



Public Emergency Policy Manual

2020-2021

Version 1.01
10 August, 2020



Table of Contents

Attendance	2
CDC Daily Home Screening	5
Class or Building Closures	2
Class Groups	5
Class Size	2
Cloth Face Coverings/Masks/Shields	2
Drop-Off	3
Enhanced Cleaning and Hygiene Protocols	3
Flex Learning	3
In-Person Instruction	4
Lunch and Snacks	4
Positive COVID19 Test	4
Recess	5
Sickness During School	5
Social Distancing	5
Special Events	5
Special Subjects	5
Staff Sign-In	5
Temporary Distance Learning	6
Visitors to Campus	6

These policies exist during times of public health emergency in addition to those listed in The French American Academy of Arizona's Policy Manual.

1. Attendance
 - a. Should a closure of classes or school require temporary distance learning to be activated, attendance will be taken during all distance learning sessions, per executive orders 2020-41, 2020-44, and 2020-51.
2. CDC Daily Home Screening
 - a. During the COVID19 pandemic, staff and students are required to conduct and attest to the CDC's Daily Home Screening prior to coming to campus. See section Drop-Off (below), see also FrenchAm Schools COVID19 Mitigation Plan.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>
3. Class or Building Closures
 - a. If a student or staff member tests positive for COVID19 or other communicable disease, class or building closures may be necessary.
 - i. In the case of COVID19, FrenchAm Schools comply with the Arizona Department of Health Services recommendation that decisions surrounding class or building closures be made based on guidelines or requirements from local health authorities.
 - ii. FrenchAm Schools will work with MCDPH to determine if and when intermittent closures may be necessary utilizing the ADHS COVID19 Data Dashboard: <https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-schools>
 - b. Should a class or building closure be required, parents will be notified by email and automated voice message.
 - c. In the event of a class or building closure a temporary blended distance learning plan will be enacted. See section Temporary Distance Learning below.
 - d. In person classes may resume after 14 days, when allowed following ADHS recommendations, or by executive order.
4. Class Size
 - a. Class sizes may be capped at smaller than normal numbers during a time of public health or other emergency to align with CDC, ADE, ADHS, or other governmental guidelines or restrictions.
 - b. Class groups may be required and implemented to minimize contact between students.
5. Cloth Face Coverings/Masks/Shields
 - a. FrenchAm Schools follow recommended guidelines and governmental requirements for the use of cloth face coverings to prevent the spread of communicable disease, e.g., COVID19: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - b. Cloth face coverings are required to be worn by all staff, students, and visitors over the age of 5. See also CDC, ADHS, and MCHD guidelines, executive order, and Maricopa County and City of Tempe ordinances.
 - i. Any medical exceptions to this policy must be received in writing and will be addressed in accordance with ADA guidelines with every reasonable attempt made to accommodate the exemption, which includes the use of a clear face shield or enrolling in Flex Learning.
 - ii. <https://www.maricopa.gov/DocumentCenter/View/61739/Face-Coverings-Schools?bidId=>

iii. <https://www.tempe.gov/home/showdocument?id=83069#:~:text=Effective%20June%202018%2C%202020%2C%20all,or%20impossible%20to%20maintain%20physical>

- c. Per CDC and ADHS guidelines, cloth face coverings may not be used on any child aged 2 or younger, nor on anyone who may be incapacitated or unable to remove the covering themselves.
- d. Visitors to campus must follow guidelines outlined in this manual under Visitors to Campus.

6. Drop-Off

- a. Drop-off occurs between 7:30 am and 7:55 am when students are signed into school by their parent or guardian. Students are expected to arrive in time to gather their materials and be seated in class when the school day begins at 8:00 am. See FrenchAm Schools policies on tardiness, drop-off/pick-up, and parents on campus.
- b. An adult parent or guardian must accompany each child to their morning drop-off until the process has been completed.
- c. Adults and children must wear face masks and observe social distancing during drop-off. See Cloth Face Coverings/Masks/Shields.
- d. An adult parent or guardian must sign their student in, attesting to the CDC's Daily Home COVID19 Screening that within the past 24 hours the student has not had any of the symptoms included on the screening form and that they have not traveled outside the United States in the past 14 days:
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-children/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>
 - ii. It is expected that all students, staff, and visitors to campus conduct this screening at home, prior to coming to campus. All persons are requested to remain at home in cases of illness.
- e. If the parent or guardian cannot attest to all of the above conditions, the student will not be admitted and will be marked absent that day.

7. Enhanced Cleaning and Hygiene Protocols

- a. Upon entering the building, students and staff are required to wash their hands.
- b. Buildings will be cleaned every evening by a contracted, authorized third-party service.
- c. Doors, door handles, faucets, light switches, desks, locker handles, and other high-touch areas will be disinfected regularly throughout the day.
- d. Students will be given time to wash their hands regularly throughout the day.
- e. Students are expected to have a small bottle of hand sanitizer in their desks for their personal use between regularly scheduled hand-washing times.
- f. Signage throughout the building indicating proper hygiene, social distancing, and mask usage.
- g. During the COVID19 pandemic, information will be provided to parents and caregivers on the importance of monitoring for and responding to the symptoms of COVID-19 at home. See section CDC Daily Home Screening, above.

8. Flex Learning

- a. Should a public health or other emergency environment necessitate, and face to face school is open, a flex learning plan may be made available at the direction of the CEO / CAO.
 - i. The flex learning plan is not available when the temporary distance learning plan is operating. See section Temporary Distance Learning, below.
- b. The flex learning plan is a full-time enrollment option that runs for the quarter allowing attendance at school from an alternate location than the Academy's physical location.
- c. The flex learning plan is available only to currently enrolled FrenchAm Academy students.
 - i. The flex plan enrollment option must be declared in writing to the CEO / CAO via the online enrollment process.
 - ii. Students may switch between the two options at the start of the quarter only.



- iii. Students will be given the opportunity to enroll in the Flex Learning option mid-quarter in the event of an unforeseen school closure and subsequent reopening.
- d. Flex distance learning consists of a blended learning plan developed by the CEO and her team. See specific Flex Learning Plans for details and procedures.
- e. Assignments given during Flex learning are part of the required FrenchAm curriculum and count toward student quarter and final grades.
- f. Attendance will be taken during distance learning per current Arizona state and/or ADE requirements. If a student will be absent for any reason, the parent or guardian must notify the school of the reason for the absence pursuant to the Policy Manual section Attendance and the Public Emergency Manual Section Attendance.
 - i. Attendance is taken during all Flex Learning online and in-class sessions.
 - ii. Students must remain visible to the teacher at all times during an online session.
 - iii. Students who do not participate in an online session will be marked absent for that morning or afternoon, depending on the time of the session.
 - iv. Students who do not participate in a required interval in-person session will be marked absent.
- g. Online learning sessions are FrenchAm Academy classes and will be conducted as close to in-class sessions as possible. As such, the following in-class rules apply:
 - i. Students must be appropriately dressed during online learning
 - 1. Clothing must be worn; No pajamas or bathing suits
 - 2. No costumes unless it is an official theme day observed by FrenchAm Schools
 - 3. Uniforms are optional
 - ii. Eating is not permitted
 - iii. Pets are not permitted.
 - iv. Parents, siblings, grandparents, other adult caregivers, or anyone else not enrolled in the class may not participate. Authorized personnel required to facilitate an approved IEP or 504 plan are exempt.
- h. Only the student enrolled in the specific class being taught may participate in any form of distance learning. Assignments that have been completed by someone other than the child will not be accepted and will be graded with zero points.

9. In-Person Instruction

- a. In-person instruction is the primary form of education offered by FrenchAm Academy and is only suspended in case of illness or executive order.
- b. During times of public health emergency, the following considerations may be made or enacted in whole or in part for the duration of the public health emergency.:
 - i. The largest class sizes scheduled in the largest rooms.
 - ii. Class grouping instituted during in-person instruction.
 - iii. Students remain with their class group throughout the day to minimize contact with other class groups.
 - iv. Teachers remain with their class group throughout the day.
 - v. Student desks arranged facing a single direction and spaced apart to preserve social distance.
 - vi. Plastic partitions placed between desks when appropriate distance is not possible.
 - vii. Students do not share desks or materials.
 - viii. Students bring their own capped water bottle for use during the day. Water bottles refilled under teacher supervision at the filtered water station in the hallway.
 - ix. Lunch and Recess times staggered by class group and areas of contact disinfected between class groups.

10. Lunch and Snacks

- a. All students must bring their own lunch and snacks to school, with the exception of students participating in the FRAM program.

- b. Microwaves are not available for use.
 - c. Lunch schedules are staggered by class group to minimize contact between class groups. See section Class Groups, above.
 - d. Social distance is maintained when students are eating.
 - e. Students will have consistent assigned seating.
 - f. Students may remove their masks while eating.
11. **Positive COVID19 Test**
- a. As a responsible community partner, FrenchAm Schools reports the positive COVID19 test results of any staff member or student to local health authorities (MCDPH) as soon as those results are made known to the school, using the MCDPH COVID19 School Reporting form:
https://www.maricopa.gov/DocumentCenter/View/62052/School-Report-Form-fillable-?bidl_d=
 - b. Any student or staff member that tests positive for COVID19 will be given the MCDPH guidelines for home isolation:
<https://www.maricopa.gov/DocumentCenter/View/58863/Home-Isolation-Guidelines>
 - c. Any student or staff member presumed positive awaiting the results of a COVID19 test is also requested to follow the above isolation guidelines and will not be allowed to return to campus until the applicable isolation timelines are complete, in accordance with ADHS and MCDPH recommendations.
 - d. FrenchAm Schools work with local health authorities to conduct COVID19 contact tracing if and when applicable.
12. **Recess**
- a. Classes will attend recess at staggered times to minimize contact between class groups. See section Class Groups, above.
 - b. Reasonable and appropriate efforts are made to maintain social distancing during recess.
 - c. Playground equipment including use of the dome may be restricted.
13. **Sickness During School**
- a. Students or staff experiencing any of the symptoms listed in the CDC's COVID19 Daily Home Screening will not be allowed entry to campus and/or will be sent home from school. See CDC Daily Home Screening, above.
 - b. If a child becomes ill at school, a parent or person listed on the child's emergency form will be notified and expected to pick up the child within 30 minutes.
 - c. Upon developing any of the above symptoms referenced in section a., the child will be isolated until the parent or other emergency contact arrives. Areas in which the child may have been will be disinfected.
 - d. If a staff member becomes ill at school as above, they must leave campus.
14. **Social Distancing**
- a. FrenchAm Schools follow CDC and ADHS guidelines for social distancing as applicable and feasible.
15. **Special Events**
- a. Special Events may be held or suspended according to CDC, ADHS, or other governmental regulations for large gatherings.
16. **Special Subjects (Art, Music, PE, STEM)**
- a. Physical Education will be conducted by the primary teacher and will consist of activities that allow movement while maintaining social distancing. Class will be taught outdoors weather permitting.
 - b. Art and Music will be conducted by the primary teacher in the students' primary classroom to minimize contact with others.
 - c. STEM will be conducted by the STEM teacher in the students' primary classroom to minimize contact with others.

- d. Supplies will not be shared between students during the same session or between classes on the same day without proper disinfection. Supplies used will be cleaned following proper disinfection guidelines.

17. Staff Sign-In

- a. Upon arrival on campus, all staff must sign in attesting to the CDC's Daily Home COVID19 Screening that within the past 24 hours they have not had any of the symptoms included on the screening form and that they have not traveled outside the United States in the past 14 days:
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>
- b. If the staff member cannot attest to all of the above conditions, they will not be admitted to campus. It is expected that all students, staff, and visitors to campus conduct this screening at home, prior to coming to campus. All persons are requested to remain at home in cases of illness.
- c. The CEO/CAO may allow staff to work from home under specific temporary circumstances as befits their position if not adversely affecting the normal functioning of a classroom or office.
- d. Substitute teachers will be used if a teacher is not able to teach their own class due to illness. See also Class or Building Closures, above.

18. Temporary Distance Learning

- a. Should a public health or other emergency necessitate the closure of a class, school, or building, a mandatory distance learning plan will be enacted for the affected class groups.
 - i. Temporary Distance Learning, when enacted, replaces official in-person instruction for all students. As such, participation is not optional.
- b. Temporary distance learning will consist of a blended learning plan developed by the CEO and her team. See specific Temporary Distance Learning Plans for details and procedures.
- c. Assignments given during distance learning are part of the required FrenchAm curriculum and count toward student quarter and final grades.
- d. Attendance will be taken during distance learning per current Arizona state and/or ADE requirements. If a student will be absent for any reason, the parent or guardian must notify the school of the reason for the absence pursuant to the Policy Manual section Attendance and the Public Emergency Manual Section 1.
- e. Online learning sessions are FrenchAm Academy classes and will be conducted as close to in-class sessions as possible. As such, the following in-class rules apply:
 - i. Students must be appropriately dressed during online learning
 - 1. Clothing must be worn; No pajamas or bathing suits
 - 2. No costumes unless it is an official theme day observed by FrenchAm Schools
 - 3. Uniforms are optional
 - ii. Eating is not permitted
 - iii. Pets are not permitted
 - iv. Parents, siblings, grandparents, other adult caregivers, or anyone else not enrolled in the class may not participate. Authorized personnel required to facilitate an approved IEP or 504 plan are exempt.
- f. Only the student enrolled in the specific class being taught may participate in any form of distance learning. Assignments that have been completed by someone other than the child will not be accepted and will be graded with zero points.
- g. Students who have a need for a place to go during the day to participate in Temporary Distance Learning may come to campus and be supervised by existing or temporary school staff, per executive order 2020-51.

19. Visitors to Campus

- a. Visitors to campus must make an appointment in advance.



- b. All visitors to campus must wear a face mask or shield at all times during their visit to campus.
- c. All visitors must sign-in at the Main Office, attesting to the CDC's Daily Home COVID19 Screening (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>) that within the past 24 hours they have not had:
 - i. A temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
 - ii. A sore throat
 - iii. New uncontrolled cough that causes difficulty breathing (for staff with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - iv. Diarrhea, vomiting, or abdominal pain
 - v. New onset of severe headache, especially with a fever
 - vi. Close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
 - vii. Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)
 - viii. Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open
- d. If the visitor cannot attest to all of the above conditions, they will not be admitted to campus. It is expected that all students, staff, and visitors to campus conduct this screening at home, prior to coming to campus. All persons are requested to remain at home in cases of illness.

