

COVID-19 STUDENT-PARENT HANDBOOK SUPPLEMENT

September 2020

THREE LEARNING MODELS FOR 2020-2021

Assumption High School is beginning the school year with a hybrid model in order to implement best practices of the Kentucky Department of Education to bring students back into the building.

IN-PERSON SCHEDULE

In the event that the best guidance of the KDE and the Archdiocese allow for decreased physical distancing, Assumption will be able to move to our traditional model which calls for all students on campus every day using our traditional 4-day rotating block schedule. Students who prefer to participate in virtual learning may opt to do so by attending classes via Microsoft Teams.

VIRTUAL SCHEDULE

If the school would have to discontinue all in-person instruction, all students will learn virtually from home and attend classes/study via Microsoft Teams following a slightly revised version of the hybrid schedule. In a whole school virtual schedule, classes will be 60 minutes and there will be 15 minutes in between each class. The virtual schedule will follow the same weekly schedule as the hybrid schedule. LEAD & Learn Wednesdays as described below would be implemented.

Virtual Schedule:

| | |
|---------------|------------------|
| First Block: | 9:00-10:00 a.m. |
| Second Block: | 10:15-11:15 a.m. |
| Third Block: | 12:00-1:00 p.m. |
| Fourth Block: | 1:15-2:15 p.m. |

HYBRID SCHEDULE

All students in class daily in a hybrid model of instruction. In this model, half of the student body attends school in person while the other half of the student body attends classes virtually from home at the same time utilizing Microsoft Teams.

- Students are divided alphabetically into two cohort groups and attend in-person school during the first part or last part of the week according to the schedule below. Exceptions to the assigned schedule will be considered on an individual basis.
 - **Hybrid Cohorts:** While in the hybrid model, students will be split into two cohorts. Students were originally split by alphabet division by last name:
 - **MAROON COHORT:** Last Names A-K on Day 1 and 2 (Monday & Tuesday)
 - **BLUE COHORT:** Last Names L-Z on Day 3 and 4 (Thursday & Friday)
- Arrival and dismissal times for those attending in person will be staggered to allow for required temperature/health screenings and physical distancing and to avoid holding large groups of students in communal areas. Students will go directly to their first block class upon arrival at school. Staggered arrival time will be from 7:55-8:25 a.m. and staggered dismissal will be from 2:50-3:00 p.m.
- In the hybrid schedule, classes will be 70 minutes and there will be 15 minutes in between each class to allow for passing time with one-way hallways as well as time for classroom cleaning procedures. Students will go from one classroom directly to the next with no stopping in between.
- Students who need/prefer to participate in virtual learning exclusively may opt to do so.

- In addition to meeting the academic needs of our students, this hybrid model is designed to also meet the emotional, spiritual, whole-person needs of our students through intentional and creative planning for the activities and experiences that are a hallmark of an Assumption High School value-based education.
 - Our LEAD & Learn Days scheduled on Wednesdays will allow time for asynchronous work at home for students, academic support/intervention, community building virtual assemblies, health and wellness programming, college and career planning, class meetings, one-on-one meetings with student and teachers, outside help, etc.
 - Some students may be asked to report to school on LEAD & Learn Days; notice will be given for these events and the expectations of them.

| Monday Day 1 | Tuesday Day 2 | Wednesday LEAD & Learn Day | Thursday Day 3 | Friday Day 4 |
|---|---|---|---|---|
| MAROON: In-Person – Last Names A-K | MAROON: In-Person – Last Names A-K | All Students – Required Digital at Home for Academic and Whole Person Learning | BLUE: In-Person – Last Names L-Z | BLUE: In-Person – Last Names L-Z |
| BLUE: Virtual at Home – Last Names L-Z | BLUE: Virtual at Home – Last Names L-Z | | MAROON: Virtual at Home – Last Names A-K | MAROON: Virtual at Home – Last Names A-K |

Hybrid Bell Schedule:

Staggered Arrival: 7:55-8:25
 First Block: 8:30-9:50 a.m.
 Second Block: 10:05-11:15 a.m.
 RocketTime & Lunch: 11:30 a.m.-12:00 p.m.
 Third Block: 12:15-1:25 p.m.
 Fourth Block: 1:40-2:50 p.m.
 Staggered Dismissal: 2:50-3:00 p.m.

LEAD & Learn Wednesdays

A schedule of activities for a LEAD & Learn Wednesdays will be provided to students each week by their counselors. This may include homeroom, family or class meeting time, prayer services, celebrations, enrichment programming, and clubs/extra-curriculars. Teachers will also be available during designated offices hours for student check in, or they may ask students to set up a time to meet throughout the day. Students will have assignments that will continue their learning for the week. LEAD & Learn days will also be Spirit Wear Days.

HEALTH AND SAFETY PROTOCOLS

Student Health and Wellness

Students should not come to school if they are feeling sick. Parents/guardians must complete the Parental Assurance of Daily Student Health Assessment for School Year for 2020-2021 prior to start of school and perform the health assessment on a daily basis before sending their daughter to school. To help us maintain a

healthy school environment, any student who is experiencing a fever of 100.4 or greater or the recent onset of one of the following symptoms should stay home:

- Fever (100.4 or above)
- Chills
- Uncontrolled cough that causes difficulty breathing
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Severe headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, diarrhea
- Exposure to a COVID-19 case during the prior 48-hour period

In addition to the above, and in order to help stop the spread of COVID-19, parents are required to notify our school nurse if their daughter:

- has tested positive for COVID-19, or
- suspects she may have COVID-19, or
- has been exposed to someone with COVID-19; or
- undergoes testing because she has COVID-like symptoms or has been advised by her health care provider to undergo testing.

In each of these situations, the student should not come to school. Parents should contact our school nurse, Laura Burnam, for further direction and guidance regarding when their daughter can safely return to school. Mrs. Burnam can be reached at (502)271-2507 or laura.burnam@ahsrockets.org.

Furthermore, as part of our Healthy at Assumption policies, students who have a fever or are experiencing any COVID-like symptoms should stay at home and refrain from coming to school. Again, parents must contact our school nurse for further direction. Students will have the ability to attend school virtually in any of the situations outlined above if they are well enough to do so. We recommend that you take some time and read through our full [STUDENT REPORTING AND RETURN TO SCHOOL POLICY UNDER COVID](#).

We know that no one wants or intends to catch coronavirus. Parents and students should not be embarrassed or ashamed to report. This is about the Assumption community working together to keep our community safe, which allows for in-person instruction to continue.

Students will have the option to choose virtual learning in the above scenario when she may not attend in person school due to experiencing COVID-19 like symptoms but is still well enough to continue her learning virtually.

Any student with a temperature of 100.4 or higher or exhibiting any COVID-19 like symptoms as outlined above upon arrival or throughout the school day will be moved to and remain in isolation separate from the rest of the school community. A parent/guardian will be notified to pick up their daughter immediately. The health room has been temporarily moved to the concession stand in the CAC so if contacted to pick up a student who is ill, parents should arrive at the CAC entrance to pick up their daughter.

Daily Medical Screening

All students will have temperatures taken upon arrival via thermal imaging at the designated entry doors. There will be at least two staff members per station so that temperatures can be taken efficiently inside each entrance and intervene with any situation that may arise. After temperature screening, students will be issued a wrist band that they must wear for the entire day which will signify they have been screened. Those students who are fever-free will report to their first block classroom. Any student with a temperature of 100.4 or higher or exhibiting any COVID-19 like symptoms as outlined above upon arrival or throughout the school day will be moved to an isolation room separate from the rest of the school community and the school nurse will notify parents/guardians that they must pick up their daughter immediately. Due to the increased health monitoring needed for this school year, the school nurse's office and the attendance office have been separated with additional staffing provided.

Masks

All students must wear an approved mask while on the AHS campus and at all times in the building. Exceptions may be made in accordance with guidelines issued for specific activities. Masks will be a part of the school uniform and must meet general uniform guidelines as outlined in the student handbook; additionally, masks must be free of writing and any images must be appropriate to be displayed at a traditional Catholic high school. The administration reserves the right to determine what is and is not appropriate.

To be an approved mask, the mask must cover the nose and mouth completely and must be worn properly at all times.

Masks must

- Include multiple layers;
- Fit snugly but comfortably;
- Allow for breathing without restrictions;
- Be able to be laundered;
- May be disposable as long as it meets the other above requirements.

NOTE: Masks with exhalation valves or vents may not be worn because they allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others.

A student may be allowed to wear a face shield in lieu of a mask for medical reasons only and only with a written order from her health care provider. Students will be able to wear a face shield in addition to a mask by choice at any time.

AHS will provide each student with two masks; we suggest, though, that students have extra masks on hand in case they need a replacement. Students will not be allowed to enter the building without a mask and disposable masks will be provided if needed and will also be available through the Main Office during the school day. **NOTE:** Because the health and safety of our faculty/staff, students, and school families is paramount, students who fail to comply with the requirement to wear a mask appropriately at all times while on campus/in the building will be required to move to all virtual learning.

Quarantining after Travel

Students must adhere to the state's current travel advisory to work to slow the spread of COVID-19 in our state. At this time, Governor Beshear has asked Kentucky residents not to travel to states with a 15% or higher positive COVID-19 rate. If a student's family does travel to any of these states within 14 days of school

opening, or at any time during the school year while the travel advisory is in effect, we require that the student participate in virtual learning from home while self-quarantining

COVID-19 Testing & Quarantining

Assumption High School has a registered nurse on staff who serves as our full-time school nurse. During this time of pandemic, and to allow her to focus exclusively on our students and their health and wellness, all other non-medical duties she typically performs are being re-assigned to other personnel. In addition, we are expanding our health and wellness space to include a designated health room, a designated sick room, and an isolation room for any student experiencing symptoms or who is suspected of having COVID-19.

In line with our commitment to the health and wellness of our entire community and based on the latest public health guidelines and medical recommendations, we have developed detailed protocols for both students and employees regarding COVID-19. These guidelines include requirements that parents/guardians notify our school nurse if their daughter tests positive for COVID-19, suspects she may have COVID-19, or has been exposed to someone with COVID-19. Our school nurse will provide the student and her parents/guardians further directives on what they should do depending on the circumstances. In addition, the school nurse will notify parents/guardians regarding when a student can safely return to our school building based on our protocols.

Per directives of the Archdiocese and our local health department, Assumption is required to notify the Archdiocese and the Department of Public Health and Wellness in the event that either an employee or student has tested positive to COVID-19 or has been instructed to quarantine because of contact with someone who has tested positive. In addition, AHS is required by law to assist our local health department with contact tracing.

Parents/guardians will be notified in the event their daughter suffers an exposure, as defined by the CDC, while at school. This notification will come through our school nurse or our school administration with further directions depending on the circumstances. The confidentiality of the situation and the identity of those involved will be maintained.

While we are taking every precaution necessary for the health and safety of our entire community, each student and her parents/guardians have a choice between our hybrid model and our virtual model. With real time virtual learning via Microsoft Teams, a student's education will not be interrupted. Our leadership team will constantly monitor the situation including absences of both employees and students and is well prepared to make a decision to shift to another model at any time depending on the circumstances.

Physical Distancing

Physical distancing is required at all times while on campus. Classroom seating will be arranged to maximize physical distancing with all students facing in one direction. Classroom seating will be assigned. No in person field trips, assemblies, events, etc. will be held. Modifications will take place with classes like PE, music, and art to accommodate all guidelines. Plexiglass dividers will be added in key areas such as the main office and media center and in every classroom in front of the teacher desk. Students must not share supplies, water bottles, food or drink.

Daily Sanitation and Cleaning

All students, faculty, and staff will be responsible for ensuring that our facilities are properly sanitized throughout the school day and evening. Teachers will provide students with hand sanitizer to clean their hands and disinfecting materials to wipe down their desk and chair when they enter the classroom. Teachers will wipe down the teacher desk and other areas around the desk as well as high touch surfaces in the classroom such as door handles, light switches, etc., before the start of class. Facility staff will be scheduled and stationed in the school during the school day for additional cleaning and disinfecting of frequently touched surfaces with a deep cleaning and disinfecting of the entire school each evening. Enhanced cleaning protocols have been established to clean and disinfect the building each day with the purchase of additional equipment for disinfecting classrooms, large spaces, and tablet PC's. Each classroom and office will contain a bin with cleaning supplies, paper towels, etc. for students and teachers to access as needed.

Handwashing

We must all focus on handwashing and personal care. Per the CDC, to effectively wash hand each person should:

1. Wet hands with water
2. Apply enough soap to cover all hand surfaces
3. Rub hands together and scrub everywhere
4. Wash the front and back of your hands, in between your fingers, and under your nails.
5. Rinse hands with water.
6. Dry hands completely using a single-use towel or air dry.

It is also important to minimize touching the face or eyes.

Strict Adherence to Health and Safety Policies

Assumption promises to enforce all health and safety policies for the well-being of our students, faculty, and staff. In return, we require the commitment of all students and parents/guardians to abide by the health and safety protocols outlined by the commonwealth of Kentucky before and after school begins and to follow Assumption's policies in order to protect our faculty and staff. Our faculty and staff are our most valuable asset to ensure high quality instruction and care for each student's educational experience. We must safeguard them. That is why we need to state clearly that strict adherence to these policies by each parent/guardian and student is non-negotiable in order for a student to learn in-person this year.

If a student chooses to not follow these expectations as outlined while learning in the building, she will be required to move to the virtual learning model in order to continue to be enrolled at Assumption High School.

ATTENDANCE, ABSENCES, AND RELATED ISSUES

ATTENDANCE

Students must be physically present either in a classroom or online via Microsoft Teams when the teacher takes attendance at the beginning of each class/study. With Microsoft Teams, students can both see and hear the teacher say their name, and they will be required to verbally confirm their presence unless the teacher directs them to do otherwise. Students who are not in the physical classroom or do not indicate their presence via Microsoft Teams will be marked absent.

Students may opt for full virtual learning if they are experiencing a possible symptom that would require them to stay home for the safety of others but still feel well enough to attend classes virtually. The student will not be marked absent, but a parent/guardian does need to notify the attendance office by 8:30 a.m. so we will know that she is not physically in the building as expected; we have a legal responsibility to know which students are in the building on any given day. If a student opts to learn virtually rather than in-person due to symptoms, she is expected to be able to be in attendance and participate in her classes.

ABSENCES

- **All students (Hybrid and All Virtual) must be physically present either in a classroom or online via Microsoft Teams when the teacher takes attendance at the beginning of each class/study.** With Microsoft Teams, students can both see and hear the teacher say their name, and they will be required to verbally confirm their presence unless the teacher directs them to do otherwise. Students who are not in the physical classroom or do not indicate their presence via Microsoft Teams will be marked absent.
- **Hybrid students may opt to learn virtually from home on their in-person day if they are ill** but still feel well enough to attend classes virtually. The student will not be marked absent, but a parent/guardian does need to notify the attendance office by 8:30 a.m. so we will know that she is not physically in the building as expected; we have a legal responsibility to know which students are in the building on any given day.
- **If a Hybrid student is experiencing a possible COVID-19 symptom**, she needs to stay home and learn virtually for the safety of others, and her parent/guardian must contact the school nurse for advice regarding next steps and the student's eventual return to school. The student will not be marked absent as long as she is present virtually. This also applies to Hybrid students who are in quarantine.
- **If a student is too ill to attend in-person or virtually**, a parent/guardian must notify the attendance office by 8:30 a.m. Attendance policies will be revised to accommodate illness due to coronavirus and concerns regarding the number of absences will be addressed on an individual basis. If a student becomes too ill to continue during the school day when she is learning from home, the parent/guardian needs to contact the attendance office to let us know she will be absent for the remainder of the day. To encourage students to stay home when ill, the school will not include this year in the four-year perfect attendance recognition.

EARLY DISMISSAL

Leaving school for an appointment on an in-person day is strongly discouraged. If a student must leave for an appointment, we ask that she not return to school physically for the remainder of that day but would encourage her to complete the day virtually from home. Whether learning in person or virtually, the parent/guardian needs to contact the attendance office to request the early dismissal and then to let us know when the student resumes her attendance virtually.

If a student must leave early:

- The student's parent should submit an email to the attendance office at attendance@ahsrockets.org and copy the student on her school email account with her request for the early dismissal. The attendance office will reply all to this email confirming that the email has been received and approving the early dismissal.
- The student will need to forward the email to her teacher in place of our traditional early dismissal slip.
- When the student leaves, she will use the one-way hallways to proceed to the attendance office.
- The student cannot physically return to the building that day. We encourage students to attend the remaining

classes virtually after her appointment is over.

LATE ARRIVAL TO SCHOOL (on in-person days for Hybrid students)

Students are encouraged to be on time. If a student must arrive late, she must enter in at the Tyler Lane entrance and wait until a staff member can complete her temperature scan and make sure she is wearing a mask. She will receive a wristband from the staff member and move directly to class.

LATE TO CLASS

If a student is late to class (either virtually or in person) and attendance has already been submitted, the student must email Mrs. King at attendance@ahsrockets.org (and copy her teacher on the email) and let her know that she arrived to class late. Being late to class carries a disciplinary consequence of one detention.

ARRIVAL AND DISMISSAL

Arrival and dismissal times for those attending in person will be staggered to allow for required temperature/health screenings and physical distancing and to avoid holding large groups of students in communal areas.

STAGGERED ARRIVAL

Staggered arrival time will be from 7:55-8:25 a.m. with doors opening at 7:55 a.m. The crossing guard will be available during all entry times.

Students should not wait in cars or congregate in the parking lots. Students need to enter the building as soon as they get to school. Students should arrive to the building as closely as possible to the arrival time that their parents indicated on the Reopening and Learning Plan Survey. Students should plan to arrive on campus and enter their assigned door between either 7:55 - 8:10 a.m. or 8:10-8:25 a.m. Traffic and carpools may impact arrival from time to time, but students should make every effort to arrive during their planned time to facilitate physical distancing and eliminate waiting time to enter the building. If there is a wait at the door, students will be instructed to stay six feet apart on the marked spots.

Building Entrance in the Morning

- If students are walking from the Back Lot, Strathmoor, the bus stop, or walk to school, they should enter at the Tyler Lane entrance.
- If students are walking from the Main Parking Lot that we share with St. Raphael or the East Lot at Highland Hall, they should enter in the Arts & Sciences entrance.
- If students are being dropped off in the carpool lane, they should enter at the CAC entrance.

Upon entry students will have their temperature checked. If a student's temperature is less than 100.4 degrees then she will receive a colored wristband for that day indicating that she may be in the building. She will then move directly to her first block classroom.

STAGGERED DISMISSAL

Staggered dismissal will be from 2:50-3:00 p.m.

- At dismissal, students need to practice physical distancing, go directly to their vehicles, and leave campus. There may be no congregating in parking lots or while waiting for drivers in the carpool line. If students are waiting for a carpool driver, she must stand directly next to the car and not mingle with

other students. If she is waiting for someone to pick her up in the carpool lane and that person has not arrived, she must stand on a designated dot decal to properly physically distance.

- At dismissal, students follow one-way hallways to get to the exit of their choice.
- Students will be called in the following order for staggered dismissal:
 - students who park (and their carpools) in the Back Lot and in the East Lot at Highland Hall (aka The Legion)
 - walkers and bus riders, students who park (and their carpools) in the Main Lot and at Strathmoor
 - students who are being picked up in the carpool line
 - students who are staying for after school supervision, meeting teachers, etc.

BEFORE AND AFTER SCHOOL SUPERVISION

Parents who requested an exception for early drop off can drop off beginning at 7:15 a.m. and until 7:45 a.m. Students must enter the school building through the courtyard cafeteria door. Before school supervision will take place in the cafeteria. Parents who have requested after school supervision must pick up their daughters no later than 4:30 p.m. After school supervision will also take place in the cafeteria.

ACADEMIC EXPECTATIONS, REQUIREMENTS, AND POLICIES

VIRTUAL LEARNING EXPECTATIONS

- Students are recommended to find a place she likes to work, not her bed, that is free of distractions.
- She must be in school uniform and seated when class begins.
- Microphones and cameras must be on unless the teacher directs her to do otherwise.
- She will need headphones to help communicate with other students learning in-person.
- Students should refrain from using cell phones when learning virtually. Cell phones should be placed in another room during class time.
- Students' Teams icons should be changed to a picture of the student's headshot.
- Students may change their virtual backgrounds to any school appropriate background if preferred.
- Students are expected to use all technology responsibly while learning virtually. Students should not use their school-issued HP tablets or any other device including cell phones to record or take pictures of their classes via Teams. Recordings of Teams meetings, classes, etc., may be used only for their intended purpose: to archive the class/meeting for those who may be absent, to allow for review of the material presented, etc.

Uniform and Work Space

To maintain a sense of classroom experience and structure, students must wear the school uniform for both in-person and virtual learning. When learning from home, students should be seated at a place conducive to work, not lying in bed. Students may wear spirit wear on LEAD & Learn Wednesdays whether participating virtually or in-person.

Study Block

In-person study hall will be located in the cafeteria. Tables have been moved out and have been replaced with desks to allow for physical distancing. Students will be assigned a seat and will primarily need to stay in the cafeteria. When at home working virtually, students must attend study via Microsoft Teams. Attendance will be taken.

TECHNOLOGY EXPECTATIONS

Students are required to utilize their tablet PCs for both in-person and virtual learning. Additionally, each student will also need headphones or earbuds for use at school. Students need to make sure that their tablet PCs are fully charged at the beginning of the school day when participating in in-person learning. For learning at home, students must have access to sufficient internet bandwidth in order to connect to their classes in a timely and reliable fashion. Additionally, when learning at home, students will be required to have microphones and cameras on during their classes/study unless their teacher directs them to do otherwise; students will likely need to have their tablets plugged in to a power source to sustain camera use throughout the full day of learning. If a recurrent technology challenge presents itself, parents/guardians should contact their daughter's guidance counselor.

Technology/Tablet Issues

Mr. Wallace will be in the building and available for any technology assistance for students both in-person and virtually. Students should email Mr. Wallace to arrange a time to meet with him either in-person or via Microsoft Teams or a teacher may choose to email Mr. Wallace that he or she is sending a student to the Boeckmann Lab to address an issue.

If the issue being addressed prevents a student from being able to complete an assignment or participate in class virtually, the student should copy her teacher/s as well as her class counselor on the email. Mr. Wallace will reply to all on the email about next steps that the student should take to work with Mr. Wallace to resolve the issue. If the student does not follow through with the action steps outlined by Mr. Wallace to address the issue, the student will not be excused from academic penalties.

Loaner Tablets

If a student needs a loaner tablet, she should notify her first block teacher. Her first block teacher will email the Media Center and a tablet PC will be delivered to the classroom.

Charging

Students are expected to arrive at the school building with a fully charged tablet and to bring their charging cords as well. Students will be able to charge their tablets on an as needed basis at classroom charging stations subject to capacity and safety code limitations.

GRADING

Given the school's plan for in-person and synchronous learning, all grading requirements and expectations remain in place for the 2020-2021 school year. Teachers will review each course's grading structure and expectations with students at the beginning of the school year and communicate this in the course syllabus.

Due to our delayed beginning to the school year, semester exams will not be administered. Grades will be finalized for the semester based upon the major assessment and daily assignment category distributions as noted in the student-parent handbook for each level.

TESTING POOL

Testing pool will be offered virtually on Wednesdays from 8:00-9:00 a.m. Students should contact Mr. Monaghan at kevin.monaghan@ahsrockets.org to schedule to take a missed test. If a student has more than one test to make up on a Wednesday, she can work with Mr. Monaghan to schedule additional tests during her Independent Learning Time on Wednesdays.

DAILY SCHOOL ROUTINES AND PROCEDURES

PASSING PERIODS/ONE-WAY HALLWAYS

Directional floor signs will identify one-way pathways for movement through hallways and stairwells, so students are not passing face to face. Students will be dismissed from each class by teachers in a staggered fashion. Students will not be able to congregate or gather in hallways, restrooms, or common areas. Adults will be stationed throughout the building at key times of day especially at arrival, dismissal, and passing periods to enforce.

LOCKERS

Use of lockers will be suspended during this time. Students may travel to all classes with a large purse or backpack carrying all items with them.

FOOD AND DRINK

Homeroom/Lunch

There will be a 30-minute period in the middle of the day which will include time to eat. Students have been oriented on and must follow a protocol to eat and drink with minimal removal of her mask only to take a bite or a drink. This protocol is designed to minimize risk and maximize comfort for all.

Students are encouraged to bring lunch, but FLIK will also be offering boxed meals that need to be ordered no later than 6:00 p.m. the day before. If a student needs to cancel her lunch order, she may do so by 8:00 a.m. on the day the order is to be delivered and will not be charged for the lunch. Boxed lunches will be delivered to homeroom. There will be no access to microwaves. Students will not be able to share food at any point of the school day.

Students who have chosen the virtual only option should plan to attend homeroom/lunch on Day 1 and Day 4 to receive homeroom business and information.

Water Fountains, Water Bottles, and Ice Machines

The school will only continue operation of bottle-filling water stations. All students are allowed to carry clear/translucent reusable water bottles. It is recommended that the water bottles be washed every evening. Students may not stop during passing time to refill water bottles. Teachers will dismiss students individually when necessary for water bottle refills. When drinking from their water bottles, students are to uncover their mouths by briefly lifting their face masks up from the bottom; there is no need to remove the face mask. Students may not use the ice machines in the cafeteria for their water bottles.

Snacks and Vending Machines

Eating during the school day will be limited to the scheduled lunch time only. Students in study will not have a snack break, and vending machines may not be used during the school day. Healthy at School guidelines prohibit the sharing food in homerooms, classrooms, and all other areas of the building. Students who are learning virtually from home should refrain from eating during class and limit snacking to the time between classes when they are not participating in a class meeting on Teams.

RESTROOMS

Time during the school day will be built in for students to use the restroom and for frequent hand washing. Plexiglass dividers will be added between sinks. Posted signs will encourage hand hygiene procedures in the restrooms as well as throughout the school building. Restroom usage will be limited to a

safe number of students in the restroom at one time. To allow for this, students may not stop during passing time to use the restroom. Teachers will dismiss students individually when necessary to use the restroom.

DETENTION

Detention will be held virtually on Microsoft Teams on Wednesdays from 7:30-8 a.m. and from 3-4 p.m. Detentions will continue to be 30 minutes in length, but this time frame will allow a student to serve multiple detentions if necessary and provide both before school and after school options.

Detentions/demerits will be issued to students via email. After a detention/demerit is issued, Mrs. Dusch, the assistant to the deans, will contact the student to schedule the time she is to serve it and add her to the Detention Meeting on Teams for the specific day/time.

SENIOR PRIVILEGES

Due to Healthy as School requirements, seniors may not use snack machines during lunch or take an extra lunch on Fridays. Homerooms maybe allowed to rotate the privilege of eating lunch outside as long as all physical distancing and mask requirements are followed.

BUILDING AND FACILITIES

ACHIEVEMENT CENTER

The Achievement Center will be accessible online as well as in-person during each student's study block and before/after school. At school, the Achievement Center will be socially distanced and operating at 50% capacity.

MEDIA CENTER

The Media Center will be open to students during study hall, with 15 socially-distanced work areas available. The Media Center staff will escort all students who wish to work in the Media Center from study hall to the 3rd floor of the CAC. Students will be allowed to check out print items and all returned items will be quarantined for 5 days and sanitized before re-entering circulation. The Media Center will fill out a seating chart every day for all study blocks for contact tracing purposes. The Media Center is expanding our already extensive list of online resources, eBooks, and digital audiobooks to accommodate all learners and will provide training on all new resources to students and teachers.

ATTENDANCE OFFICE AND NURSE'S OFFICE

The Attendance Office remains located on the second floor of the main building across from the main office. Students who need to leave for an early dismissal must check out in the attendance office before leaving school. Basic first aid supplies and OTC medications like Band-aids, Tylenol, Tums, etc., are still available in the Attendance Office.

The Nurse's Office is located on the first floor of the CAC (Convocation and Athletic Center) across from the women's restroom (former concession stand area). Students who come to the nurse's office with non-COVID-like symptoms will be kept separate from anyone with COVID-like symptoms, who will be in an isolation room. If a parent/guardian needs to come to school to pick up a sick student, the parent will enter through the main doors of the CAC after ringing the bell and being buzzed in by the main office staff.

VISITORS

Visitors to the school will continue to be limited. We encourage parents/guardians to continue to mail or email any documents. Parents/guardians may not drop off any items for their daughters during the school day. Any visitor entering the building will need to have a temperature screening and complete a health form prior to entry.

CAMPUS STORE

The Campus Store has temporarily moved to the main floor of the newly named McAuley Center located across Tyler Lane in the former St. Catherine's Convent. Due to COVID-19 restrictions, it is currently closed to guests (including students) but orders may be placed through our [online store](#). We carry a large selection of spirit wear and accessories, including Assumption face masks. Students' orders will be delivered to them at school. For others, both shipping and curbside pick-up are available. Please call 502-271-2675 for information.

PROGRAMS AND SERVICES

CALENDAR

For planning purposes, we have updated the calendar with our hybrid/virtual schedule for first semester only. We will continue to make adjustments to AHS days and events on the calendar as needed as the school year and the pandemic situation continue to unfold. Some events may be made into virtual experiences rather than in-person such as orientation meetings, parent/guardian meetings, etc. Please be sure to check the Rocket Report for weekly updates and changes to events.

GUIDANCE OFFICE SERVICES

The Guidance Office has temporarily moved to the third floor of the main building at the end of the hallway closest to Bardstown Road (formerly Room 313). The school recognizes and continues to prioritize students' emotional and mental health needs. Students have access to guidance services through their assigned counselors while in the building or from home via scheduled appointment, email, and/or Microsoft Teams. Additionally, our college counselors are available for both in-person and virtual appointments with students and/or parents/guardians.

If utilizing guidance while in-person during this year of increased measures of health safety due to COVID-19, the guidance center is working primarily on an appointment system through a student's study block; however, in the event of an unanticipated emotional or academic need:

- Teachers will e-mail Mrs. Steinke (kim.steinke@ahsrockets.org) and the student's counselor and make sure that someone is available to see the student and/or alert guidance that the student is already on her way so that guidance can ensure that someone is immediately available to see the student upon arrival.
- If a student e-mails counselor directly expressing an immediate emotional need, a counselor will go to the class to personally escort the student to Guidance.
- Teachers can e-mail Kim Steinke (kim.steinke@ahsrockets.org) and request that a counselor come and get a student from class.

ATHLETICS

Our athletics department is following all KHSAA guidelines and policies for the safe return to competition. We are committed to resuming competition for all of our teams as KHSAA safety guidelines permit.

Athletic Fee

The \$200 athletic fee that is assessed per athlete is being prorated to \$150 due to the delay in starting the fall season.

Storage for Students' Sports and After School Activities Bags

In keeping with the Healthy Return to Sports Guidelines, we are not using locker rooms until further notice. Therefore, if a student has a bag that needs to be stored during the school day, she should enter school through the CAC doors and follow the hallway to the gymnasium. Once inside she can place her bag on the floor against the bleacher or on that bleacher to her right (St. Raphael side of the gymnasium). After the bell rings at the end of the day, she may make her way back to the gymnasium, retrieve her bag, and exit through the gymnasium doors to the parking lot. She may not return to her bag during the school day so anything she needs for school will need to be carried with her; also, students should never leave money or valuables in their sports bags during the day.

Transportation to the Green for Practice or Games

In the past we have transported student athletes to the Green for contests or practices that began at 5:00 p.m. or before. Due to shortened practice times, less practices per week, and keeping with the Healthy Return to Sports Guidelines, we are trying to schedule all games and practices to begin after 5:00 p.m. on school days. In the event we find a need to schedule events before 5:00 p.m., we will provide students transportation to The Green using the school bus or vans. We will provide a transportation schedule weekly in the Friday Rocket Report.

Attendance at Games

At this time, the restrictions on attendance until further notice at home games will be limited to parents of players for each team. Games will also be broadcasted on the NFHS Network which can be accessed by going <https://www.nfhsnetwork.com/>, enter Assumption High School, and then choose a subscription to watch all of our teams (\$10.99 per month or \$69.99 for all 3 seasons).

EXTRA-CURRICULAR ACTIVITIES

Clubs and organizational activities are a vital part of an Assumption educational experience. We are working on a creative plan for all extra-curricular activities this school year. More information will be available in September.

PARENT PRAYER GROUP

The parent prayer group meets once a week on Tuesdays from 8:30-9:00 a.m. in the chapel at the McAuley Center. Parking is no longer available at the McAuley Center itself, so parents will need to park in the AHS lot in a visitor space or in any open space and cross Tyler Lane from the AHS lot to enter the McAuley Center. If you are unable to attend but would like the group to pray for a particular intention, please email it to director of campus ministry [Mary Ann Steutermann](mailto:MaryAnn.Steuterma@assumptionhs.org). A Zoom option is available for parents who would like to join the Parent Prayer Group virtually; email director of campus ministry [Mary Ann Steutermann](mailto:MaryAnn.Steuterma@assumptionhs.org) for log-in information.