



Archbishop Carroll High School

Operational Plan 2021-2022

Planning Committee

É. Gilmore, L. Savoy, M. Savercool, Melanie Powell, B. Ellerbe, Michael Powell, C. Howard
C. Miller, N. Salmeron, K. Sullivan, R. Canales, J. Condezo, R. Harris, Y. Chandler, D. Singleton

Planning Goals:

- Open the 2021-2022 school year in collaboration with other parish reopening initiatives.
- Coordinates with all parish leadership to support the reopening of all parish programs
- Open schools and early learning centers with protocols to keep students, staff and volunteers safe
- Reduce number of illness and deaths via prevention and education
- Preserve continuity of core operations of schools and early learning centers
- Minimize disruption of teaching and learning
- Minimize educational and economic loss;
- Coordinate planning, response, and recovery efforts with public health officials and local, state, and federal agencies

I. Program Operations and Facility Usage

A. Overall Planning

1. **The ACHS Planning Committee** is composed of members from the following school based teams. Committee members rotate as needed based on availability ensuring representation from each team is present for all planning meetings.
 - a) *Leadership Team* - President, Vice-President, Principal
 - b) *Administrative Team* - Principal, Assistant Principal, Director of Curriculum & Instruction, Director of Admissions, Athletic Director, Director of Counseling
 - c) *Academic Council* - Department Chairs and Program Directors from all academic programs.
2. Archbishop Carroll is mandated to comply with orders directed by the local jurisdiction Issued by the relevant governmental authorities. The ***Pandemic School Emergency Response Team (S.E.R.T.)*** - is a subgroup of our School Emergency Response Team, established in response to the COVID-19 Pandemic. As mandated, this team is responsible for monitoring, and continually evaluating the state/local guidelines(District of Columbia).



Archbishop Carroll High School - School Plan - 2021-2022

3. **Supply Management** - Monthly inventory schedule established to restock all necessary PPE, disinfectant supplies, health and safety supplies. Items include, but are not limited to the following:
 - a) Hand sanitizer
 - b) Disinfectant Wipes (age appropriate for high school students)
 - c) Disposable Masks
 - d) Surgical Gloves (medical grade)
 - e) Replacement Air Filters for classroom Air Purifiers
 4. **Monitoring Feedback**
 - a) Feedback Surveys - Internal and External Stakeholders - Quarterly
- B. Operational Policies and Procedures**
1. [Student/Parent Handbook](#)
 2. [Daily Arrival/Screening](#)
 3. [Health and Safety Protocols](#)
 4. [Deliveries and Essential Visitors](#)
 5. [HR Policies](#) on Faculty return to building in the Fall
- C. Facilities**
1. *Classroom Audit* - conducted for each classroom to determine the maximum capacity given the most recent local/state guidelines.
 2. *Physical Distancing Guidance* - we will continue to follow local/state guidance for physical distancing. Archbishop Carroll will begin the 2021-2022 school year with 3ft between all student desks/workstations.
 3. *Updated Building Signage* (directional arrows, mask reminder, physical distancing reminders, entry/exit, hygiene, symptoms check)
- D. Human Resources**
1. Consult with Human Resources when:
 - a) Changes in hours and schedules
 - b) Utilizing staff for various roles
 - c) Protocols for potential restructuring
 - d) Accommodations for remote work.
 - (1) Asynchronous days will be scheduled throughout the calendar year to allow all teachers equal opportunity to work remotely.
 2. Employees' concerns with returning to work are addressed directly with the Principal and school level HR liaison. These conversations are private and



Archbishop Carroll High School - School Plan - 2021-2022

confidential. Employees' are referred to the ADW human resource officer and employee assistance program as the situation dictates.

3. Required Staff Trainings

- E. **Reassignment of Faculty/Staff** - All teaching faculty are responsible for delivering instruction according to the approved curriculum that is in line with the mission of the school. In addition, teachers are to create a safe, orderly and Catholic learning environment for their students. For the Fall of 2021 this will consist of in person instruction in the school building and intermittent remote learning that may include synchronous/asynchronous teaching and learning. All full time professional staff should expect to work a minimum of 8 hours each school day.

II. Health and Safety

A. General Health Awareness and Practices

- I. **Daily Arrival/Health Screenings:** Upon building entry, each individual will complete an electronic *Covid-19 symptom check and health questionnaire*; as well as have their *temperature* taken via contactless infrared thermometry. Any recorded temperature above 100.4 degrees fahrenheit will be considered a fever and the individual will not be permitted to enter the building. In similar fashion, if any symptoms indicative of infection are reported on the questionnaire, the individual will not be allowed building access.
 - a) **Pre-Screening:** All ACHS staff, faculty and students will be provided access (via laptop, tablet, PC or smartphone) to an online electronic medical record (EMR) called Magnus. This feature will provide individuals with the opportunity to fill out daily questionnaires, take their own temperature and submit that data remotely before arriving at the school. Mass use of this capability will minimize lines, wait times and expedite the building entry process.
 - b) **Documentation:** All persons entering the building, their recorded temperatures, completed questionnaires, and main location in the building shall all be documented daily upon entry.
 - (i) [Faculty/Staff](#)
2. **Healthy Hygiene** - All members of the ACHS Community must practice healthy hygiene by frequently washing hands/using hand sanitizer, wearing masks, and maintaining physical distancing.
 - a) Classroom Setting - 3 feet between student desks/workstations



Archbishop Carroll High School - School Plan - 2021-2022

3. **Face Coverings** - All members of the ACHS Community must wear a face mask at all times while in the building. All visitors must wear a face mask and follow guidelines for social distancing.
4. **Non-Mask Times** - There will be opportunities for non-mask time during lunch and free time in spaces where physical distancing can be maintained.
5. **Plan for COVID-19 Exposure:**
 - a) Students or staff members who have been in close contact with a person who is positive for COVID-19 must not enter the school building until they have completed their 14 day quarantine period without becoming symptomatic or diagnosed with COVID-19
 - b) In the event ACHS identifies a student or staff member who has tested positive for COVID-19
 - (1) School point of contact(P.O.C.) is notified.
 - (a) P.O.C. - School Athletic Trainer
 - (2) Staff members will be placed on leave who:
 - (a) Report COVID-19 Symptoms
 - (b) Have been tested (due to an exposure)and test results are pending
 - (c) Have tested positive for COVID-19
 - (d) Are a close contact of someone who tested positive for COVID-19
 - (3) ACHS will notify DC Health when:
 - (a) A student, parent of a student, or staff member notifies the school they tested positive for COVID-19
 - (b) DC Health will be notified by submitting an online form on their website:
dchealth.dc.gov/page/covid-19-reporting-requirements under the section “**Non-Healthcare Facility Establishment Reporting.**”
 - (a) Select “**Non-healthcare facility establishment seeking guidance about an employee, patron, or visitor that reported testing positive for COVID-19 (epidemiology consult/guidance).**”



Archbishop Carroll High School - School Plan - 2021-2022

- (b) An investigator from DC Health will follow-up within 24 hours to all appropriately submitted notifications.
- (c) DC Health will instruct schools on dismissals and other safety precautions in the event a known positive COVID-19 individual came in close contact with others at school.

III. Mental Health Awareness and Practices

A. Student and Staff Support

- 1. Communication from school administration regarding new structures of support for families experiencing financial hardships.
- 2. Revitalization of the Home School Association (PAAC)
- 3. Professional Development for ACHS faculty and staff on grief/trauma, SEL
- 4. Student/Family support through school based food pantry.

B. Virtual Components

- 1. **Asynchronous Days** - Remote Learning for Students - These days will continue intermittently throughout the school year. There will be on average 1-2 days per month where students will engage in remote learning.
- 2. **Virtual Meetings** - Google Meets and Zoom will be used for larger community meetings/events when physical distancing is not possible.

C. Transition Preparation - ACHS will host various transition events during June and July to prepare students and families for the return to campus in the Fall. (Events included at the time of this publication)

- 1. *Bi-weekly Newsletter* - School related news and events
- 2. *Social Media* - Informational Flyers (Event Specific)
- 3. *Accepted Students' Night* - Virtual Event
- 4. *New Families' Information Night* - Virtual Event
- 5. *Lions' Academy* - Incoming Freshmen
- 6. *Senior Family College Counseling Meetings*
- 7. *Student/Family Orientation*
- 8. *Back To School Night*
- 9. *Digital Resource Library*

D. Student Supports

- 1. **Counseling Department** - School Counselors & Social Worker



Archbishop Carroll High School - School Plan - 2021-2022

- a) Schoolwide programming for the 2021-2022 school year to address the needs and concerns of our students and families.
 - b) Students with socio-emotional issues which may impact their studies will have support from the school counselors, and the school social worker.
 2. **Office of Student Affairs** - Assistant Principal for Student Life, Student Affairs Coordinator (Attendance & Support) and Student Affairs Coordinator (Student Development & Success). The Office of Student Affairs, in conjunction with the Counseling Department, will use attendance and/or behavioral data to schedule individual student meetings (via video conferencing) as needed. Based on these meetings, individualized support plans will be created to address student needs.
 3. **Student Teacher Assistance Team (STAT)** meeting structure and routines allow us to readily address the needs of those students of concern due to acute, underlying, or chronic issues impacting teaching and learning.
 4. **Catholic Accommodation Plan (CAP)** meetings allow us to review implementation strategies and best practices in the current environment.
 5. **Academic Support Program**
 - a) Afterschool, students will have access to Academic Support where they are able to receive individual and small group tutoring in each content area.
 6. **Academic Intervention Program**
 - a) Students diagnosed or suspected of having learning disabilities will have access to support within Academic Intervention.
 - (i) [Students with Accommodations](#)
 - b) The Academic Intervention Coordinator has a list of outside resources which families can access if their student needs further support.
 7. **Study Halls** (See Below - [Study Supports](#))
 8. **Pride** - is a daily small group meeting time for students and faculty. This time is geared towards community building, student support, SEL, mindfulness and wellness activities.
- E. **General ideas for Fall** - Archbishop Carroll will continue or adopt the following programs/programming ideas for the Fall.



Archbishop Carroll High School - School Plan - 2021-2022

1. **Community Celebrations/Recognitions** - In the Fall we will continue to celebrate through: Birthday Celebrations, Teacher/Student Shout Outs, Virtual Prayer Wall
2. **Collaborative Instructional Practices** - In the Fall, teachers will begin developing and assigning more cross curricular and collaborative projects for students.
3. **Study Supports**
 - a) *Study Halls* - Every student will be assigned a study hall as a part of their academic schedule.
 - b) *Teacher Office Hours* - Daily Office Hours for all students who may need additional academic support.
 - c) *Partnership with Revolution Prep* for students/families that seek additional study support outside of the school environment.
4. **Rethinking Extracurriculars**
 - a) ACHS will offer in person and virtual options for extracurricular activities.
5. **Principal Supports**
 - a) Principal Meetings - HSPA
 - b) ADW Meetings - Superintendent's Roundtable, Weekly school leaders
6. **Teacher Supports**
 - a) Mentoring
 - b) Coaching
 - c) Professional Learning Community Structure (PLC)
7. **Parent Supports**
 - a) Workshop Series sponsored by the ACHS Counseling Department will educate and inform families about those issues impacting our youth; and provide them with resources for wraparound services as needed.
8. **Student Supports**

IV. Catholic Identity

- A. **Community Day** for all students and families will be the culminating event of Back to School Week (Orientation) - August 20th
- B. School will be closed for students on August 30th, for the annual ADW Opening of School Mass virtually with Cardinal Gregory.



Archbishop Carroll High School - School Plan - 2021-2022

C. We will continue to celebrate the Eucharist as a community in person and virtually depending on the circumstances.

D. Daily Prayer

1. At Archbishop Carroll we begin each morning with schoolwide community prayer before the morning announcements.
2. To be said at the beginning of every class

E. **ACHS Service Learning Program** - During a student's four years at ACHS, students will be exposed to various service opportunities which focus on the Corporal Works of Mercy:

1. Feed the hungry
2. Give drink to the thirsty
3. Shelter the homeless
4. Visit the sick
5. Visit the prisoners
6. Bury the dead
7. Give alms to the poor
8. Students are required to complete a minimum of 25 service hours each year, resulting in the completion of 100 service hours by graduation for a four year student. Students are strongly encouraged to complete more than the required hours and to continue to submit service hours online at x2vol.com.

V. Academics

A. Fall School Models

1. *Campus Open* - 100% capacity - most events will be in person. Virtual platforms will be utilized when physical distancing can not be maintained. Asynchronous days will be incorporated into the overall school calendar as an alternative modality of instruction.
2. ***Short Term Campus Closure* - In the event of a short term campus closure, Archbishop Carroll will pivot to a synchronous distance learning structure.
3. ***Long Term Campus Closure* - In the event of a long term campus closure, Archbishop Carroll will shift to our [Virtual School Model](#).

***Archbishop Carroll will continue to utilize these models for the delivery of instruction until a time where it is determined that our school community can safely return to on campus instruction and extracurricular activities.*

B. Academic Schedule

1. *Daily Schedule* - 8:00am - 3:10pm - Monday through Friday



Archbishop Carroll High School - School Plan - 2021-2022

- a) A/B Alternating Class Schedule
- b) Asynchronous Learning Days - 1-2 times per month
2. *Extracurricular Programing* - 3:30pm - 6:00pm - Monday through Friday
 - a) Academic Support
 - b) Teacher Office Hours
 - c) Athletics
 - d) Clubs/Activities
- C. **Faculty/Staff Expectations** - All expectations are clearly articulated through:
 1. Faculty/Staff Handbook
 2. ADW Policies/Procedures Manual - Code of Conduct
 3. Complete training/workshops on the use of different platforms available to the school and to teachers
 4. Demonstrate use of technology platforms to students in August and utilize them with assignments and lessons
 5. Establish clear communication pathways for both parent to teacher and teacher to parent
- D. **Student/Parents/Families Expectations** - All expectations are clearly articulated through:
 1. Student/Parent Handbook
 - a) Technology Guide
 - (1) Care for devices
 - (2) Troubleshooting Information
 - b) Virtual Community Guidelines
 - c) Support teachers
 - d) Communication pathways for both parent to teacher and teacher to parent
 - e) Attendance
 - f) Adhering to Deadlines
- E. **Technology Support** - Under the direction of the Director of Education Technology, the newly established ACHS Ed Tech Team will continue to monitor and advise on the educational technology needs of the community. Education and outreach for members of the ACHS community will be provided as needed as the technological landscape evolves.



Archbishop Carroll High School - School Plan - 2021-2022

F. Assistance for Students with Accommodations

Any student with a Catholic Accommodation Plan:

1. Academic Intervention Coordinator will meet with families of students with diagnosed learning disabilities, prior to the start of the school year to discuss which accommodations are most applicable and possible to realistically implement in partnership with parents during remote learning timeframe.
2. An Individualized Catholic Accommodation Plan will be developed for all students with Catholic Accommodation Plan. The CAP is based on the components of a student's CAP that can be implemented during the COVID-19 school closure as a part of Archbishop Carroll's distance learning plan. The CAP's components include but are not limited to accommodations and support related services.
3. Students who require an updated psycho-educational evaluation will be referred to DCPS' Childfind office via the Academic Intervention Coordinator.
4. Students who are suspected to need intense socio-emotional support and/or educational testing, at the request of the parent or school, will be monitored and referred to DCPS' Childfind office via the Academic Intervention Coordinator. Students will be monitored through the Student Teacher Assistance Team (STAT) process.
5. Academic Intervention Coordinator will communicate with families as needed in reference to questions, concerns, feedback and supportive resources for their student's academic progress. This includes joining in on parent-teacher conferences, as necessary.
6. Academic Intervention Coordinator will provide teachers with multiple strategies and/or resources applicable to virtual learning, for students to access the content leading to mastery.
7. Academic Intervention Coordinator will monitor classes inclusive of those students with learning disabilities, in order to provide student/teacher support.

G. **Diagnostic Testing** - Archbishop Carroll will conduct grade level, standard based testing for all students during the first 3 weeks of the school year. Testing will provide content area teachers with baseline data to identify student specific learning gaps and growth areas. Diagnostic testing will continue to monitor student growth and to measure overall academic progress.



Archbishop Carroll High School - School Plan - 2021-2022

H. Professional Development

2021-2022 Professional Development Focus Areas	
Topic Areas	Goal/Objective Met (TBD) 2021-2022 Goals In Progress
Technology Integration <ul style="list-style-type: none"> Blended Learning One-to-One ("1:1") How to navigate Ed Tech Google Suite/Apps for Education 	
Assessments	
Curriculum Development & Instruction	
Cultural Competency & Responsiveness	
Data Driven... <ul style="list-style-type: none"> Instruction School Based Decision Making 	
Student Engagement	
Restorative Practices	
Multi-Tier Systems of Support/RTI	
Effective Communication Training & Techniques for Teachers, Administrators	

VI. Marketing and Communications Plan

- I. Modalities of communication with internal and external stakeholders
 - a. School Website
 - b. Weekly Newsletter
 - c. School Calendar
 - d. Mass Email
 - e. Robocalls

Drafted 6/18/2021

Submitted for Review 6/25/21



Archbishop Carroll High School - School Plan - 2021-2022

- f. Social Media Outlets
- g. Google Classroom Announcement Board (Internal)
- 2. Communication of the School Year 2021-2022 Operational Plan
 - a. Students/Parents/Families - Letter from the Principal
 - b. Faculty/Staff - In person overview of Operational Plan (June 2021)
 - c. Community at Large - website
- 3. Events and Meetings - Archbishop Carroll will conduct events and meetings in person and/or virtually depending on the needs of the community.