

ST. MARY'S DOMINICAN HIGH SCHOOL

Welcome Back to Walmsley

August 12, 2020

As we prepare for the 2020-2021 school year, trust that we are working tirelessly to ensure the safety of our students, faculty, and staff. The procedures and protocols included in this plan are based on guidance from local, state and federal health and education agencies, as well as Tulane Institute of Sports Medicine. We realize that during this trying time we must take extraordinary steps to protect our Dominican Family as we continue guiding and educating our students.

As we plan for reopening school in the fall of 2020, we will continue to balance the following priorities:

- The health and safety of everyone in our school community.
- The impact this pandemic continues to have on our families.
- Effectively educating your daughters by maintaining high quality instruction and spiritual formation.

The following document outlines the planning we have engaged in throughout the spring and summer to continue to ensure that we provide a sanctuary for our students that fosters academic excellence in a caring environment that promotes self-discipline through religious values and personal attention. This document is a dynamic one that we foresee making changes to as our preparation continues and as we receive further mandatory and recommended guidance from the state department of education, city officials, and public health officials.

We have learned throughout this incredible ordeal that we must be willing to be flexible in order to provide the very best learning environment for our students while staying true to the educational tradition of the Dominican Sisters of Peace. Clearly, there is not one way forward in education as we navigate through and learn from our current circumstances. However, there is a way that reflects the traditions of the Dominican Sisters, and the circumstances we face in our current time, place, and context. This is the way forward for St. Mary's Dominican High School, and we thank you for your trust and partnership.

The following SAFETY PROTOCOLS are in place and will remain in place for the foreseeable future:

➤ **In an effort to keep the campus safe, parents and other visitors will not be allowed on campus.**

➤ **Daily temperature checks upon arrival at school:**

- Each student, faculty member, and staff member will be required to have her/his temperature taken before entering St. Mary's Dominican High School. A faculty proctor will be stationed at every point of entry to ensure temperatures are being checked.
 - If a student has a temperature of 100.4° F or greater, she will be directed to a supervised isolation room where her temperature will be taken again (after sitting for 10 minutes.) If the fever and/or symptoms remain, the student must be picked up promptly by a parent or guardian.
 - If the student is feeling well, she can participate in home learning and not be counted absent.
 - Students, faculty, and staff with a temperature above 100.4° F will not be permitted to attend school until fever-free for at least 24 hours.
 - Any student that is in the same carpool as someone who has a temperature over 100.4 will also be asked to return home and be observed for 24 hours.
 - Parents/guardians are encouraged to monitor their daughter for the following 4-5 days, and we ask each of you to keep us informed about your daughter's progress.
 - Students/Faculty/Staff with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end self-isolation when at least 24 hours have passed since recovery, meaning:
 - At least 24 hours fever free without the use of fever-reducing medications, and
 - Improvement in symptoms (e.g., cough, shortness of breath), and
 - At least 10 days have passed since symptoms first appeared and positive test result was returned. Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.
 - A Return to School Certification form should be completed and given to Attendance office upon returning to school.
 - If the person is sick with non-COVID-19 symptoms, or if the person has tested negative for COVID-19, the person must still be symptom free for 24 hours before returning to school. If the person is synchronous learning from home, the person does not have to wait the 24 hours before resuming school duties.
 - All students, faculty, and personnel must wear a Dominican issued face mask while on campus, unless a medical note is provided.
 - Students, faculty, and staff must wash or sanitize hands upon arrival at school, at least every two hours, before and after eating, and before exiting the school facility.

➤ **Arriving on campus:**

- The campus will open at 6:30 a.m. Any student who arrives at school between 6:30 a.m. and 7:30 a.m. should enter campus using the Siena Gym Entrance or the Pine Street Entrance and remain in the SARG or Alumnae Hall until 7:15 a.m.

The following entrance procedures will be followed beginning at 6:30 a.m.

- Students dropped off in the back-parking lot will be directed to a door at the back of the Siena Gym. They will go into the building in one of two entrances. They will proceed down the hall or into the gym spaced 6' apart until they have their temperature taken.

- Students may also be dropped off near the Pine Street entrance of the Siena Gym. They will also proceed to a line with 6' separation until they have their temperature taken.
- Faculty will enter Aquinas Hall. They will proceed down the hall socially distant by 6'. Teachers will also be asked to return home if they have a temperature of 100.4.
- If a student is tardy, the student must enter school through the Main Entrance on Walmsley Avenue and have her temperature taken before being allowed into the building.
- After School Dismissal Procedures: After the last class of the day, students will be dismissed by grade level, allowing those students who drove to campus and their carpools to leave first. After the parking lot has cleared, parents will begin to pick up the remaining students. Students who are not picked up within 30 minutes of dismissal must wait in Alumnae Hall.

➤ **Social Distancing:**

- Students, faculty, and staff must maintain physical distance of 6' in classroom/indoor settings to the maximum extent possible.
- Students, faculty, and staff must maintain small groups of individuals (as set by specific phase) that minimal interact with other groups or individuals, including in shared indoor spaces, to the maximum extent possible.
- **Social Distancing Measures**
 - All classroom spaces have been modified where necessary to achieve the maximum physical distance and group size restrictions. Modifications will be made as necessary from phase to phase. Other areas of the campus have been identified for use to enable Social Distancing in Phases 2 and 3, including the following:
 - SARG Gymnasium
 - Siena Gymnasium
 - Alumnae Hall
 - Cafeteria
 - Technology Center
 - Erminia Wadsworth Library
 - Class Transition considerations have been made to minimize and/or eliminate potential unnecessary movement, contact, or congregation of students, faculty, and staff including the following:
 - Creation of one-way foot traffic patterns throughout all buildings.
 - Continued reinforcement of traditional flow paths in hallways, lobbies, and other common areas.
 - Establishment of limited entrance and egress points where possible to enable physical distance.
 - Staggered dismissal times at the conclusion of the academic day.
- **Face Mask:**
 - All students, faculty, and personnel will be required to wear a face mask while on campus.
 - Each student will be issued one Dominican face mask at Student Orientation. St. Mary's Dominican High School understands that one specific face mask will not work best for each person. In the event that a student does not wear a school-issued face mask, the student must present a Medical note to the attendance office.
 - A maximum of two masks will be available to purchase in the Black & White Shop at \$8.00. per mask.

- **Large Gatherings & Extracurricular Activities**
 - Assemblies are limited to maximum group sizes per phase and with appropriate Social Distancing Measures in place.
 - Whole school or large activities and assemblies will be postponed until the school moves into a later phase.
 - All attendees must wear a face covering.
 - Extracurricular and co-curricular clubs and activities may continue but must adhere to maximum group sizes, physical distance protocols, and all other safety guidelines as set forth by St. Mary's Dominican High School.
 - Athletic activities will resume with the recommendations put forth in the Louisiana High School Athletic Association's (LHSAA) *Guidance for Opening Up High School Athletics and Activities*.
 - Dominican may adopt additional guidelines based on LHSAA guidance and collaboration with Tulane Institute of Sports Medicine
 - Spiritual Formation is at the heart of our approach to instruction and evangelization at St. Mary's Dominican. School-wide liturgies and all school assemblies will be postponed. Days of reflection, retreats, and the like will be modified to ensure that their formation remains central to our students' experience at St. Mary's Dominican.
 - All academic departments integrate relevant faith-based topics and Catholic teaching as evidenced by the course syllabi and lessons. Consistent with our school mission, vision, and goals, these activities and lessons will continue to be integrated into all classes in either Traditional School Setting (TSS), Home School Setting (HSS), or Non-Traditional School Setting (NTSS).
 - All classes will begin with prayer. The school community will continue to pray together formally twice per day.

➤ **CLEANING AND DISINFECTING EFFORTS**

- Dominican follows the Centers for Disease Control and Prevention (CDC) pandemic guidelines for sanitation and janitorial response.
 - Dominican has a minimum of one month's supply of sanitation supplies that is stockpiled on the campus.
 - These supplies include hand sanitizer, disinfectant wipes, and spray disinfectant and are housed in a janitorial supply room, located away from student areas.
 - All faculty have protective face mask that will be worn during all interactions.
- School facilities have been evaluated to determine what kinds of surfaces and materials comprise each area and cleaning and disinfecting protocols have been established following CDC guidelines.
- Ventilation systems have been checked to ensure proper operation and increased circulation of outdoor air.
- The augmented sanitation plan includes wiping each student's and teacher's desk after each period of the school day, wiping classroom door handles every period of the day, sanitizing every restroom at least every 2.5 hours each day, and wiping all stairway handrails every period of the day.
- Hand sanitizer stations are provided at each school entrance.
- Hand sanitizer is also distributed throughout the school facility.
- Each classroom is equipped with hand sanitizer.
- Each student will be required to wear a uniform mask throughout the day when she is on campus. One uniform mask will be issued to each student on registration day.
- There will be required hand hygiene enforced to meet state, local, and school official guidelines.

- Educational materials concerning social distancing/masks/hand hygiene are posted throughout the school, on our various on-line platforms, and in discussions with students on registration. For more information on prevention, visit the Centers for Disease Control and Prevention (CDC) website a <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>.

➤ **FOOD SERVICES**

- Our food service provider, SAGE Dining Services, will have grab-and-go pre-packaged breakfasts and lunches. There will be a limited menu.
- Students will swipe a prepaid SAGE account card.
- No cash will be accepted.
- Dismissal for lunch will be staggered.
- Students will eat in their homerooms where there will be social distancing and monitoring.
- We will replace self-service stations (e.g. deli, salad bar with proportioned or served portions).
- SAGE dining will provide wrapped cutlery kits, pre-portioned condiments and salad dressings, and bottled beverages.
- All drinking fountains have been turned off. Students, faculty, and staff are encouraged to bring a minimum of two bottles of water to school every day.
- Additional bottles of water can be purchased from SAGE Dining Services.
- We are in the process of converting some of our drinking fountains into water bottle filling stations in order to provide fresh drinking water for our students throughout the day. Students will be allowed to carry a labeled clear container of water for personal use.

As outlined above, St. Mary’s Dominican’s top priority will be to safely reopen campus to all students on a daily, in-person basis. The traditional schedule may be adapted to accommodate all students if necessary. We have manipulated our master schedule in a variety of ways in order to accommodate our student body across several potential scenarios.

St. Mary’s Dominican’s transition to and from learning plans may be adjusted at any time. Any changes to the school calendar will be communicated to you as soon as possible, especially regarding instructional days and school holidays.

The learning plans have been determined by school leadership and administration, based on guidance, recommendations, and/or consultation from the Governor of Louisiana, New Orleans Mayor’s office, local Public Health officials, the Louisiana Resilient Commission K-12 sub-committee, the State Department of Education, and the Archdiocese of New Orleans.

St. Mary’s Dominican High School will continue its ongoing partnership with Tulane Institute of Sports Medicine and rely upon them for guidance and information regarding best practices, as well as continue to contract with Tulane Institute of Sports Medicine to have the presence of a Tulane University athletic trainer or nurse on campus throughout the duration of the school day.

➤ **School Planning for COVID-19 Cases (adapted from the “LDH Reopening Guidelines for Schools”):** Given the levels of COVID-19 currently in our communities, Dominican has planned for and expects that some students, faculty, and staff will get COVID-19 during the school year and that those students will possibly expose other students/staff in the school setting.

- Students who are sick should stay home (regardless of illness).
- Students who have COVID-19 should stay home and remain isolated until they have recovered and have been determined to no longer be infectious by their doctor.
- Individuals who were in close contact with the student may be identified and contacted by the Office of Public Health (OPH) as part of the OPH contact tracing process.
- **Close contact of a case is defined as a person who was less than six feet away from the infected individual for more than 15 minutes as determined by the OPH contact tracing process.**

- In the event that a student or staff member is presumed to be positive for COVID-19, regional or local public health officials will be contacted to determine any additional steps related to communication, quarantining practices, enhanced cleaning or disinfection processes, or school facility closure. **State of Louisiana contact tracers will conduct contact tracing activities, including school-based contacts.**

➤ **St. Mary’s Dominican High School will take the following steps when a student or staff member has been identified as having COVID-19:**

- Communicate to appropriate faculty, students, and parents as soon as possible while maintaining the privacy of each individual.
- Plan for both routine and “deep” cleaning as warranted.
- Ensure continuity of education for students/staff who are quarantined or isolated.
- Prepare plans for school closures (3-5 days) if the school environment is determined, in consultation with our Regional Medical Director, to be a source of ongoing COVID-19 spread.

The decision to close school will ultimately be made by school leadership with guidance from our Region 1 Medical Director. Factors that will be considered in closing a school or classroom will be the level of community transmission, number of students/faculty affected, and risk of spread at the school.

Instructional Models - Possible Scenarios:

Learning, Instruction, & Campus Operation

- Classes and schedules return with adjustments to maximum group sizes.
- Some safety protocols continue indefinitely into the future.
- Remote attendance remains an option for vulnerable students.
- Significant restrictions could apply as necessary.
- Teachers will lead instruction from their classrooms at school.
- Teachers or students identified as ill or who are under quarantine will participate in instruction from home via the “Home Learning Plan.” This plan will remain flexible depending on the specifics of each situation.

Hybrid Learning, Instruction, & Campus Operation

- The curriculum has been adapted to maximize instructional time and to ensure that all skills and content within a course are covered.
- Instruction is conducted from campus with a reduced population of students under extremely significant restrictions as outlined in this document.
- The student body will be split into two groups to achieve Social Distancing guidelines to the maximum extent possible.
- Teachers will lead instruction from their classrooms at school. Students who are assigned to school will be in the classroom, physically distanced to the maximum extent possible.
- Students who are not assigned to the classroom will work synchronously from home using Microsoft 365 applications to complete assignments as well as other means as determined by the Assistant Principal: Academics.
- Teachers or students under quarantine will participate in instruction and learning on a case-by-case basis in collaboration with the Assistant Principal: Academics.

COVID-19 HYBRID LEARNING DAILY SCHEDULE
 50-minute classes
 1+1 schedule

1 st Bell	7:30 am
Tardy Bell	7:35 am
Prayer/Pledge (2 minutes)	7:37 am – 7:39 am
1 st hour	7:39 am – 8:29 am
Announcements (3 minutes)	8:35 am – 8:38 am
2 nd hour	8:38 am – 9:28 am
3 rd hour	9:34 am – 10:24 am
4 th hour	10:30 am – 11:20 am
First Lunch (28 minutes)	11:26 am – 11:54 am
Second Lunch (28 minutes)	11:57 am – 12:25 pm
Prayer (2 minutes)	12:31 pm – 12:33 pm
5 th hour	12:33 pm – 1:23 pm
6 th hour	1:29 pm – 2:19 pm
7 th hour	2:25 pm – 3:15 pm

Remote Learning, Instruction, & Campus Operation

- Learning and instruction will be fully remote in the event of a closed campus.
- **Remote Learning Principles & Guidelines** will be instituted with the commencement of Home Learning and will carry a higher standard of expectation with respect to the use of live conferencing, attire/composure of students, and classroom engagement and assessment. Specific guidelines will be communicated in the event that this scenario is necessary.

REMOTE LEARNING FOR VULNERABLE STUDENTS

This option is provided **ONLY** for those students and families who are uncomfortable returning to campus or are deemed vulnerable or immunocompromised. This option **DOES NOT** apply to students who are quarantined for a period of 14 days. Students in quarantine will continue their learning remotely as prescribed by their individual teachers.

Students who elect this option agree to engage in this program for a full, nine-week quarter. Students will engage in an online learning platform as prescribed by St. Mary’s Dominican High School. Please contact Mrs. Katey Alexander, Dean of Student Services, at kalexander@stmdhs.org if you are considering this alternative for your daughter.

➤ **ACADEMIC INSTRUCTION IN THE HYBRID SCHOOL SETTING**

- Dominican will start the 2020-2021 school year with a Hybrid School Setting (HSS).
- In the Hybrid School Setting (HSS), 8th grade students will attend on-campus classes every day.
- 9th grade through 12th grade student will participate in synchronous learning. Students will be separated into two groups based on last name and will attend on-campus classes every other day. On days that students are not scheduled to be on campus for class, they will participate in real time synchronous delivery of instruction using their computing devices and the applications associated with Microsoft 365.
 - On days that a student does synchronous learning, she will not need to be in school uniform.

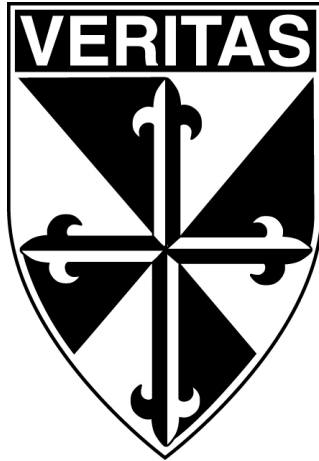
- If a family is not comfortable sending their student(s) to on-campus classes or if a student is in quarantine at home because she has the symptoms of COVID-19 but is well enough to participate in classes, she will be able to participate in synchronous delivery of instruction with her teachers and classmates.
- For students who are participating in the on-campus learning, greater physical distancing will be achieved for grades 9-12 because only half of the alphabet will be present at any one time. Additionally, attention is being given to class sizes and matching them to classrooms that can accommodate maximum social distancing.
- Hybrid School Setting (HSS) will be evaluated every two weeks
- All students will attend all their classes every day, whether virtually or on campus face-to-face. In Traditional School Setting (TSS) and Hybrid School Setting (HSS), students will be expected to complete assignments, assessments, and other work in both hard copy as well as in on-line or electronic formats.
- Central to the success of hybrid and at-home instruction is our learning management system, Microsoft 365 and its related applications. All students are required to have a device compatible with this learning system.
- Training for students, professional development for faculty, and previous in class use has prepared returning students and teachers and will prepare in-coming students and teachers. Students need to register all devices they use on campus. This will be accomplished during technology training for all in-coming students.
- All courses have amended syllabi to account for pre-assessment for in-coming students and to account for any gaps that may have occurred in home learning for in-coming and returning students. All courses have adjusted curriculum and allow for covering and recovering of foundational material from fourth quarter of the previous school year that was either not covered or not covered in the necessary depth for success in future courses.
- If a decision to return to home learning only is made, students will transition to an all on-line format for instruction as well as assessments, assignments, and other work, using our learning management system. Grading policies have been updated in the school handbook for the coming year. As the time for standardized testing in the fall semester approaches, decisions on test administration will be based on recommendations of College Board as well as state, local, and educational protocols.

➤ **ATTENDANCE, DISMISSAL, MICROSOFT TEAMS**

- Attendance on campus will be taken through PlusPortals. Similarly, students learning from home will be required to join a Teams meeting at the beginning of every class period. This requirement will allow teachers to take attendance for students learning from home on that day.
- Synchronous learning using Microsoft Teams allows teachers to interact with students regardless of location. Students may ask questions and/or participate in discussions. Students may also message teachers on a class team or with the chat feature.
- Microsoft Teams has been used to make announcements to specific grade levels, clubs, sports teams, or groups of teachers.

➤ **EXTRACURRICULAR ACTIVITIES AND SPORTS**

- The start of club meetings will be conducted virtually until further notice. Students will be able to meet and engage in club activities through Microsoft Teams.
- We will follow all policies and protocols of the Louisiana High School Athletic Association (LHSAA) pertaining to athletics.
- Students who attend practices, workouts or meetings will be temperature screened by a supervising faculty or staff member.
- Masks will be required to be worn to the greatest extent possible.
- No sharing of food and drink will be allowed. All students will be required to bring their own labeled water bottle.
- Cleaning of all equipment will occur daily after use. Athletic practices and events will follow the requirements of the Louisiana High School Athletic Association (LHSAA).



The policies and procedures set forth in this document may be amended at any time as necessary.