

## FAYETTEVILLE ACADEMY'S

### 2020/21 MIDDLE/UPPER SCHOOL STUDENT - PARENT HANDBOOK ADDENDUM

#### INTRODUCTION

Fayetteville Academy's Middle and Upper Schools have created an addendum to our Student-Parent Handbook for the 2020/21 academic school year, to assist our families and faculty as we navigate a school year during the COVID-19 pandemic. While no one can completely ensure the absence of COVID-19, we are working diligently to reduce the potential impact of COVID-19 wherever possible. The procedures in our plan are intended to protect the well-being of students and faculty members, to establish a sense of normalcy, and to provide instruction for students. The guidelines referenced in this addendum are based on our strategic plan for the entire school.

#### GUIDING PRINCIPLES

In order to ensure the continued well-being of our faculty and students, the following guiding principles have been put in place:

1. Student and faculty health and safety is of primary importance.
2. Health guidelines must be adhered to by all members of our community as instructed. These guidelines are non-negotiable but are subject to change as the COVID-19 pandemic continues to evolve.

#### VISITOR RESTRICTIONS

Due to potential COVID-19 transmission, visitors to the middle and upper schools will be restricted. The following protocol will be used:

1. Visitors will contact the front office via phone for entrance into the building if necessary.
2. In most cases, parent access to school will be restricted to the Administrative Building only. All in-person meetings with administrators, teachers, or other Fayetteville Academy personnel in the conference room, and should be by appointment only.
3. All essential visitors to campus (school vendors or service technicians for example) will be screened before entry is allowed onto our campus during normal school hours.
4. Allowable visitors will be required to wear a mask.

#### FACULTY SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to faculty and students, employees will complete a self-screening for the symptoms listed below each morning. This screening will include a temperature reading and answering a set of questions related to COVID-19. All screening information will be kept confidential.

Symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain

- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

## **STUDENT SCREENING PROTOCOLS**

**To help prevent the spread of COVID-19 and reduce the potential risk of exposure to faculty and students, students will participate in a touchless temperature reading each morning before entering the school building. We will conduct the temperature screening in a process that is efficient and effective.**

**Students that have a fever of 99.7 or higher will immediately be sent to the nurse's office for a second temperature reading and further screening protocols. Personal health information will not be shared. Additional screening may occur at athletic practices prior to entering actual practice or other after-school activities.**

**Students who have been diagnosed with COVID-19 may return to school when all three of the following criteria are met:**

1. A quarantine of 14 days has been met.
2. At least 72 hours have passed without the use of fever-reducing medications and with no fever.
3. Respiratory symptoms have improved (i.e. cough, shortness of breath, etc., are no longer present)

**If a student has symptoms COVID-19-like symptoms and does not get evaluated by a medical professional or tested for COVID-19, the school reserves the right to assume the student has COVID19 and instruction may be given that they are not to return to school for 14 calendar days.**

**Students who are required to be at home will be expected to participate in our hybrid learning plan as they are able.**

**Parents are required to notify their respective division director and the Head of School if their child has COVID-19, if anyone in the home has COVID-19, or if the child/family has been exposed due to close contact with someone with COVID-19.**

## **SCHOOL NURSE**

**In addition to any special COVID-19 related duties, the school nurse will maintain regular duties including, but not limited to, parent contacts, student/staff health education, health and wellness checks, first-aid, prevention awareness education, and maintaining and supervising student prescriptions brought to school by parents and guardians.**

## **GUIDANCE IF EXPOSED**

**Exposure to COVID-19 is higher in likelihood if social distancing and other preventative measures are not practiced. If faculty members and/or students have been exposed to the virus, Fayetteville**

**Academy's first concern is for the health and safety of the individual and for those who have come in direct, close contact with the individual.**

**Direct, close contact is defined by the Centers for Disease Control ("CDC") as being within six feet of a COVID-positive person for longer than fifteen minutes without a mask/facial covering.**

**If directly exposed to someone with COVID-19, please do the following:**

1. The CDC recommends self-quarantine in a specific room away from others in the home.
2. Contact the following (in order of priority), let them know of the exposure to COVID-19, and then follow their instructions.
  - a. Healthcare provider - most providers in the county have COVID-19 testing capabilities.
  - b. School Administration (Head of School and respective division director)
    - i. Administrators will determine appropriate next steps and will notify the school community of any actions, as confidentiality allows.

**Note:**

The CDS currently recommends a 14-day quarantine if a person has close, direct contact with a COVID-19 positive individual. Those with direct, close contact will be required to quarantine.

## **SOCIAL DISTANCING**

**Social distancing has been found to be an effective method for preventing potential infection. Faculty, students, parents, and visitors should maintain a distance of at least 6 feet from others whenever feasible.**

**Procedures will be in place to help minimize the chance of direct exposure:**

1. Limiting student movement during the day where feasible.
2. Except for 6th and 7th grade students who will eat in the cafeteria with appropriate spacing, lunch will be eaten in classrooms with faculty members present.
3. All off-campus privileges are suspended until further notice.
4. Use of the senior lounge is suspended until further notice.
5. Traffic Flow – Taped lines on the floor will mark the walking direction throughout the common areas of the building in order to maintain the social distancing requirement of six feet. Signage will also be visible in hallways and public entrances about social distancing guidelines.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**In order to minimize exposure to COVID-19, personal protection equipment (PPE) may be needed to prevent certain exposures. PPE can include:**

1. Masks/Facial Coverings: Face masks/facial coverings are an important part of faculty and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

2. Students will be required to wear masks or face shields at various times as instructed by the members of the faculty and staff.
3. Group work and other activities that limit social distancing capabilities should be avoided if possible or proper PPE should be worn in those instances.
4. Masks are required to be worn when social distancing is not possible.
5. Faculty members will have the authority to make the standards in their classroom more restrictive than the general standards of the school (e.g. They may require students to wear masks at all times, they may require students to wash hands or use hand sanitizer upon entry into their rooms, etc...)
6. Gloves: Touching one's face with contaminated hands, whether gloved or not, poses an increased risk of infection. Wearing gloves does not diminish the need to wash hands. Be mindful that washing hands properly is the number one defense against any virus.

### **DRESSCODE - Virtual, Hybrid, and On-Campus.**

1. The dress-code in our current handbook will apply and will be enforced throughout the school year.
2. The policy prohibiting inappropriate or controversial slogans on clothing also applies to masks and other PPE articles.

### **Hygiene Procedures:**

1. Wash hands often with soap and warm water for at least 20 seconds (sing the "Happy Birthday" song twice).
2. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
3. Avoid touching eyes, nose, and mouth whenever possible.
4. Cover mouth and nose with a tissue during a cough or sneeze or use the inside of the elbow.
5. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis.

### **PERSONAL WORKSPACE/CLASSROOM**

**Faculty members and students are asked to minimize visits to classrooms and other areas outside of those required by their normal schedule as much as possible.**

**In addition to daily, general sanitation efforts by the custodial staff, employees and students will disinfect their own personal workspaces (teacher and student desks, technology, door knobs, etc.) throughout the day, giving special attention to commonly touched surfaces.**

### **SHARED WORKSPACES**

**Cleaning sprays and wipes are available to clean and disinfect frequently touched objects and surfaces such as technology equipment. Our cleaning crew will clean all workspaces and classrooms at their designated cleaning times.**

**Note: The proper supplies/equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces and classrooms. There will be limited access to certain workspaces (e.g. locker-rooms) to reduce exposure to risk and further ensure personal safety.**

## **FOOD DELIVERY - STUDENTS**

**Students may not have food from restaurants brought onto campus. Students may bring lunch from home but lunches may not be delivered to school once the class day has started. If a student forgets their lunch, a lunch can be provided to them from New Deli. They will be billed for such lunches.**

1. Shared microwaves cannot be sanitized sufficiently between each use, and therefore will not be available for use.
2. Students will not be permitted to sign out or be signed out for lunch.
  - a. Parents are asked not to call and sign their children out for lunch. Violation of this policy may result in severe disciplinary consequences up to and including suspensions. We ask all parents to strictly adhere to this rule during the length of the pandemic. Please reach out to the respective division director and/or the Head of School for further counsel on this matter if needed.
3. Students will be encouraged to bring disposable water bottles from home for drinks during the day. School water fountains will not be operable until further notice.

## **DAILY PROCEDURE GUIDANCE**

### **Restrooms**

1. Students and staff will be trained on proper handwashing technique as well as proper restroom etiquette to prevent the spread of COVID-19.
2. Restrooms will be cleaned throughout the day by our cleaning crew.
3. Students and staff will be required to use social distancing while in restrooms and other public areas.

### **Locker Rooms/Athletics**

1. When given permission to be in locker rooms, students are to practice social distancing. Personal contact such as handshakes are not allowed.
2. Avoid touching surfaces touched by others to the extent feasible.
3. Athletes should use their own personal equipment (towels, water bottles, etc.).
4. Handwashing and use of hand sanitizer should occur frequently, especially between equipment use as feasible.

### **Cafeteria**

1. 6th and 7th grade students will eat lunch in the cafeteria. Social distancing practices will be followed.
2. 8th-12th grade students will eat lunch in classrooms, with no more than ten students allowed per room. A faculty member should be present in any room in which students are eating.
3. Lunches purchased from New Deli will either be delivered or available for pick-up at an alternate location (not the cafeteria). Students will report to a classroom after receiving their New Deli lunch.
4. All other students will report directly to a classroom at the beginning of the lunch period, and will remain there until the lunch/activity period has ended.
5. No visitors will be allowed on campus during the lunch/activity period until further notice.

## **Classrooms**

1. Student desks will be arranged so that students will be spaced as far apart as possible.
2. Until further notice, any collaborative work students are working on should be completed in an appropriate online learning platform or masks/face coverings should be worn during those activities.
3. Student supplies will not be shared with classmates. Instead, each student will be responsible for his/her own supplies to be kept with him/her during the day.
4. Textbooks will not be shared with classmates.
5. Learning materials will also be placed online for virtual learning as feasible.

## **Social – Emotional Wellbeing of Faculty and Students**

**The social-emotional impact of COVID-19 should not go unnoticed. Resources will be available for students, parents, and faculty members to access. Our Director of Student Support Services, Christie Rains, will work with students individually or in small groups to address any well-being needs. Parents/Guardians are encouraged to contact Mrs. Rains as needed.**

## **Communication**

**To stay updated on the most current information:**

1. Teachers, students, and parents need to check their email often.
2. Visit our school website for the latest information. ([www.FayettevilleAcademy.org](http://www.FayettevilleAcademy.org))
3. Follow social media platforms. Fayetteville Academy maintains Facebook, Instagram, and Twitter accounts.
4. Answer or return phone calls from Fayetteville Academy faculty.

## **Academics and Virtual Learning**

**Fayetteville Academy is planning our 2020-21 academic school year-based operation using three learning models. All learning models have a substantial number of hours designated to instructional time from teacher to student.**

**It is possible that we may utilize any of our models at any point during the school year due to changing conditions related to the COVID-19 pandemic.**

## **Hybrid Learning**

**Parents who choose to have their child/children work from home on our hybrid model must receive a hybrid form for approval from their child's Division Director and/or Head of School.**

**Hybrid Learning students must be approved through the Hybrid Learning Application. The application must be approved by your child/children's Division Director and/or the Head of School.**

1. Students must have access to an appropriate technology device – a tablet (such as an iPad or Chromebook), a desktop, or a laptop. A cell phone is not sufficient for all the needs that a hybrid student will have.
2. Students must have reliable Internet service capabilities at home.
3. Students are responsible for completing all assignments and returning completed work on time. The grading policy set by the course teacher will apply for all hybrid students.
4. Students may need parental/guardian support for hybrid learning.
5. Students who are on our hybrid plan will be welcomed to attend “on-campus learning events,” as hosted by their respective teachers.. The specifics of such an event will be specified by the teacher and permission must be granted by the division director or Head of School prior to any such learning event. Masks are **HIGHLY ENCOURAGED** by students and teachers in these settings.
6. Students may still be required to come on campus as directed by division directors and/or the Head of School.

**Decisions to learn through our hybrid learning platform should be made carefully and thoughtfully. Please note the following:**

1. A normal school schedule will run with our on-campus model Monday through Friday.
2. Hybrid students will have to login to their classes for attendance and complete assignments for the day.
3. Alternate methods of hybrid learning will be used for traditional students as needed.
4. Students that fail to meet attendance requirements, fail to complete assignments, fail to follow rules, or fail to be successful in the hybrid plan may have this privilege revoked. This decision will be individually based upon student data and will be made by teachers, administrators, and counselors, with necessary input from the parents of the student.
5. Students may return to our on-campus learning format as they are able and allowed.

## **Hybrid Plan Grading Policy**

### **Grading and Attendance**

1. To receive participation credit and attendance while on the hybrid plan, students are expected to complete course requirements on time. Each teacher will provide students and their parents with a copy of the course’s grading policy.
2. Students on the hybrid plan who fail to meet course standards regarding attendance may have their permission to participate in the hybrid learning format revoked.
3. Students not making progress, not completing academic coursework, or opting not to participate during a hybrid or virtual learning format, will be subject to a failing grade in the course.

## **Academics – Virtual Plan**

### **Online Instruction**

**The middle and upper school will continue to use two specific Learning Management Systems (LMS): Google Classroom and FACTS. Please refer to our virtual plan for further details on how these platforms will be utilized in the event of implementing our virtual plan.**

**Please take note of the following:**

1. Daily login will be required for attendance.
2. Specific log in times will be expected to be followed and will be communicated **by the teacher**.
3. Also, Google Meets and other video conferencing applications may be used for student learning.
4. Teachers will be required to communicate with students and families during the day.
5. This may occur in their “office hour” or at other times designated by the teacher.
6. All teachers will be required to use the appropriate LMS for students.
7. Content can be uploaded on a daily and/or weekly basis.
8. Teachers will be responsible for recording attendance for all students and ensuring communication is occurring between teachers and families/students.
9. Our academic program is required to mimic the traditional classroom setting with similar assignments and project-based learning activities.

### **Online Behavior Expectations**

**Students and families will be expected to adhere to proper online behavior protocols during all hybrid and virtual learning. This includes but is not limited to the following:**

**Students and teachers are required to be dressed appropriately during live or self-recorded online instruction (see the student handbook Dress Code).**

1. The use of foul language/behavior or any innuendo will not be permitted on any online platform.
2. Online environments shall follow school rules/expectations as it relates to treatment of others and teachers.
3. Cheating/Plagiarism is forbidden on assignments. Students found to be cheating or plagiarizing content will be reported to division directors and/or the Head of School for possible disciplinary consequences.
4. Students are expected to follow teacher directions and expectations as it pertains to online assignments, live sessions, and archived lessons.
5. Students not making progress, not completing academic coursework, or opting not to participate during a hybrid or virtual learning format, will be subject to a failing grade in the course.

### **Athletics and Extracurricular Activities**

**All athletics and extracurricular activities will follow the set safety protocols, screening protocols, and facility usage/sanitation set forth by our on-campus plan.**

**The CDC recommended guidelines and suggested procedures for COVID-19 positive tests, contact tracing, and quarantines will be followed by all athletics and activities. Students subject to quarantine in one activity may not participate in another activity during the quarantine.**

**Athletic and activity policies will be determined by Fayetteville Academy under the guidance of the North Carolina Independent Schools Athletic Association (“NCISAA”). We reserve the right to impose stricter sanctions/procedures/policies to ensure the safety of the members within our school community.**

**Due to the effect of the pandemic. Our athletic program may result in the following:**

- Limited or no out-of-conference play

- Reduced seasons
- Reduced or no spectators
- Restricted ticketing and seating
- Students will be screened for COVID-19 symptoms on days in which screening does not occur at school.
- Students may also be screened daily upon entering their athletic/activity period if needed.
- Students should use their own personal equipment as feasible (water bottles, towels, equipment, etc.).
- Sanitation will occur daily in athletic/activity settings.
- While on buses and areas where 6 ft. social distancing will prove to be challenging, students may be required to wear a face mask/covering to protect themselves and their fellow athletes.
- Band should social distance more than 6 ft. when feasible due to the nature of playing instruments.
- Guidance concerning games/events protocols will be provided on a case-by-case basis.