

DOMINICAN HIGH SCHOOL

RETURN TO SCHOOL PLAN 2020-2021



Dominican Family,

Thank you for your patience in awaiting our 2020-2021 **Return to School Plan**. Careful thought and consideration has been put into this plan, with the health and safety of our students, faculty and staff being our highest priority and concern.

From an educational standpoint, we believe in-person instruction is the best way to foster the spiritual, intellectual, social, artistic and physical growth of our students. Because Dominican High School was originally built to house an enrollment of 1,000+ students, our large building and current enrollment of 340 students offers us the capacity and space to ensure we can carry forth the necessary protocols and procedures regarding COVID-19 to ensure the health and safety of our students, faculty and staff.

Dominican High School has created a plan which allows us to bring our students, faculty and staff back into the building and provide in-person instruction for the 2020-2021 academic school year. Our **Return to School Plan** is based on research and input from our administration and senior leadership team which includes staff input, consultation and guidance from the North Shore Health Department, and best practices suggested by the American Academy of Pediatrics, Department of Public Instruction, and Center for Disease Control and Prevention. Dominican expects its students, parents, faculty and staff to embrace the health, safety and wellness procedures outlined in this plan for the benefit and safety of our entire community.

We acknowledge that this document may not answer all of your questions nor ease the worry you may have about your child's upcoming school year. **We also know that as we learn more about this rapidly changing health crisis, we may need to alter the plans we have laid out based on new information and guidance from our health authorities.** We promise to provide continued communication in the coming weeks and stand by our commitment to offer a high quality Catholic, college-preparatory education for each and every Dominican student.

Sincerely,

A handwritten signature in black ink that reads "Leanne Giese".

Leanne Giese
President

A handwritten signature in black ink that reads "Edward Foy".

Edward Foy
Principal

TRUTH

COMPASSION

JUSTICE

COMMUNITY

PARTNERSHIP

LOGISTICS AND SCHOOL OPERATIONS



Preventative Behaviors

- Faculty and staff will continually reinforce students' hygiene requirements, including using hand sanitizer when entering classrooms and common areas, maintaining social distancing protocols and wearing face coverings.
- Faculty and staff will continually reinforce students' social distancing, which means keeping a safe space of about six feet between individuals who are not in the same household.
- Signage will be added to the concourses and hallways to remind students, faculty, staff and visitors of proper precautionary health procedures.
- No student, faculty or staff should come to school if ill or displaying any respiratory illness symptoms.
- No student, faculty or staff should come to school if they have been in close contact with someone who has tested positive for COVID-19. Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes. If a student, faculty or staff member has come in close contact with an individual who is positive for COVID-19, please contact Mr. Vinnie Murray, Dean of Students: 414.332.1170 x160.
- Any student, faculty or staff traveling to domestic locations designated as Covid-19 "hot spots" by the CDC, or traveling outside the United States less than two weeks prior to or anytime during the 2020-2021 academic school may be required to quarantine for up to 14 days before returning to school. Please contact Mr. Vinnie Murray, Dean of Students: 414.332.1107 x160.



Changes to Building and Student Movement

- Physical barriers and plexiglass barriers will be installed in all gathering spaces and offices that respond to the public.
- One-way traffic patterns for hallways and stairways will be established to limit interaction between students and staff during class transitions.
- Students are encouraged to bring their own personal water bottle to class. Drinking fountains are set to bottle filling only.
- Students will be required to utilize hand sanitizer when entering every classroom or academic space.
- Student locker policies will be revised and limits will be placed on students' ability to access lockers. Lockers assignments will be revised to maximize spacing in hallways.



Social Distancing in Classrooms

- Individual classrooms have been adjusted and reconfigured to maximize social distancing, including removing unnecessary furniture.
- Classrooms will have designated entry and exit doors and teachers will enforce desk cleaning protocols for each class.
- Plexiglass barriers will be attached to teacher desks and work areas will have restricted student access to create socially distant spaces in each classroom.
- Individual course enrollments will be capped based on room size and the ability to follow social distancing guidelines. Classroom arrangements will allow instruction to occur in a socially distant configuration when students are seated in their desks. Students' desks will be set-in forward-facing rows to maximize social distancing. Shared tables, circle set ups and grouping of desks will not be permitted in classrooms.
- All courses that have higher enrollments will be moved to larger classrooms that can follow the social distancing guidelines. This includes larger, performance-based classes which will require additional social distancing.
- Teachers will maintain seating assignments to ensure accurate contact tracing abilities in the event a student tests positive for COVID-19.



Morning Entrance & Wellness Protocols

- Families will be required to complete a daily Dominican Health Screening including a temperature check on their student(s) before arriving on campus. The Dominican Health Screening protocol will be provided to families at the 2020-2021 Student Orientation days.
- Families must request that the health screening be conducted at school on their student if unable to complete it at home. All students will be required to verify the results of their health screening upon arrival at school each day before being permitted to enter the academic wing. Dominican may conduct a health screening, including a temperature check, of students at any time during the school day to check for potential illness symptoms.
- The health screening confirmation process will occur in the concourse and cafeteria each morning. Students will be directed to social distant check-in lines by grade level.
- Students who display symptoms or report feeling ill during the school day will be immediately taken to a designated isolation space until they can leave school.
- Students who report flu-like symptoms will not be allowed to return to school until 24 hours after symptoms are no longer present. School staff will follow up with families of students who are ill, will record and track symptoms and provide academic support for students while out of school.
- For reporting COVID-19 related illness, please see Communication on Positive COVID-19 Cases section.



Reporting Illness and Attendance

- If a student becomes ill or reports symptoms, he/she will be required to go home. Parents must pick-up their child within 60 minutes of receiving a phone call from our Main Office staff. Students will remain in our designated isolation space until parents arrive.
- Students should not return to school until 24 hours after symptoms are no longer present. School staff will follow up with families of students who are ill, will record and track symptoms and provide academic support for students while out of school.
- Students missing school due to illness will be provided their assignments through Dominican's new online learning management platform, Schoology.
- For reporting COVID-19 related illness, please see Communication on Positive COVID-19 Cases section.
- All attendance policies will be revised to encourage students showing flu-like symptoms to refrain from attending school. Academic grades and awards will not include attendance as consideration.



After-School Departure Protocols

- The after school pick-up process in the Dominican parking lot has not been adjusted at this time. Students who are waiting for pick up immediately after school will be asked to wait outside, weather permitting, and practice social distancing.
- At 3:15 p.m., students will be required to proceed to one of the following options:
 - Exit the building to depart campus or await a ride.
 - Report to the cafeteria for supervised study hall.
 - Report to a teacher for academic support.
 - Report to an extracurricular activity that begins immediately after school. For extracurricular activities that begin at 3:30 p.m. or 4:00 p.m., students should report to the cafeteria to wait for the start of their scheduled activity.
- Students accessing the supervised study hall in the cafeteria from 3:15 p.m. to 4:00 p.m. must practice established social distancing policies. Students will be instructed to sit at assigned tables, maintain 6 feet of social distancing, and wear face coverings.
- At 4:00 p.m., all students must exit the school campus unless they are under direct supervision of an adult or in an official extracurricular program or club event.
- Students that are in an activity that begins after 4:00 p.m. must exit the school building until the activity begins and re-enter through the designated doors established by the extracurricular moderator or coach.



Parents, Visitors, and Delivery Personnel

- Visitor access to the building will be limited. Non-essential visitors will be restricted and require an appointment in advance. Visitors, including vendors and other service providers, will be required to complete a daily self-check health screening and are required to wear a face covering.
- Parents may access the building to meet with teachers, school counselors and school staff. Parent visits with school staff will require an advance appointment. Parent visitors will be required to complete a daily self-check health screening and are required to wear a face covering.



Cleaning of Facilities

- Dominican's maintenance staff will increase daily and weekly protocols for cleaning and disinfecting. Communal space usage will be reduced with increased cleaning protocols established.
- Classes that regularly utilize physical supplies, such as Science, Art, Fitness, etc., will establish procedures for cleaning and sanitizing shared objects. Whenever possible students will be issued individual supplies that are not to be shared with other students.
- Student desks and common surfaces will be sanitized at the conclusion of each class.



Changes to School Calendar

- Dominican’s academic calendar remains very similar to previously published calendars.
- To support our students, faculty, staff in adjusting to our new procedures, we have made the following changes:
 - Dominican Student Orientation Schedule:**
 - Friday, Aug. 14 - Senior Orientation: 9:00 a.m.-12:00 p.m.
 - Monday, Aug. 17 - Freshmen Orientation: 9:00 a.m.- 2:00 p.m.
 - Tuesday, Aug. 18 - Junior Orientation: 8:00-11:00 a.m.
 - Tuesday, Aug. 18 - Sophomore Orientation: 12:00 – 3:00 p.m.
 - Dominican First Day of School:**
 - Wednesday, August 19th - 7:50 a.m. – 3:05 p.m.
 - Dominican Late Start Days: All Wednesdays at 9:00 a.m.**
 - Throughout the fall semester, this Late Start schedule will provide faculty with additional planning time to adjust to our new teaching procedures, prepare for possible transitions to new learning models and to expand training on Schoology, our new learning management system. It will also provide our cleaning staff with additional time to thoroughly clean the classrooms and common spaces. The frequency of Wednesday Late Start schedules may be revised for the spring semester.



Student Lunch Offerings & Locations

- The cafeteria procedures have been fully revised for the 2020-2021 school year. Student seating in the school cafeteria and in other assigned lunch areas will be restricted for social distancing and assigned in advance to assist with any contact tracing needs. During the lunch hours, one grade level will eat in the cafeteria with the other grade utilizing new lunch areas including the gym, concourse and North Campus (weather permitting) to enhance social distancing throughout the lunch period.
- During the lunch period students will be allowed to remove face coverings when seated at their assigned lunch table, counter or seat. When moving about in the cafeteria, including on arrival and departure from the lunch hour, students must wear face coverings.
- The Administration and Student Government leaders will collaborate on a policy to allow students the ability to select their own lunch table groups or change tables during the year.
- Students are encouraged to bring a cold lunch from home. Commonly used microwaves will not be available. No other food deliveries will be allowed to arrive on campus. Students are prohibited from sharing food with other students.
- Prepackaged cold lunch options may be purchased up to one day prior through the Nicolet Food Service via the Easy School Lunch app. No a la carte items will be available for purchase. Students will receive more information about our adjusted food service program at Student Orientation.



FACE COVERINGS

The CDC states the following: “Wearing a cloth face covering will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people. Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.”

Until notified otherwise by the North Shore Health Department, face coverings must be worn at all times when in the building.

- Dominican will provide all students with one cloth face covering which must be washed regularly.
- Students may bring their own face coverings if they are completely free of words or symbols of any kind. Allowable face coverings must fully cover the nose and mouth and be secured to the head or around the ears with ties or straps. Unsecured coverings, such as a bandana, loose fabric or raised shirt collar are not allowed as face coverings.
- Disposable face coverings will be provided for students who forget theirs at home.
- Students will be able to remove their face coverings to eat at lunch.
- Students will be able to have relief from wearing face coverings in areas outside the building as long as 6 feet social distancing is maintained.
- Faculty, staff, vendors and visitors will also comply with wearing face coverings in all common areas of the building.
- Dominican’s face covering policy applies to all common areas, study halls, Mazzuchelli Academic Center, Counseling Office and other student areas. Teachers will be responsible for directing the face covering policy and encourage students to adopt proactive personal health practices at all times.
- Student face coverings may be briefly removed in very limited situations when additional social distancing requirements have been met and only when verbally directed to do so by a teacher. No students will be required to remove face coverings when at Dominican.
- Some instructional activities, such as labs, experiments, etc., may require face shields in addition to face coverings.
- Some students, faculty or staff may not be able to wear a face covering due to medical reasons. If a parent believes that their child is unable to comply with the face covering requirement due to a medical reason, the parent may request an accommodation by contacting Mr. Vinnie Murray, Dean of Students, and providing a medical note from a physician that supports the need for the accommodation.
- Face coverings are not required in private offices or classrooms when occupied by a single individual.



COMMUNICATION ON POSITIVE COVID-19 CASES

Dominican High School will work closely with the North Shore Health Department to follow necessary protocols and procedures in the event of a COVID-19 positive case. Dominican may revise self-quarantine policies based on updated information from the CDC and the North Shore Health Department.

Positive Cases of COVID-19 of a Student, Faculty or Staff Member

If a student, faculty, staff member is confirmed positive for COVID-19, Dominican must be informed immediately. Please contact Mr. Vinnie Murray, Dean of Students at 414.332.1170 x160. The student, faculty or staff member must quarantine for a minimum of 10 days from date of symptoms first appearing and be symptom-free for 24 hours prior to returning to school.

Positive Cases of COVID-19 of Dominican Household Members

If a student, faculty or staff member is living with someone who has been diagnosed with COVID-19 or is quarantined because of COVID-19, Dominican must be informed immediately. Please contact Mr. Vinnie Murray, Dean of Students at 414.332.1170 x160. The student, faculty or staff member in the household must quarantine for a minimum of 14 days from date of symptoms first appearing and be symptom free for 24 hours prior to returning to school.

Close Contact with a COVID-19 Positive Individual

If a student, faculty or staff member comes into close contact with a positive COVID-19 individual, Dominican must be informed immediately. Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 cumulative minutes in a day. Please contact Mr. Vinnie Murray, Dean of Students at 414.332.1170 x160. The student, faculty or staff member will be asked to quarantine for 14 days and not return until they are symptom free for a full 24 hours.

Contact Tracing of COVID-19 Cases

Dominican will work closely with the North Shore Health Department when notified of a positive case in our community. Dominican will assist health officials in contact tracing by interviewing the student or their parents to determine close contacts among our school community. Families of students who may have been in close contact with a COVID-19 positive individual, such as teammates, lab partners or classroom seating neighbors, will be contacted by Dominican.

Return to Dominican after COVID-19 Testing

Students, faculty or staff who are quarantined because they came into close contact with a positive case may elect to seek a COVID-19 test. If a student, faculty or staff member is asymptomatic and has received a negative COVID-19 test, s/he may be able to return to class. The decision to allow an asymptomatic student, faculty or staff member with a confirmed negative COVID-19 test to return to class will be made on a case-by-case basis by Mr. Edward Foy, Principal, in consultation with officials at the North Shore Health Department.

COVID-19 Symptoms and Testing

Students, faculty or staff who display COVID-19 symptoms, such as cough, fever, chills, muscle pain, shortness of breath or a sore throat, fatigue, new loss of taste or smell, nausea or vomiting, diarrhea must quarantine from school and seek a COVID-19 test. Students, faculty and staff who receive a negative COVID-19 test, have not had a potential exposure, and have been symptom free for 24 hours may return to class.

School Closure Due to High COVID-19 Cases at Dominican

In coordination with the North Shore Health Department, Dominican may be forced to close school if positive, unlinked cases of COVID-19 are reported. In the event of a full school closing, Dominican will immediately transition to our on-line learning model for students during the closure.

Confidentiality and Privacy

Dominican will take every reasonable measure to provide our families, faculty and staff confidentiality and privacy regarding COVID-19 positive cases.



INSTRUCTIONAL MODELS

Dominican intends to return to an in-person, on-campus learning environment as we begin our school year. Updated health and safety protocols have been established to ensure that in-person instruction can occur in a safe and responsible environment. Dominican expects its students, parent and staff to embrace the health, safety and wellness procedures outlined in our Re-Entry Plan for the benefit and safety of our entire community.

Option A - In-Person Instruction

Officially Starts on the First Day of School - August 19

Classes meet daily for traditional in-person instruction. This model most closely resembles the established daily schedule and operation. The new health and safety protocols established in this Re-Entry Plan will guide our operation in this instructional model. Extra-curricular programs may continue with new health, safety, and preventative procedures. Students who show any signs of illness are required to stay at home and continue their learning using the Schoology platform.

- Class meets in-person Monday through Friday.
- Our normal bell schedule is in effect and classes meet each day.
- Wednesday Late Start schedule will occur each week in the fall.

Option B - Reduced Cohort Instruction

If advised by the North Shore Health Department or due to a series of positive COVID-19 cases in the Dominican community, classes may be shifted to Reduced Cohort Instruction. Students would attend a full day of school four days a week for in-person instruction (Monday, Tuesday, Thursday and Friday). Wednesdays would move to on-line instruction for students, staff would participate in professional development, and maintenance would conduct additional sanitizing and cleaning. The new health and safety protocols established in this Re-Entry Plan will be in effect for this instructional model. Each extra-curricular program will be reviewed individually and may be suspended during this instructional model. Students who show any signs of illness will be required to stay at home and continue their learning using the Schoology platform.

- Class meets in-person Monday, Tuesday, Thursday and Friday. Virtual learning on Wednesdays.
- Students would attend only four classes per day in 90-minute blocks to reduce cohort mixing and common area interaction. Periods 1-4 would occur on Mondays and Thursdays and period 5-7 plus Flex would occur on Tuesdays and Fridays.
- Lunch would occur during an extended third period block with students eating in mini-cafeteria shifts or in classrooms.

Additional health policies for the Reduced Cohort Instruction

- All students will complete a daily health screening and temperature check at school before entering the academic wing.
- Daily cleaning and sanitization procedures will continue as established in Option A. Maintenance will conduct additional cleaning and sanitization procedures when students are conducting on-line instruction on Wednesdays.
- Lockers will be off limits during the day and hallway activity will be restricted. Students will be asked to bring all class materials to each class in a backpack. Students will only transition between classes three times a day and will be staggered by grade level to minimize hallway traffic.
- Bathroom breaks will be scheduled in advance for each class period to avoid student gatherings.

Option C - On-Line Instruction

If advised by the North Shore Health Department, or due to a series of positive COVID-19 cases in our school community, Dominican may decide to shift to an entirely on-line learning model. A move to this model could be for a designated period of time or on a long-term basis if directed by local government mandates. Students would attend a modified on-line instruction model Monday through Friday. All extra-curricular programs would be suspended in this model.

- All classes would occur on-line with teacher-student communication directed through Schoology.
- A synchronous class schedule would be published for in-person virtual classes, posting of teacher video lessons, student help sessions, and other on-line activity. Synchronous learning occurs when all students and the teacher of an on-line class are engaging in learning at the same time. Attendance would be taken during synchronous learning class periods.
- During synchronous on-line learning, students will have the ability to communicate regularly with teachers multiple times per week during scheduled class periods.
- On Monday, Tuesday, Thursday and Friday four classes would meet during one-hour windows. Individual classes may use all or a portion of that hour class period for synchronous learning.
- Wednesday is established as a student work day for students to complete work and seek individual support from teachers.

Grading and Academic Records

Traditional grades will be used to report student performance in academic courses. Semester grades will be reported on students' transcripts. All colleges will receive a school profile for graduates that includes a description of our learning model and grading practices during our response to COVID-19. Dominican expects to hold semester exams in December and May, but the format and structure of those assessments will vary based on our instructional model used during the year and the specific academic course.



SOCIAL AND EMOTIONAL HEALTH

Dominican High School recognizes that our current learning environment presents new challenges for students and parents. Our school counselors, student support team, and faculty are committed to providing individualized care for the social-emotional needs of our students. Our counselor and student support team will be actively monitoring the emotional well-being and mental health of our students and coordinating individual support with parents.

Dominican’s faculty and staff have received training in trauma informed care and our protocols on how to identify, report and support students facing social-emotional challenges. Our counseling team, including Ms. Abby Young, Ms. Caitlyn Cheslock and Mr. Vinnie Murray, will proactively provide resources through Dominican communication platforms and social media to assist families in navigating these challenging times. Parents are encouraged to communicate any concerns about their child’s mental health to a member of the counseling team.



TECHNOLOGY

- Laptops will be issued to Dominican students during their 2020-2021 Orientation Week.
- Dominican has adopted Schoology as its universal learning management system which will serve as a single comprehensive platform for on-line learning for all Dominican courses. Along with PowerSchool, Turnitin, Zoom and e-textbooks, Schoology should provide students with a rich set of on-line resources to support their learning during on-line education.
- Dominican is expanding its technology infrastructure to allow teachers to record classroom instruction which will be uploaded to our Schoology platform on a regular basis. More information will be provided at Orientation Days to advise students on how to access on-line resources when they are absent from class.



MAINTAINING OUR CATHOLIC IDENTITY

Prayer and Liturgy

Dominican is committed to providing opportunities for school-wide Eucharistic celebrations and other prayer services in 2020-2021. Our Campus Ministry team, including students, will develop specific plans for maintaining a safe and healthy environment during liturgical celebrations and service events.

- Guidelines set forth by the Catholic Comeback Program of the Archdiocese will be followed. Mass will take place in the auditorium with social distancing and mask policies enforced.
- If Dominican transitions to Virtual Learning, Masses will take place live over Zoom for the community to participate in and will be recorded for future viewing.

Community Participation

Dominican is committed to providing our parent and the extended community with opportunities to join our students in virtual prayer and faith life activities.

- If Dominican transitions to Virtual Learning, weekly prayer and community gathering opportunities will be provided over Zoom with members of Campus Ministry. These opportunities will range from praying the Rosary together to simple sharing of faith to dialogue with guest speakers on a variety of topics.

Service to our Community

Dominican’s campus Ministry team will create service activities that can be completed in a virtual environment if in-person service experiences are not allowed.

- Service opportunities will center around those confined in their living situation. Examples of service opportunities are pen pal relationships, reading to children over video chat, and caring for God’s creation.

ATHLETICS, THEATRE & EXTRA-CURRICULAR ACTIVITIES



Athletics

- The Athletic Department has developed activity-specific policies and practices to return athletes to competition in a safe environment. Dominican anticipates further guidance from the WIAA and will update our policies on how to safely resume athletic practices and competitions in the fall.
- If WIAA sanctioned athletics are allowed to resume for the fall season, coaches and staff will implement safety procedures based on the most up to date guidelines published by the WIAA, CDC and North Shore Health Department. The school will continue to monitor recommendations and incorporate additional measures as needed.
- The Athletics Department will be sending updates as we receive them from the WIAA. If parents have activity-specific questions please contact Joe Grady, Athletic Director at jgrady@dominicanhighschool.com.



Theatre

- Dominican's Theatre Department has developed a series of options for rehearsals and performance of fall plays. The final plans for rehearsals and performances will follow the most recent health guidelines issued by the North Shore Health Department. Dominican theatre staff will require that all students practice social distancing and follow health and safety guidelines in order to participate in extra-curricular programs.
- The Theatre Department will send updates on rehearsal and performance options in August. If parents have questions please contact Jeff Schaezke, Theatre Director at jschaezke@dominicanhighschool.com.



Extra-Curricular Events and Transportation

- Field Trips: Academic field trips will be restricted during the fall 2020 academic semester. This policy will be reviewed prior to the spring 2021 academic semester.
- School assemblies: Large school assemblies and gatherings will be reduced and social distancing seating procedures will be established when the student body is gathered in the James and Virginia Wheeler Auditorium.
- Bus and van transportation: Students will be required to wear face coverings before entering and for the duration of all bus and van transportation. Students will be required to follow all social distancing and seating policies in order to participate in school-sponsored transportation.

If you have any questions or concerns regarding Dominican's Return to School Guidelines, please contact one of the following members of Dominican's Administration:

Leanne Giese, President

lgiese@dominicanhighschool.com / (414)-332-1170 ext. 100

Edward Foy, Principal

efoy@dominicanhighschool.com / (414)-332-1170 ext. 110

Vinnie Murray, Dean of Students

vmurray@dominicanhighschool.com / (414)-332-1170 ext. 160

