



Xavier College Preparatory High School

Student Learning Guide

October 2020

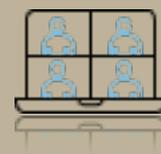
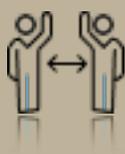


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Student Pledge:

From this day forward, **I pledge** to promote the health and safety of each member of our Xavier community.

I acknowledge that I have a personal responsibility to exercise caution and abide by distancing guidelines that will help curb the COVID-19 crisis.

I promise to wear a face covering in public, to conduct daily temperature checks when arriving at campus, and to act in accordance with Xavier, county and state recommendations for health and safety.

I commit myself to thinking health-consciously when making decisions which will affect me and our Xavier community both on and off-campus.

I make this pledge in solidarity as Saints with and for one another.

Introduction and Guiding Principles

As the COVID-19 pandemic continues to impact our world in unprecedented ways, Xavier College Preparatory High School remains focused on addressing two imperatives: 1. ensuring that we take prudent precautions to protect our community and communities beyond our campus and

2. continuing to deliver a values-based, college preparatory education that prepares our students to address society's most urgent challenges.

Through individual and collective actions, we can engage in meaningful academic and co-curricular experiences while working to prevent the spread of the COVID-19 virus.

We have all been called to recognize our role in contributing to a healthy, welcoming, and inclusive community. This document is intended to be a guide as to what students can expect as we continue the Fall 2020 semester.

The good news is that all of the great work of the task forces preparing for the Fall will benefit us as we move forward. Due to their continuing efforts, we are prepared to pivot to our planned hybrid approach of both in-person and remote instruction. The timing for a transition to our hybrid approach is determined by guidance from State and County officials. Now that we received the permission to move forward with our plans, we will continue to offer our students the options for remote or in-person instruction—whichever approach they and their parents believe is in their best interest.

We expect these guidelines to evolve and therefore we will adjust accordingly. This document will be updated regularly. Please refer back to this information and the information on the Xavier website frequently (www.xavierprep.org).

Xavier College Preparatory High School's plan commits to:

- Delivering a high-impact learning experience grounded in the Jesuit Tradition;
- Prioritizing health and safety;
- Converting our classrooms into a low-density model;

- Installing technology into our classrooms to meet the changing times; and
- Adjusting the academic calendar to mitigate risk.

Student Responsibilities

The strength of our Xavier community lives within our deeply held values and commitment to addressing challenges together. We are all in this together and the health of our most vulnerable community members depends on all of our actions. Practice your prevention efforts as though your faculty member, friend, or the student near you may be at high risk for complications of COVID-19. Students play a critical role in the health and safety of our community. If you observe another Xavier community member not following Xavier's protocols either on campus or in the community, we ask you to help us keep our community healthy by kindly addressing the situation. For example, if you observe someone not wearing a multilayered face covering when they should be, politely ask them to put on a multilayered face covering for your protection and their protection.

More specifically, in order to maintain the health and wellbeing of the entire Xavier community and in accordance with the Xavier Student Handbook, all students are responsible for any "Conduct that intentionally or recklessly threatens or endangers the health and safety of any person, including, but not limited to, violating any health and safety requirements identified by the School or by local and state officials." A student's failure to comply may result in a referral to the Office of the Dean of Students. Thank you for your cooperation and personal responsibility.

ABOUT COVID-19

The Centers for Disease Control and Prevention (CDC) shares that the COVID-19 virus is thought to spread mainly from person-to-person, primarily between people who are in close contact with one another (within about 6 feet). The virus can spread through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land

in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may also be spread by people who are not showing symptoms. In addition, it may be possible for COVID-19 infection to happen by touching a surface or object that has the virus on it and then touching your own mouth, nose or possibly eyes.

If you have an underlying health issue(s) or are concerned about attending classes in person or being on campus, please note that you may choose to participate in your classes and engage in student life remotely.

PREVENTION

The best way to prevent illness is to take as many preventative measures as possible to avoid being exposed to this virus. It is imperative that all members of our community take the following steps to prevent the spread of COVID-19 in our community. We all play an important role in prevention and community well-being.

- **Maintain at least 6 feet physical distance from others whenever possible.**
 - Do not gather in groups larger than permitted by the County at that time.
 - Currently, a gathering is defined by the County as more than one person that is not a part of the same household or residence in any outdoor or indoor space. This explicitly includes parties and social gatherings.
 - Stay out of crowded places and avoid large gatherings.
 - Remember to keep at least 6 feet of distance away from faculty and staff members as well.
- **Wash your hands often.**
 - Generously use soap and warm water for at least 20 seconds, ensuring you have cleaned tops of hands, palms and fingers.
 - Use a paper towel to turn off the water and to open the door when leaving the bathroom.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

- **Cover your mouth and nose with a multilayered cloth face covering when around others.**
 - Multilayered face coverings are required on campus when in the presence of others to protect yourself and other members of the community.
 - Bring either disposable multilayered face coverings, or enough cloth multilayered face coverings to use a new, clean multilayered face covering each day between loads of laundry.
 - All community members must wear face coverings at all times when walking on campus, inside all campus buildings, including within classrooms. The only time face coverings are not required is when students are eating and hydrating .
 - Wear your multilayered face covering correctly:
 - Wash your hands before putting on your multilayered face covering
 - Put your face covering over your nose and mouth and secure it under your chin
 - Try to fit your face covering snugly against the sides of your face
 - Make sure you can breathe easily
 - Keep the covering on your face the entire time you're in public
 - Don't touch the face covering, and, if you do, wash your hands
- **Take off your cloth, multilayered face covering carefully, when you're home.**
 - Untie the strings behind your head or stretch the ear loops
 - Handle only by the ear loops or ties
 - Fold outside corners together
 - Place covering in the washing machine (reusable) or trash (disposable)
 - Be careful not to touch your eyes, nose and mouth when removing, and wash hands immediately after removing.
- If you forgot your multilayered face covering, or it is damaged, Xavier has face coverings available at the Saints Store. If you forget or lose your face covering, one can be issued to you at the front desk.
- **Routinely clean and disinfect frequently touched surfaces.**
 - Frequently touched surfaces include tables, doorknobs, electronics (cell phones, tablets and laptops), steering wheels, etc.

- When disinfecting surfaces such as tables and desks, clean the surface with a disinfecting spray.
- **While in elevators**, do not load more people than 2 persons. Use the stairs whenever possible.
- **Prevent the spread of germs** by not sharing cell phones, laptops, beverages, food or other personal items, especially those that touch your mouth or face.
- **Care for your well-being.** You are best prepared to fight a possible infection when you are caring for your body and mind. Get adequate sleep, exercise, eat nutritious food, and drink water.

SCREENING

- Daily temperature evaluation is a County requirement. Therefore, Xavier is requiring temperature screening of each individual prior to entering any building on campus. Multiple stations will be set up around campus to make this a quick and easy process. Anyone with a temperature of 99.7°F or higher will be sent home.
- People with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
- On a daily basis, prior to coming to campus, you will be required to screen yourself using
 - FEVER (ABOVE 99.7°F OR HIGHER)
 - CHILLS
 - COUGH
 - SHORTNESS OF BREATH OR DIFFICULTY BREATHING
 - FATIGUE
 - MUSCLE OR BODY ACHES
 - HEADACHE
 - NEW LOSS OF TASTE OR SMELL
 - SORE THROAT
 - CONGESTION OR RUNNY NOSE
 - NAUSEA OR VOMITING
 - DIARRHEA

FACE COVERINGS

Cloth face coverings and disposable masks, or face shields are the types that must be worn on campus. Surgical and N95 respirators are not allowed.

Types and Intended Uses



Cloth



Disposable

- In the classroom
- In campus buildings
- General open office spaces
- Reception areas
- Not required in a private office /room.

Proper Protection and Fit

Cloth face coverings and disposable masks are appropriate for the general public.

*Face covering should be secured with ties or ear loops and fit snugly but comfortably against the side of the face.

*Face covering should include multiple layers of fabric.



COVID-19 Testing

If you are exhibiting symptoms, Xavier requires you to please stay home and see your health care provider if you choose to get tested.

Additional testing, supported by your healthcare provider, should also occur (recommend 3-4 weeks after returning to campus). We are making this recommendation to support the well-being of our whole community. Those who test positive should not come to campus, and collectively, we will work to ensure appropriate support is provided.

Contact Tracing, Self-Quarantine

Despite the many steps Xavier is taking to prevent the transmission of the virus, the presence and transmission of COVID-19 on campus is likely, if not inevitable, during this ongoing global

pandemic. Therefore, the school has developed protocols for students who have COVID-19 and for helping people who may have been exposed to COVID-19 to self-quarantine.

CONTACT TRACING

Contact tracing is a key public health strategy for preventing further spread of COVID-19. Contact tracing begins when a person who has tested positive for SARS-CoV-2 or diagnosed with COVID-19 is asked to provide information about other people they have been in close contact with during the time when they may have been infectious and able to transmit the virus.

Close contact is defined as being closer than six feet for longer than 15 minutes, regardless of whether a multilayered face covering was worn. The results of the positive test and the list of close contacts a student has had will be shared with the relevant board of health as appropriate. A school staff member, or a staff member from the relevant board of public health will reach out to students and others on campus who have been identified as having

had close contact with the person who had COVID-19 and will provide them with information and resources to self-quarantine.

All students are required to cooperate with the contact tracing process, participate in isolation or self-quarantine when directed, and share information requested by public health authorities,

contact tracing staff, and Health Services in order to facilitate this important aspect of limiting the spread of COVID-19. **In order to make contact tracing easier, students are encouraged to keep an electronic calendar for small group meetings, including classes, meetings, co-curricular activities, and travel off campus for retreats and athletics, so that information can rapidly be provided to contact tracers when needed.**

Contact Tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious, including friends, classmates, faculty, etc.
- Notifying contacts of their potential exposure while maintaining the confidentiality of the identity of the person with COVID-19.
- Referring contacts for testing
- Monitoring contacts for **signs and symptoms of COVID-19**
- Connecting contacts with services they might need during the self-quarantine period

SELF- QUARANTINE

Those identified as having been exposed through close contact will be required to participate in the self-quarantine protocol described below. Self-quarantine is a way for students who may have been exposed to COVID-19 through close contact with an infected individual to limit their contact with others as they themselves may asymptotically or symptomatically be carrying the virus. Self- quarantine lasts 14 days from last exposure to the person with COVID-19, though medical guidance may alter this time period based on individual circumstances.

To protect privacy, contacts are only informed that they may have been exposed through close contact to someone with the infection. They are not told the identity of the person who may have exposed them.

During self-quarantine, students stay at home. They do not receive visitors. Students participate in coursework and other activities virtually until they complete the self-quarantine period.

Fall 2020 Learning Experience

TECHNOLOGY & TOOLS

- Be sure you have adequate internet access in your learning environment. Check with your provider to see if they are offering specials to students to ensure you will be ready to go for classes.
- Ensure hardware and software are functioning properly prior to a Zoom class session. It's a good idea to test all technology (including camera/video, Wi-Fi, and screen sharing) before your Zoom meeting.
- Consider purchasing blue-light glasses to reduce eye strain.
- Practice the 20-20-20 rule: every 20 minutes, look at something that is 20 feet away for 20 seconds.

ENVIRONMENT

- Find a comfortable space in your home (or other open, accessible space) where you can focus and limit distractions. Be sure you can be seated in a chair, rather than your bed.
- Organize your space. Make sure you have the required books, materials, and software for each course within hands' reach.
- Limit distractions.

- Place your phone on airplane mode when you are in class or working on homework or studying for an exam.
- Hang your schedule on your door, or better yet, “in class” or “studying” signs on your door to prevent interruptions.
- Consider your background. When you are in class, will the items in the screen behind you be distracting to others? If so, consider using a virtual background.
- Take breaks. Between classes be sure to get up, walk around, stretch, grab a snack, and use the restroom as necessary.
- Communicate with others in your household when you will be in virtual class or studying to minimize interruptions and/or distractions.

BE PREPARED

- As soon as you receive your syllabi, add your class time as well as all of your readings, homework, projects, quizzes and exams on a calendar (consider Google Calendar, which allows you to color- code each course). Carve out the anticipated amount of time for each assignment study time and add these to your calendar as well. Commit to following your schedule.
- Make note of your teacher’s virtual office hours and consider adding them to your schedule as a regular, recurring appointment reminder on your calendar.
- Consider how you are “showing up” for class. Log into the Zoom two minutes before class is expected to start.
- Take notes as you would in an “in-person” class. Have your notebooks and utensils ready to go.
- Keep your camera on, unless instructed otherwise. This allows for the instructor to “get a read” on the class and determine who is following along and engaged. It also allows them to gauge whether students are comprehending the material as they are presenting it.

- Dress appropriately in a Xavier shirt. You may be in your bedroom, but present yourself in your virtual class as you would on campus. This will help you get in the “mindset” for learning.
- Prioritize self-care: be sure to eat nutritiously, drink water and, as much as possible, set a regular sleep/wake routine.

STAY ENGAGED

- If your location is in a different time zone that prohibits you from attending class “live,” (i.e. 2AM) let your instructor know ahead of time. Also discuss the possibility for office hours at a mutually agreeable time.
- Write down questions you have regarding the class material, and follow up during your teacher’s virtual office hours.
- Maintain open communication with your teachers - remember that they are still available for academic support.
- Create virtual study groups with peers to reinforce understanding and stay connected.
- Sharing your schedule/plan/goals with others (peers, family) to increase social accountability.
- Close all other tabs on your computer while you are participating in class to reduce the temptation to go on social media, check out sports scores, browse sales, etc.

EXPECTATIONS FOR STUDENT PARTICIPATION IN ONLINE CLASSES

Expectations for students to behave in your online or virtual classes are the same as is for in-person classes. Dress properly, do not gesture inappropriately, and do not move from room to room, use the restroom, or engage in other distracting activities during a class session.

- **To preserve a respectful learning environment and protect student privacy, it is a violation of the Student Handbook to:**
 - record, take screenshots or pictures of, or otherwise reproduce class sessions.
 - disclose or circulate the link to our URL of class sessions, recordings, or copies of recordings to anyone, for any reason.
 - invite or permit anyone not enrolled in a class to attend a class session—either virtual or in person—without the express permission of the instructor.
- **Students are advised that:**
 - Instructors can use Zoom to record class sessions, and such recordings may be posted on Google Classroom. If an instructor uses Zoom to record a class session, Zoom provides audio and visual indicators to inform you when the recording starts, stops, is in progress, and is paused or resumed.
 - Links to Zoom class session recordings will be removed from Google Classroom at the end of the academic term.
- **Always attend Zoom sessions prepared:** Students are required to prepare for every class session by reading and understanding assigned materials.
- **Technical support:** Faculty do not provide technical support. Students are expected to seek out technical support needed prior to a Zoom class session. If you do encounter a technical issue, please call Xavier to alert the office you are having difficulty logging into a class.
- **Avoid distracting or inappropriate items in your Zoom background:** Ensure that your video background is clean, tidy, and avoids potentially offensive objects in view.
- **Avoid having others in the room while a Zoom class is in session:** It is distracting for other participants to have others (including animals) in the room during your Zoom session.
- **Unmute Video feature:** It is required that you enable your Zoom video feed. Many courses require students to participate via live video feeds. This allows for the instructor to “get a read” on the class and determine who is following along and

engaged. It also allows them to gauge whether students are comprehending the material as they are presenting it.

- **Mute your microphone:** Always mute your audio until you are ready to discuss or interact to avoid detracting from others' learning by subjecting others to your background noise.
- **Be attentive/be present:** Please show respect to the instructor and other students by remaining attentive and engaged throughout the entire video session.
- **Look into the camera when you are speaking:** This will allow others to see your eye contact instead of looking down at the screen.
- **Focus only on the Zoom class session:** Do not work on other tasks (like checking email or texting) during the virtual class session.
- **Mute cell phone alerts and ringtones:** Turn off notifications on all devices, including the computer, during class time and make sure your cell phone is on silent.
- **Do not interrupt:** Do not interrupt or speak over other people when they are speaking.
- **When you want to speak:** Unmute your microphone, raise your hand as you would in a class, and wait until you are identified by the course faculty.
- **Be mindful of your background lighting:** If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed.
- **Sign out from Zoom sessions:** Remember to sign out or click on the lower right-hand screen area of Zoom to "leave the meeting" when the session is finished.

STUDYING AND WORKING ON ASSIGNMENTS REMOTELY:

- Consider scheduling time throughout your week to study, work on assignments, and read.
- Try out different time management strategies that allow you to maximize productivity, breaks, rest, etc. to reduce screen time.

- Ask yourself what kind of environment helps you study. See if you can recreate that at home. Maybe it's studying in a chair, rather than on your bed or couch, or moving to a new spot when you change tasks.
- To reduce blue-light causing fatigue on your eyes, consider what can be done on paper, notebooks, physical books, on audio compared to reading electronically. If electronically, consider changing the settings on your device to reduce the amount of blue light. To the extent you are able, attempt to change your environment as much as possible – give your mind and eyes a break from screens when possible by going outside or engaging in physical activity.

Fall 2020 Campus Experience

DAILY SCREENING

- All students, faculty and staff must be screened daily before entering any campus building.
 - If your temperature is below 99.7°F, you will be admitted to campus.
 - If you do have a temperature in excess of 99.7°F, a secondary temperature reading may be taken by waiting 10 minutes and re-scanning.
- Students who continue to have a temperature of 99.7°F after they are re-scanned will be prohibited from being on campus and will be advised to return home.

CAMPUS EXPERIENCE

Developing and maintaining relationships with your peers, as well as faculty members and staff is critical to the Xavier experience. There's plenty of room for creativity this fall as you find ways to stay connected.

- Meet with friends in open spaces on campus with proper social distancing
- Host Google Hangouts or Zoom meetings with friends
- Join student organizations
- Participate in hybrid events offered by Xavier.
- Being outside and enjoying the fresh air in parks, mountains and desert areas are all encouraged, provided you continue to wear your face covering and practice physical distancing when in the presence of others.
- We are exploring which House and campus recreation activities may be possible - stay tuned for more information.

CLASSROOM EXPERIENCE

- Xavier started the Fall 2020 semester remotely. The county and state guidelines allow us to now pivot and we will operate under a low-density model for the remainder of the semester. Therefore, we have planned to reduce the number of students on campus and in classrooms at one time. For classes that have too many students enrolled to ensure physical distance is maintained in the classroom, students will be given a rotation schedule that will indicate what days you can be “in- person” and what days you will participate via Zoom.
- Our maintenance team has visited every classroom on campus and measured the seating capacity while maintaining physical distancing guidelines.
- To protect the health and safety of the community, students, faculty, staff, and visitors must wear face coverings over their mouths and noses while on campus in all hallways, public spaces, classrooms, and other common areas. Signage in classrooms will indicate no food or drink in the classroom and this is a general expectation. It is reasonable there may be times individuals need to quickly lift or remove their face

covering to hydrate with water or nourish themselves in non- designated dining spaces. Please limit this behavior in an effort to support the well-being of the whole community. The school has enhanced the technology in all classrooms this summer. This will provide for an enhanced remote experience.

- The time between classes has been increased for the fall semester. This will help reduce crowding in transitional spaces such as hallways. In addition, it will provide time for you to sanitize your desk or workspace. If you are transitioning between in-person and virtual classes, the gymnasium will have a designated space for virtual learning.
- Faculty members will still have office hours and be available for individual questions, advising, and mentoring sessions. For 2020, teachers will primarily conduct meetings and office hours virtually.
- All classes will accommodate students who cannot return to campus but want to continue course work at Xavier. There will be many ways to support you.
- When the school campus is permitted to be open for visitors, maintain at least 6 feet of physical distance and wear your multilayered face covering.

STUDENT ORGANIZATION REMOTE CAMPUS PROTOCOLS

These protocols will remain in place while students are learning remotely (i.e. while Xavier is not hosting the majority of students or classes on campus).

Club Meetings & Events

All club meetings, activities, programs, and events will be hosted virtually during the Fall semester unless otherwise stated.

School Responsibilities

Xavier has taken steps to improve prevention efforts across campus. These efforts include:

- **Improved physical distancing measures.**
 - Some entrances to classroom buildings will be controlled to allow physical distance.
 - The number of students has been reduced in each classroom.
 - Classroom seating has been modified to ensure 6 feet of distance between students.
Similar measures have been taken in the common areas as well as other high-traffic areas across campus.
- **Acquisition and distribution of sanitation supplies.**
 - Xavier has purchased more than 80 portable hand-sanitizing stations and distributed them in high-traffic areas. Sanitize your hands when you enter a building.
 - It is also our intention to provide disinfecting solution and towels for students to clean and disinfect their desks or work surfaces. Xavier has provided spray-bottles and towels for faculty members and students to utilize in the classrooms.
- **Cleaning of facilities**
 - Custodial staff are committed to clean classrooms as frequently as is reasonably possible, especially when there are gaps in the day when classrooms may be empty.
 - Deep cleaning of classrooms will occur each night
 - Restrooms and high touch surfaces (i.e. doorknobs) will be cleaned more frequently
- **Classrooms and Labs**
 - Faculty and students are expected to wear multilayered face coverings when in the classroom.

- If a student does not or will not wear a multilayered face covering in class, the faculty members have the authority to tell the student to leave the class.
- **Elevators**
 - Floor stickers designate where to stand in each elevator.
 - The occupancy of elevators has been reduced to promote physical distancing.
- **Outdoor spaces (and outdoor classes)**
 - Maintain physical distancing and wear your multilayered face covering as appropriate.
- **Additional Measures**
 - Signs encourage students, visitors and staff to follow COVID-19 guidelines for safety.
 - Floor markings will designate where to safely stand as needed.
 - A plexiglass guard has been added at the front information desk.
 - Seating in public areas will be reduced or spread out per local and state guidelines.