> All make-up work can be accessed in the Google Classroom. <i>Tentative Plan:</i> Videos will be posted of each class/lecture by 4 p.m. each day. This will allow students to see lectures that happen in the classroom. Students are allowed 2 days to make up work for every 1 day absent.

BELL SCHEDULES

Important Notes:

- In Phases 1-3 Zoom meetings are required. Attendance will be taken in the Zoom meetings.
- In Phase 4 only, the school day is shortened by 12 minutes to account for the combined seminar/lunch period and extra teacher supervision time.
- Students in grades 7-8 must stay an extra three minutes to return their assigned student Chromebooks to their first period class. This will ensure that Chromebooks are assigned to one student only and can be used throughout the day. It will also help to stagger dismissal times at the end of the day.

	PHASES 1-3	PHASE 4	PHASE 5																																																																				
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CLASSROOM SETTING

	PHASES 1-3	PHASES 4- 5
Classroom Set-up	Please stay home and stay healthy!	<ul style="list-style-type: none"> • Desks are spaced approximately six feet apart in all rooms. • Teacher will circulate with any needed materials; students will remain seated at almost all times.
Non Traditional Classrooms	Please stay home and stay healthy!	<ul style="list-style-type: none"> • To make our schedule work, several of our large spaces have been converted into classrooms: Library, Cafeteria, Commons, and Aux Gym. These spaces hold a maximum of 40 students at six feet apart. • In any class of more than 33 students, two teachers are assigned. • Each of these additional classrooms is equipped with a projector, screen, teacher laptop cart, and two whiteboards.

CLEANING

	PHASES 1-3	PHASE 4	PHASE 5
In Classes	Please stay home and stay healthy!	<ul style="list-style-type: none"> • Desks will be wiped down between every class. Students will be given a disposable Clorox wipe on their way into class as a part of their entry routine. Students will wipe down their own desk; teacher will 	

		<p>circulate to collect used wipes in trash can. We will train students on proper wiping down, and hope you will help remind your student, as well!</p> <ul style="list-style-type: none"> • Each classroom and office space will have a UV air filter that re-circulates all air every 30 minutes.
With Facility Upgrades	Please stay home and stay healthy!	<p>We have worked hard to identify some key areas where we can improve cleanliness and sanitation. These facility upgrades will prevent germ transmission:</p> <ul style="list-style-type: none"> • No touch paper towel dispensers have been installed in all bathrooms. • No touch sinks have been installed in all bathrooms. • No touch flushers have been installed on all toilets. • Last year, we completed installation new water fountains. All water fountains in the building have a built in bottle filler. Students may fill their water bottles at the station, but we will not use the “drinking” function.
At Night	Please stay home and stay healthy!	<ul style="list-style-type: none"> • Increased cleaning will happen every single night: <ul style="list-style-type: none"> ○ We have purchased multiple electrostatic sprayers. These sprayers allow wide areas to be cleaned effectively and efficiently, and are safe for students, papers, etc. ○ We purchased new floor cleaners, so floors can be cleaned every single night.

COMMUNICATION

	PHASES 1-3	PHASES 4-5
From School	<ul style="list-style-type: none"> • We will send out communications twice a week: Tuesday and Friday. This will help us share reminders and updates, and parse out more information so you don't have to absorb it all at once! • We will send out a faith video message once a week, on Mondays, on our social media. Thanks for all of your great feedback about this! 	
Daily Announcements	<ul style="list-style-type: none"> • Daily announcements will be posted at 9 a.m. daily. We will send out in SchoolMessenger and post on Facebook. Enjoy hearing from 	<ul style="list-style-type: none"> • We will have our daily announcements at school! Make sure to ask your students about upcoming events and check the Tuesday and Friday emails!

	Fr. Brian and our students!
With Teacher	<ul style="list-style-type: none"> Email is best! It's a great habit to start with from the beginning of the year. Please find your teacher's email in Powerschool. We love for you to share good news, too!

ENTRY/EXIT

	PHASES 1-3	PHASES 4-5
Entry to Building	Please stay safely at home! No students will be allowed in the building at any time.	<ul style="list-style-type: none"> Masks must be worn before students leave the car. Students may enter the building beginning at 7:40 a.m. Students who need to arrive before 7:40 a.m. will fill out a Sign Up Sheet requesting early arrival; these students will report to a designated room for supervised social distancing. Supervised Early Study begins at 7:10 a.m. Door assignments remain the same: 7 - 8 enters through the MS Hallway door and 9 - 12 enters through the HS Hallway door. We will NOT be doing temperature checks at the door, but will ask parents to monitor students at home for symptoms. All students must use hand sanitizer on the way in the building. Once students are in the building, they should go to their locker and immediately to their first hour class. We'll have chatter and conversation in those rooms, socially distanced!
Exit From Building	Please stay safely at home! No students will be allowed in the building at any time.	<ul style="list-style-type: none"> Masks must be worn until students are in their vehicles, or until instructed by their coach to remove for practice. End of the day is staggered for 7-8 and 9-12 by five minutes to allow for more movement through the hallways. Students should go to their locker, and then immediately exit the building, report to an extra-curricular, or go to Titan Time. Students must be out of the hallway by 10 minutes after their dismissal time.

GOOGLE CLASSROOM

	PHASES 1-3	PHASES 4-5
Information Available in Google Classroom	<ul style="list-style-type: none"> • Learning drops will be Monday and Wednesday at 9:00 a.m. • Monday Assignments are due Tuesday at midnight. This time is the same across the school. • Wednesday assignments are due Friday at midnight. • We are aware that the Wednesday learning drop has more time; this is so that there is no overlap of learning on Wednesday, and teachers will account for this in the amount of work provided. • All assignments, video instruction, and Zoom links, will be posted to the Google Classroom. • All assignments must be handed into the Google Classroom. 	<ul style="list-style-type: none"> • Almost all class work and homework will be posted in the Google Classroom by 8 a.m. the day it is assigned (“almost all” accounts for things like pop quizzes, workbooks, etc.) This will help minimize paper passing, make it easier for students to be absent, make it easier for parents to support students, and keep our students and teachers “fresh” on Google Classroom. • A video of the class “new learning” from that day will be posted by 4 p.m. each day. This will include any direct instruction from the teacher, as well as any whole group instruction. It will not include time working (like independent work time) or small group discussions. • Students will turn in almost all work on Google Classroom. This will help minimize paper passing, make it easier for students to be absent, make it easier for parents to support students, and keep our students and teachers “fresh” on Google Classroom.
Training	<p>Learning for Parents and Students:</p> <ul style="list-style-type: none"> • All students will have a learning plan in each one of their classes to master elements of the Google Classroom in the first two weeks of school. Teachers will give instruction live, in-class, as necessary, with checks for understanding, on topics like logging into Google Classroom, turning in assignments, and using the “comment” function. • Our amazing faculty have put together a Google Classroom training for parents and students. The link will go “live” at Packet Pick-Up. Any student that completes the Google Classroom in its entirety will earn a free Dress Down Day on Thursday, September 3. <p>Learning for Teachers:</p> <ul style="list-style-type: none"> • 25 of our teachers spent four days this summer in an institute regarding learning useful online tools to create exceptional learning environments. They explored tools like ScreenCastoMatic, Zoom, FlipGrid, JamBoard, etc. • Our Instructional Leaders are meeting the week of August 10 to create 	

	<p>streamlined expectations for what makes quality Google Classroom instruction. These will be delivered to all teachers in two days of professional development the week of August 17.</p> <ul style="list-style-type: none"> • Our on-going scheduled Learn from Home days will allow Instructional Leaders to give early feedback to teachers on their Google Classroom posting so that it can further improve!
Follow Up	<p>This is new to all of us, and we need your help getting it right! We will be sending out a monthly anonymous survey to help us see if a teacher needs support in getting any of these areas right. We appreciate your kind, honest feedback, as we know our teachers want to be their very best for your students!</p>

HALLWAYS AND LOCKERS

	PHASES 1-3	PHASES 4-5
Timing	<p>Please stay home and stay safe!</p>	<ul style="list-style-type: none"> • Passing periods are extended by one minute, to five minutes total, to allow for extra transition time from our larger spaces (like the aux gym) to other classrooms and for hand-washing at stations in the hallway. Although time is extended, we ask students to move to their classrooms as quickly as possible. • Students may visit their lockers as needed, but are also invited to carry bookbags to minimize locker trips.
Safety	<p>Please stay home and stay safe.</p>	<ul style="list-style-type: none"> • Hand-washing stations will be available throughout the halls so that students can stop to wash hands without entering bathrooms. • Signs with reminders about social distancing and hand washing will be posted in hallways throughout the school building. • Students are allowed to bring bookbags to class. Any appropriate bookbag may be used. This will allow students to self-select how much time they spend at their locker and more safely navigate the hallways and extra distance between classes. • Because passing periods are five minutes, and students are wearing masks, we are not creating any additional social distancing guidelines in the hallway. Teachers will monitor to make sure students are being cognizant of their behaviors, but this is a great, short period of time for students to have a break and have some of the social interaction that is so important for high school!

IDENTIFICATION OF POSITIVE CASE IN THE SCHOOL

With COVID-19 still active in our community, we should anticipate that a student or staff member might contract the virus during the course of the school year. This assumption helps us make the most stringent mitigation decisions possible in the situation. Most importantly for parents and families to know:

- You WILL be notified if there is a positive case, but we will not be able to provide identifying information like grade level or class. We know this is challenging, but is necessary for our families' privacy -- and it's the law.
- Because students will be six feet apart and wearing masks at all times, NO students or staff should have a defined exposure based on their time in the school building during the day. We anticipate NOT having to close school or send students home because of a positive case, but will follow the Health Department's guidance.
- The health department WILL contact you individually if your student is at increased risk (i.e. they carpool together or were at a social event last Friday with no masks).
- **Our greatest risk is from interactions outside school. We hope you will support our community by being mindful of wearing masks at any gathering of people outside the same home and staying six feet apart. This is hard, but will allow us to continue to see each other!**

	PHASES 1-3	PHASES 4-5
Parent Procedure if Your Student Is Identified as Having COVID	Please let us know immediately if your student receives a positive test for COVID-19. We want to be able to support your family and make a plan for a safe return to school and completion of classwork! We very diligently monitor our responsibility to FERPA and HIPPA, and will never disclose health information about your student to anyone (including faculty and staff) without your permission.	
School Procedure for Other Students	<p>Families will not be notified of any positive case by the school.</p> <p>The health department will contact you if your student is identified as having an exposure with a positive case, as defined by:</p> <ul style="list-style-type: none"> ● 15 minutes ● Unmasked ● Within 6 feet 	<p>Families will be notified, in general, if a positive case has been identified within the school, similarly to as if there was a lice outbreak. We will not be able to pass along any identifying information about the student to meet our FERPA and HIPPA guidelines.</p> <p>We know this will be a natural and reasonable wondering of parents, so want to prepare families ahead of time about our reporting obligations. We have worked very closely with the health department to determine this policy.</p> <p>In general, we anticipate NOT needing to send anyone home or close school for an identified positive case. Because of the set-up of the school, with students six feet apart and</p>

		<p>wearing masks during class, and wearing masks during short periods where they cannot be six feet apart (like passing periods, which are only five minutes long), we should not have ANY defined exposures within our school building.</p> <p>Our greatest risk is student interactions outside the school day. Please consider carefully your decisions and mitigations strategies around having friends over, carpooling, parties, rec events, competitive teams, etc.</p> <p>The health department will contact you if your student is identified as having an exposure with a positive case, as defined by:</p> <ul style="list-style-type: none"> ● 15 minutes ● Unmasked ● Within 6 feet <p>If this happens, you will be asked to quarantine at home with no in-person school attendance for 14 days with no symptoms, or 10 days with no symptoms after a positive test, or 10 days after symptom onset with no fever for 24 hours after a positive test.</p>
Outbreak	We will work with the Health Department directly to determine best next steps, including notifications, small-group quarantines, or larger closures or cancellations. We are so grateful to them for their great leadership and partnership during this time!	

LUNCH

	PHASES 1-3	PHASE 4	PHASE 5
Lunches Available	Enjoy lunch at home!	<p>We will be offering two lunches daily:</p> <ul style="list-style-type: none"> ● Boxed lunch of wraps or sandwiches with fruit and vegetable side and milk. This will change daily. ● Boxed lunch of salad, which will be vegetarian. This will change weekly. <p>Students will NOT be able to customize lunch, so all students will get the “whole” lunch if ordered.</p> <p>Lunch is \$4.00 for students in grades 9 - 12 and \$3.50 for students in grades 7-8.</p>	
Ordering and Paying for Lunches	Enjoy lunch at home!	<p>To make sure we are adequately prepared for students and have safely prepared lunches, students must order lunches by the morning of the school day.</p> <ul style="list-style-type: none"> ● Students will be prompted to complete this each morning in Period 1. 	

		<ul style="list-style-type: none"> We will prepare some extra lunches each day in case students come in late or forget to buy their lunch in advance. We want to keep our students well-fed and able to focus! We are hoping for your help keeping students responsible so we don't have too many "repeat offenders" on the lunch forgetting -- thank you in advance! Lunch will be completely cashless, so students must have their ID every day to be scanned in order to pick-up their lunch -- something that should be a norm, anyways! 	
Lunch Procedure	Enjoy lunch at home!	<ul style="list-style-type: none"> Students will report first to their assigned lunch/seminar. Grade Levels will be dismissed two at a time in five minute intervals to collect their lunch. Students will stand in a one-way line with 6-foot social distance markings down the science hall to pick up their boxed lunch. After picking up their lunch, students will continue straight and around the hall to return to seminar. Teachers will dismiss students to dispose of trash in extra garbage cans in the hallway, when finished. 	<ul style="list-style-type: none"> The cafeteria will be set up in seating "pods", where small groups of 4-8 seats are open, and then six feet of space is put between groups. Students will head to the cafeteria and immediately find their seat; students can choose their seat each day. Tables will be dismissed one at a time for students to pick up their boxed lunch in a socially distanced line. After picking up lunch, students will be required to return to their seat and remain seated in the same spot for the duration of lunch.

MASKS

	PHASES 1-3	PHASE 4	PHASE 5
When Masks Must be Worn	Please stay home and stay safe!	<ul style="list-style-type: none"> Masks must be worn from the moment students leave the car in the morning until the moment they return to the car, except for a few predetermined times. Students may remove their masks when eating. They must remain in their seat this entire time. 	<ul style="list-style-type: none"> Masks must be worn during all transition times. This means whenever a student is not seated, they must be wearing a mask. Masks will also be worn while seated at Mass, because of the large number of students in one space, even though they will be socially distanced.

		<ul style="list-style-type: none"> Students may remove their masks, if explicitly directed by the teacher, if they are having class outside and all students are at least six feet apart. 	
Mask Requirements	Please stay home and stay safe!	<ul style="list-style-type: none"> All students will be provided 2 masks for free! These are LC logo'd, loop around the ears, are adjustable, and have a ventilator in the front. These can be worn by students. Students can also wear any solid color mask that: <ul style="list-style-type: none"> Covers the mouth and nose Loops around the ears <p><i>Note:</i> We know many of you requested that students be allowed to wear any masks as a special freedom this year. We definitely want to give our students opportunities to express themselves, but we also know we are asking our teachers to do more monitoring than ever before to keep students safe. We thank you for helping us take this one extra, easy thing off their plate so they can focus on loving your kids and teaching them hard stuff!</p>	

MONITORING FOR HEALTH SYMPTOMS

One of our best guards against Covid-19 is staying home when sick to limit the spread! We must all commit to doing our part by daily monitoring ourselves and others. We have worked hard to make it “easier” to be absent so that you are supported in keeping your student home and they are able to access all necessary lesson materials for that day. Thank you for talking about this seriously as a family and making a plan for executing this every single day!

	PHASES 1-3	PHASE 4	PHASE 5
Daily Entry to School	Please keep yourself safely at home! We care about you and want you to be well!	<p>Based on the Governor’s Safe Return to School plan, we are following the recommendation of having parents screen their students at home. We hope this ensures more accurate information than what we can get quickly at the door, and we know we can trust our parents to do this faithfully every day. Every single morning, we ask parents and students to ensure students do NOT have:</p> <ul style="list-style-type: none"> A fever greater than 100.4. This is the number designated by the Jackson County Health Department. A sore throat. Any cough. Any tightness of chest or shortness of breath. Diarrhea. 	

		<p>If any of these are true, students should stay home and reach out to a medical professional to determine next steps.</p> <p>We know many of our students at the high school transport themselves. If your student leaves independently, you might consider the following ideas to monitor in the morning:</p> <ul style="list-style-type: none"> • If you are already at work when your child wakes up, schedule a Facetime or Video call to monitor symptoms. • Ask them to do their temperature on the video and show you the result. • Ask them to text you a specific temperature number so you know they took it. • Take it while they are sleeping, if you have a forehead thermometer -- they are so sweet when they are asleep! <p>Note: staff will also be self-monitoring for the same symptoms and following the same protocols for staying home from school.</p>
Sick at School	Please stay at home and be well!	<ul style="list-style-type: none"> • If students self-identify or are identified at school as being sick, we will immediately take their temperature. • If students meet any of the criteria above, they will be placed in our Sick Waiting Room and parents will be contacted for pick-up/dismissal. • This room has been moved to Mrs. Kristovic's former office so that there is no interaction with other people in the office, for privacy, and because of the direct exit to outside that does not require passing any other people. • A school leadership team member will conference with parents about next steps via phone or in person before the student is released to determine return to school date and any other next steps.

SEMINAR/RECESS

	PHASES 1-3	PHASE 4	PHASE 5
Protocol	<p>Get outside as often as you can while at home! It is good for the body and the soul!</p> <p>Students' Wednesday "Home Base" will meet via Zoom on</p>	<ul style="list-style-type: none"> • All 7 - 12th graders will sign up for two Lunch/Seminars which will replace Lunch and Recess or Lunch and Seminar. • One seminar runs Monday and Tuesday. • One seminar runs Thursday and Friday. • On Wednesday, all students in grades 7-12 participate in HomeBase for community building, social emotional support, and leadership development. 	<ul style="list-style-type: none"> • Students in 7th and 8th grade will have Recess and then Lunch daily. • Students in grades 9-12 will have Lunch then seminar daily.

	<p>Thursdays at 11:00 a.m. This will allow us to provide social-emotional and academic support in a more structured and intention way.</p>	<ul style="list-style-type: none"> • No formal recess will be held for 7-8. • Students will eat in their Lunch/Seminar period. • Many different seminars will be offered, including outdoor and active seminars that maintain social distancing. • Students will have an opportunity to change their seminar choice quarterly. 	
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SOCIAL/EMOTIONAL SUPPORT

PHASES 1-5	
HomeBase	<ul style="list-style-type: none"> • We will use Homebase strategically, whether online or in person, to monitor students' well-being and provide social-emotional programming relevant to the on-going crisis and students' natural developmental needs at the time.
Dean Team	<ul style="list-style-type: none"> • The Dean Team will continue to meet monthly to review all school data, including absences, academics, discipline, and social emotional concerns to create monthly action plans for at-risk students.
Counselors	<ul style="list-style-type: none"> • Our new counselor, PattyJ Kernstock, is available to all students in need. Her email is pkernstock@myjacs.org.

SPECIFIC CLASS PROTOCOLS

	PHASES 1-3	PHASES 4-5
Specific Class Protocols	<ul style="list-style-type: none"> • Many of our teachers have already been working on this! From standing plastic shields for labs to use of the ukulele, each individual department is making plans to execute their curriculum within the constraints of keeping kids safe. • Plans in each department will be finalized in professional development the week of August 17 and added to each teacher's syllabus. Please look for specific information there. 	

TITAN TIME

	PHASES 1-3	PHASES 4-5
Titan Time Guidelines	Titan Time will be virtual! Extra help and tutoring will be available for students from 3-5 from the regular Titan Time teachers! If we enter Phase 3, e-mail addresses to contact them will be published.	<ul style="list-style-type: none"> • Titan Time will be held in the cafeteria classroom that is set-up to maintain social distancing. • Hours will be 3:00 p.m. - 5:00 p.m. • Pick-up for Titan Time will now be off of the back patio. Students will exit from the cafeteria doors. • Capacity is limited to 50 students daily, M-Th. • Tutoring is available from teachers and NHS students M-Th. • Capacity is limited to 25 students on Friday. • No tutoring is available on Friday. • Because we are asking kids to stay six feet apart, Titan Time will be silent study/activity. Teachers and NHS students will circulate and respond to raised hands. • Students are welcome to use phones and headphones during this time.

WEEKLY MASS

	PHASES 1-3	PHASE 4	PHASE 5
Mass Protocol	Mass will be Livestreamed at 10:30 a.m. on Monday on Facebook. We hope all families and students join us!	<ul style="list-style-type: none"> • Students remain in Period 3 for Mass; they stay in their classroom. • Teachers will create an appropriate transition to Mass by turning off the lights, playing some faith-based music, and having silent prayer before Mass begins. 	<ul style="list-style-type: none"> • Students remain in Period 3 for Mass; they will be called down to the gym by 3rd period class. • Mass will be held in the gym. We will use all 3 sets of bleachers to space students out at designated socially distanced spaces on the bleachers. • Students must wear masks at all times.

		<ul style="list-style-type: none"> • Mass is streamed from the Chapel via a closed circuit to students in classrooms. • Communion will be distributed by multiple Eucharistic Ministers to each classroom individually. • Mr. Marcero and Ms. Beasley will provide music from the Chapel to enhance our shared experience of Christ. 	<ul style="list-style-type: none"> • Communion will be distributed by Eucharistic Ministers through the rows, so students and staff do not move from their seats for Communion. • Music will be provided by Mr. Marcero and Ms. Beasley only, with no singing from other members of the congregation.
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ZOOM PROTOCOLS

	PHASES 1-3	PHASES 4-5
Student Requirements	<ul style="list-style-type: none"> • Students must be on time to their Zoom. If late, they will be marked “T” for attendance. We have built ten minutes in between Zooms to account for this. • Teachers will use a common system for putting Zoom links in Google Classroom -- there will be a separate “topic” for Zoom meetings, and a date and time will be the name of the material. The Zoom link will be included always in that same spot. • In the Zoom, to earn attendance, students must: <ul style="list-style-type: none"> ○ Have their camera turned on and pointed at their face the entire time. ○ Have appropriate backgrounds and clothes. <ul style="list-style-type: none"> ■ No tank tops, crop tops, or inappropriate slogans. ○ Follow teacher’s directions at all times, especially for muting and unmuting. 	No Zoom Meetings will be used.

FAQ

1. **Why do the masks have to be solid colored, and loop around the ears?**

This was the most frequently asked question by far! We do love to give the students opportunity for self-expression in healthy ways. However, this year, we are also asking our teachers to do a lot of additional monitoring, like social distancing, and proper mask wearing. This is one less thing to ask them to monitor. We appreciate your help in making their lives a little bit easier!

We have asked for masks that loop around the ears because they are easier to keep on without touching. Masks are going to be worn for a huge majority of the day, so we need them to be easy to maintain and keep on without interference from the students. We want to spend as much time as possible learning!

2. **What about Titan Time?**

We will be hosting Titan Time with some modifications! Please click [this link](#) for more information.

3. **What about bussing?**

Jackson Public Schools will be providing morning and afternoon bussing to all students living within JPS boundaries. They will provide five day a week bussing, including on Wednesdays when all of their students are at home. As normal, other bussing will follow their schedule (like no bussing during spring break). Please contact JPS to make arrangements for this bus.

Our Lumen Christi bus will be making morning and afternoon runs between the schools. Please contact the Main Office of any of our Jackson Catholic Schools to register.

Buses will all meet the criteria outlined in the Governor's plans. More information will be provided to those who sign up for the bus.

4. **Do bookbags have to be clear?**

Students can bring any bookbag to class, as long as it is appropriate. Because of the social distancing, we have more room to store bookbags safely.

Bookbags in the school building are subject to search by the school, based on our handbook.

5. What is the cut off point for temperatures?

Please click [this link](#) to review this section.

6. Why aren't you taking temperatures at school? I don't trust all parents to monitor their students at home.

Good question! We talked a lot about this. Taking temperatures at the door is a huge daily undertaking for the overall school community, so if we were going to invest the time and resources in doing it, we wanted to make sure it was effective. Having a temperature is not always a reliable indicator for adolescents and children for COVID and whether or not they may be spreading. It is also a measure that can be manipulated (like by taking Tylenol) and is impacted by other factors (like sitting in a hot car). Because of this, we decided to follow the recommendation from our Health Department and the State of Michigan and ask parents to partner with us to monitor at home. We very much anticipate our parents being willing to partner with us and understand the importance of keeping their students home when sick!

7. Will students be changing classes, and how will social distancing be enforced?

Students will be changing classes, and social distancing will be encouraged but not strictly enforced during passing periods. Our passing periods are all five minutes, and students will be masked the entire time. An "exposure" to COVID is considered more than 15 minutes within six feet of someone where you are both unmasked. Because of the masks and the short time period, even if two students walked together the whole way, it would not be considered an exposure. We thought this was a short time where we could safely give students some freedom to have more "normal" social interactions.

8. How does this impact Career Center?

Our plan is to move ahead with all Career Center students. In speaking to the principal again this week, their plan is to be open for five day a week instruction in Phases 4 and 5. We are excited for this continued partnership for our students. Please reach out to the Career Center directly with any questions about their plans.

9. What happens if someone tests positive?

Please see [this section](#) for more information. Thanks to the Jackson County Health Department for providing such great guidance on this plan!

10. Do I have an option for all online instruction?

At this time, we are not offering an option for all online instruction in Phases 4-5.

We understand that some parents may be looking for that flexibility, as some public schools are offering the option. We are committed to offering an excellent spiritual, academic, and social-emotional education for students, and to preserve that education, we needed to make a single plan for our stakeholders to invest their time in. We have spent significant time making every effort to create mitigation plans for safety. If you have a concern about your student, please reach out to us so we can problem-solve additional strategies that may be able to mitigate their risk.