2020-2021

BACK TO SCHOOL OVERVIEW FOR PARENTS & STUDENTS

REVIEW SOME IMPORTANT CHANGES FOR THE 2020-2021 SCHOOL YEAR

WHAT WILL OUR RETURN TO SCHOOL LOOK LIKE?

This is a question that parents have been asking about and Prep has been preparing for since last spring.

We gathered a team of experts, including physicians from UNMC and Children's Hospital. We regularly review recommendations from the American Academy of Pediatrics (AAP), Center for Disease Control and Prevention (CDC) and local health departments for guidance regarding best practices, policies, and protocols. We asked parents as well as our faculty and staff about your insights and concerns.

Our Back to School plan focuses on containing the virus, limiting transmission, and responding to community spread levels while identifying what environmental and personal variables to consider for a safe return to school. The plan also includes adaptive school models that flex as our local transmission rates change.

As we move closer to the start of school, we know this year will be very different from any other in Prep's history. But together, we will overcome the ever-changing challenges that will come our way with a spirit of innovation and an unwavering commitment to caring for each other.

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A CURA PERSONALIS APPROACH TO LEARNING IN A PANDEMIC

The COVID-19 pandemic changed how we advance the mission of Creighton Preparatory School, especially how we care for our students and one another (cura personalis). Although we are facing unknown and difficult circumstances, Prep remains committed to ensuring that all students receive an exceptional, faith-based education in the Catholic and Jesuit tradition.

In August, we plan to return to in-person learning, using our published calendar and bell schedule, with all students, faculty, staff, and visitors required to wear masks, practice physical distancing, and follow more rigorous hand-hygiene procedures.

Knowing that circumstances can change rapidly during this health crisis, this document outlines our plans for three potential learning scenarios.

Potential Learning Scenarios

- All students report to school
- Students with health risks learn from home

- 50% class capacity
- Alternating cohort groups learning in school and at home

- All students learning online from home

Our 1:1 iPad program, Canvas learning management system, and videoconferencing abilities enable us to quickly transition between in-person, hybrid, and remote learning experiences.

Our operations plan focuses on the health and safety of students, their families, and the faculty and staff. To guide our on-going decision-making, Prep will continue to consult with educators, parents and medical experts.

HEALTH & SAFETY MEASURES

As we begin the school year, the health and safety measures outlined here will be in place for all members of our community in order to mitigate the risk of viral transmission.

Staying at Home When Sick or After Exposure

The most important thing that we can do to prevent virus transmission is to avoid bringing it into school in the first place. Students, faculty, staff and visitors will be expected and asked to stay home in the following situations:

- When exhibiting symptoms associated with COVID-19. Everyone should become familiar with these symptoms. We will establish a daily self-screening protocol for every student and employee (see below).
- Students, faculty and staff with a temperature of 100.0 or above must remain home for 72 hours after the fever is gone, without the use of fever reducing medicines.
- After close contact with persons who have tested positive for COVID-19 or are symptomatic.
- After returning from travel to certain locations, as guided by the CDC or local public health officials.
- If any students, faculty or staff have contracted COVID-19, the school will require documented clearance from a qualified medical professional or the health department before they re-enter the school.

Stay home when you have a temperature of 100 degrees or above.

Screening

All students, faculty, and staff will be required to complete a daily self-screening protocol at home each morning before coming to school. Our screening tool, designed by Children's Hospital, will provide guiding questions that give daily reminders of symptoms to be looking for and other circumstances in which the students, faculty and staff should stay home. The information collected will be managed by the school nurse and treated with the proper privacy and confidentiality restrictions that apply to all student health information.

In addition to at-home self-screening, we will have non-contact thermometers and other in-school screening tools as needed on an individual or communal basis. This may include screenings as students, faculty, staff, parents and visitors enter the building or while they are in class during the day.

Students, faculty and staff who are exhibiting symptoms during the day will be directed to a designated isolation room under the supervision of a school nurse. The school nurse will conduct an evaluation and, in the case of a student, a parent will be contacted. If necessary, the student will be dismissed from a designated location for follow up with a health care provider.

Positive Cases of COVID-19

If a student, faculty or staff member or anyone in their household is confirmed positive for COVID-19, we ask that the parents inform the school nurse at nurse@creightonprep.org as soon as possible.

Cooperation with Local Health Officials

According to public health guidance, upon learning of a positive case of COVID-19 in our community, the school must provide notification to the Douglas County Health Department (DCHD). The school nurse will provide this notification and will communicate with these officials about procedures and guidance.

Contact Tracing

If a student, faculty, staff or visitor to the building tests positive for COVID-19, school staff will follow the guidance of the DCHD to determine close contacts among the school community by reviewing information such as classroom seating arrangements, lunch groups, and team rosters. At that point, DCHD assumes primary responsibility for communicating with those who have been in close contact with the COVID-19 positive individual.

At the time of publication, DCHD considers anyone who has spent more than 15 minutes closer than six feet to a COVID-19 positive a close contact. These close contacts will be required by DCHD to self-quarantine for up to two weeks. School policies will be consistent with DCHD directives. Students and staff who are directed to self-quarantine by DCHD will not be able to come to school or be involved in any school-related activities until they are cleared by the school nurse.

HEALTH AND SAFETY

Communication and Privacy

When a member of our community tests positive for COVID-19, the specifics of the situation will determine what communication is necessary with the broader school community. Privacy considerations, as well as the health and safety of the entire school community, will always be respected. School administration will consult with local health officials about sharing information related to positive cases. Unless directed by local health officials, the school will not identify those who test positive to students or parents.

Return to School

School personnel will communicate instructions to parents of students who need to stay home for COVID-related reasons on how and when their son can return to school. In some cases, this may include a student getting a COVID test or seeing a physician. In other cases, it may include staying home in quarantine for a defined time period. We will rely upon guidelines from medical professionals and local health officials to make these determinations.

Long Term Learning from Home for Students with Health Concerns

Every student has the option to learn from home if they are considered high-risk for complications, if they live with someone who is high-risk, or if they simply think that learning from home is the best choice for them and their families. Students do not need to provide a medical justification for choosing to learn from home full time. They do, however, need to register with the Dean's Office by completing this form as soon as possible, preferably by August 1. Anyone who starts with the remote option will be able to switch to in-person at any time. Likewise, anyone who starts in-person can switch to remote-only if needed.

Attendance in Class from Home

Our goal is that students remain fully enrolled in their classes and keep up with their coursework while at home, as long as they are well enough to do so. When a student needs to stay home for COVID-related reasons but is feeling well enough to continue to participate in class, he should attend school remotely through the tools utilized in a Level 3 scenario. Students will still participate along with their classmates and teachers who are in the building.

Students will not be penalized for staying home whether they are feeling sick, are self-monitoring due to possible exposure, or simply do not feel comfortable with the risk of being in a group setting. There will not be class incentives for in-person attendance.

PREVENTATIVE STEPS TO REDUCE TRANSMISSION RISK

Factors for Limiting Virus Transmission

There are several factors to consider when determining how to mitigate the risk of exposure within a school environment: environmental, use of personal protective equipment (PPE), physical distancing, and duration of exposure. Creighton Prep has adopted the following measures to reduce transmission risk.

Everyone wears a mask at school at all times.

Masks and Other PPE

All employees, students, and visitors must wear an approved face mask at all times while in the building.

Students who are unable to wear a mask for medical reasons may attend school remotely through the tools utilized in a Level 3 scenario. Masks may be removed for eating or drinking while in designated spaces. Please see our face mask guidelines document for more details on proper design and use. Students must bring their own masks every day, keep them clean, and follow other established guidelines throughout the day as directed. Disposable Level 1 surgical masks will be available in the High School Office and Dean's Office for students who forget or lose their masks.

The CDC recommends that people wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. When outdoors, masks are still highly recommended especially when more than six feet of physical distance is unable to be maintained.

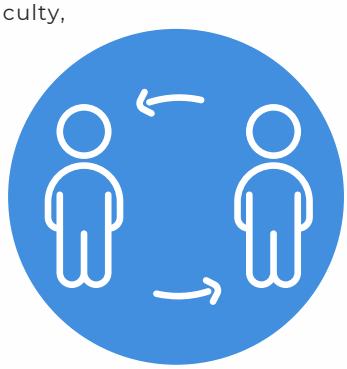
PREVENTATIVE STEPS TO REDUCE TRANSMISSION RISK

Physical Distancing at School

Prep will make a number of adaptations to provide an environment where students, faculty and staff are able and encouraged to maintain appropriate physical distance. **When Prep is operating at near normal capacity, it is not possible for people to maintain physical distancing in excess of six feet.**

Current scientific evidence and the advice of our medical consultants suggest that procedures such as staying home when sick or exposed, a universal masking policy, and good hygiene practices will provide sufficient risk mitigation for our population within our building, even when students are unable to maintain physical distance. We will implement a number of practices to increase the physical distancing of students, faculty, and staff, including:

Physical distance at school whenever possible.



Classroom

- Arrangement of desks for maximum distance
- Assigned seating in the classroom to assist with contact tracing
- Adapting group work to provide greater physical distance among students
- Adapting activities and locations for some courses to maximize distance and avoid activities which have shown greater risk of virus transmission
- Reducing and eliminating shared classroom materials whenever possible

Building

- Enforcing reduced capacity in common gathering areas such as the Lannon Learning Commons, Sullivan Center, Library, etc.
- Designated seating during lunch to maintain six feet distance while eating and to assist with contact tracing
- Active prefecting of common areas and hallways to remind students of distancing guidelines and prevent congestion
- Providing directional assistance in hallways and stairways when necessary
- Increased use of outdoor campus space for various classes and activities

Personal Hygiene

Frequent hand washing and use of hand sanitizers.

Students will receive regular instruction in and visual reminders of personal hygiene procedures to reduce the risk of virus transmission including frequent hand washing, avoiding touching one's face, and sanitizing hands. Prep will provide extra sanitizing stations in common areas and entrances in addition to those already located in classrooms. Students are encouraged to carry and use their own hand sanitizer throughout the day.

Cleaning Procedures

Our maintenance staff have implemented enhanced cleaning and sanitizing procedures throughout the building in accordance with CDC guidelines. Hand sanitizer and sanitizing wipes will be available in each classroom. Students will be expected to sanitize their hands and their workspace at the beginning of each class period. Faculty will facilitate these classroom procedures. Students will also be expected to use sanitizing wipes to disinfect tables, counters, and chairs in common spaces before using them.

Students will sanitize their hands and their workspace at the beginning of each class.

PREVENTATIVE STEPS TO REDUCE TRANSMISSION RISK

Food Service and Lunch Procedures

Serving and consuming food and beverages presents challenges in our current environment. Changes to these procedures will include:

- Water fountains will be accessible for bottle-filling only. Students will be expected to bring their own reusable water containers and rely on them throughout the school days.
- Cafeteria service and procedures will be adapted to minimize or eliminate self-service and to maintain physical distancing.
- Eating locations will be designated, and eating in other locations will not be permitted. These eating locations will be set up to provide recommended physical distancing between students.

Lunch Fee: Absent or Learning from Home

FLIK will continue to provide food service to all Prep students, faculty and staff. Any student whose attendance is marked as absent or learning from home will have their account prorated with refunds for any meals they missed as a result of their absences. Additionally, anytime the school is fully online, all families will receive prorated reimbursements to their accounts for the days when lunches were not served.

Student Entrance and Exit

Drop off and pick up locations and procedures will be as normal. Upon arrival, students may wait for the start of school in the Lannon Learning Commons, Sullivan Center and Mullen Gym. Congregating in hallways should be avoided.

Arrival closer to the start of the school day is preferred when and if possible. All health and safety guidelines including masks and physical distancing are required in the building at all times.

Students who are waiting for pick up will be encouraged to wait outside, weather permitting, and with physical distancing. Departure as soon as possible at the end of the school day is preferred when and if possible. Otherwise, students may wait in the Lannon Learning Commons or the Smith Atrium while maintaining physical distance and wearing masks.

Field Trips

Class field trips will not occur until further notice.

Large Group Gatherings

Assemblies, liturgical services, and social activities will not be able take place as usual. Instead, we will deliver these community-wide events in different formats that allow for physical distancing.

Visitors

All school visitors must wear a mask, have an appointment, check-in at the High School Office, be guided by an employee, and follow all building procedures such as sanitizing their hands and maintaining appropriate physical distance.

Air Filtration

The school has upgraded its HVAC filters from Merv 8 to Merv 13 and will replace filters on a more frequent basis. The HVAC system will also be reprogrammed to maximize air flow and to take in as much outdoor air as possible.

Maintain a safe distance.

TEACHING AND LEARNING

Potential Learning Scenarios

We expect to move smoothly between three educational models as needed in order to adapt to guidelines put forth by state officials and/or the local public health department. We will preserve the same bell schedule and academic calendar within each model. Our goal is to move between levels efficiently and effectively without the need to cancel school during times of transition. Additionally, we expect students, faculty and staff to be absent for extended periods of time. Accommodations for these special needs are represented in each of these levels.

Level 1 - Near Normal

School is open under generally normal conditions except that there is an increased number of absences and all health and safety procedures are in effect. Those students learning from home for health reasons report for classes online as instructed by their teachers.

	A-DAYS	B-DAYS
8:00-9:25	PERIOD 1	PERIOD 2
9:35-11:00	PERIOD 3	COMM PER
11:00-11:40	SOPH/JR LUNCH	SOPH/JR LUNCH
11:10-12:35	PERIOD 5A	PERIOD 4A
11:45-1:10	PERIOD 5B	PERIOD 4B
12:35-1:10	FRESH/SR LUNCH	FRESH/SR LUNCH
1:20-2:45	PERIOD 7	PERIOD 6

Level 2 - Hybrid Cohort Learning To Decrease Density

School is open with increased physical distancing restrictions in place to reduce density and more aggressively mitigate the risk through physical distancing. Students are divided into Blue and White cohorts. Students with last names A-L are in the Blue cohort. Students with last names M-Z are in the White cohort. Cohorts will attend school in-person for two consecutive days followed by remote instruction for two consecutive days. Although we would like to accommodate needs like specific carpools, we are unable to do that and maintain a student population balance in these cohorts. See the chart below for a sample two-week schedule.

MONDAY A-DAY	TUESDAY B-DAY	WEDNESDAY A-DAY	THURSDAY B-DAY	FRIDAY A-DAY
BLUE = IN PERSON WHITE = REMOTE	BLUE = IN PERSON WHITE = REMOTE	WHITE = IN PERSON BLUE = REMOTE	WHITE = IN PERSON BLUE = REMOTE	BLUE = IN PERSON WHITE = REMOTE
MONDAY B-DAY	**TUESDAY A-DAY**	**WEDNESDAY B-DAY**	**THURSDAY A-DAY**	**FRIDAY B-DAY**
BLUE = IN PERSON WHITE = REMOTE	WHITE = IN PERSON BLUE = REMOTE	WHITE = IN PERSON BLUE = REMOTE	BLUE = IN PERSON WHITE = REMOTE	BLUE = IN PERSON WHITE = REMOTE

Level 3 - Fully Remote

Upon learning of a positive COVID-19 case, it may be necessary to temporarily close the school for contact tracing, cleaning, and to mitigate transmission. We will closely monitor community transmission rates, our student absentee rate, our staffing capacity, and the guidance of local health officials in making these decisions. In the event of a building closure, we will move to a Level 3 scenario with communication through SchoolMessenger and email. The school will move to 100% remote learning and co-curriculars on an intermittent or long-term basis depending on the circumstances. We will continue to follow our same alternating A/B block schedule.

TEACHING AND LEARNING

Moving Between Levels

Prep's plan has three distinct learning scenarios to help us respond to the pandemic. We will follow guidance from the Nebraska Department of Education (NDE) and local public health officials about how to adjust our approach to keep our community safe based on the rate of local COVID-19 transmission.

Two important data points will help us determine our learning level as the year progresses. First, we will consider the risk assessment provided by the Douglas County Health Department. Second, we will take into consideration the rolling average of positive cases within the Prep community over the last three weeks.

You can see in the chart below which model we will likely be in based on those two pieces of data. For example, if the dial is orange and the three-week average of positive cases is 2.5, we would be in Level 2 - Hybrid Cohort model.

We will communicate our current status each week in the Parent Pulse, where will share the positive cases and quarantines for the week and our three-week average. Unless the situation is urgent, we will communicate any changes to our learning model with a few days of advanced notice to allow for a smooth transition.

Risk Assessment Matrix and Associated Learning Level

PREP CASES*	DOUGLAS COUNTY RISK ASSESSMENT DIAL			
	LOW	MODERATE	HIGH	SEVERE
0 - 1.99	1	1	1	2/3
2 - 3.99	1	1	2	3
4 - 5.99	2	2	2	3
6 - 7.99	2	2	2/3	3
8 - 9.99	2	3	3	3
10+	3	3	3	3

*Prep Cases: Determined by calculating the 3-week rolling average number of diagnosed COVID-19 students, faculty and staff.

Legend

1 = Level 1: Near Normal Capacity
2 = Level 2: Hyrbid Cohort to Reduce Density
2/3 = The school will determine the appropriate learning environment based on close evaluation of current circumstances.
3 = Fully Remote Learning

TEACHING AND LEARNING

Instructional Approaches

Survey results of students, parents, and teachers presented a clear preference for scheduled, real-time learning opportunities, highlighting the importance of the interactions that take place during those times. In an effort to honor those preferences, the school has placed a priority on maximizing learning through a combined synchronous and asynchronous pedagogical approach.

Faculty have engaged in professional development and planning this summer to optimize their impact on student learning and engagement in each of the possible scenarios. We understand that there are skills and learning gaps and will target instruction accordingly throughout the year. Every effort will be made to ensure that students learning from home due to health concerns will be effectively accommodated and experience the equivalent educational experience as those in the classroom insofar as circumstances will allow.

Course Platforms and Communications

Prep will provide communication systems that are consistent and reliable regardless of the scenario. Prep's learning management system is Canvas, the student information and grading system is PowerSchool. Zoom and Google Meet are technologies chosen to help our Prep student community stay connected when they are unable to be physically present in the classroom. Students who are not present may use their iPad, phone or another device to connect to the classroom with the link provided by the teacher on Canvas.

Student communications will include:

- Daily announcements posted on the school website
- Agendas will be posted for each class meeting in Canvas including links to resources, notes, materials for distribution to students, and expectations for homework
- Most assignments will be collected digitally using platforms such as Canvas, Google Drive or Turnitin
- Students are expected to monitor their Canvas course pages and calendars as well as email each day
- Students and parents will receive email and SchoolMessenger notifications from the administration when there are any important updates or changes to Prep's three different learning levels

Grading and Assessments

Traditional grades will be used to report students' academic performance in their courses. Semester grades will be reported on students' transcripts. The Prep Profile will include a description of the methods of instruction and grading approaches for each year during the pandemic. This profile accompanies every Prep transcript submitted to colleges.

Students and parents can regularly monitor performance in PowerSchool.

Some of the practices of assessment may shift away from objective tests and quizzes toward the use of project-based, performance-based or other appropriate assessments. At this point, we intend to administer final cumulative exams at the end of the semester. These exams may be administered online.

Remote learning presents challenges for some students in keeping up with daily work. Student work should be submitted on the due date and time and in the manner specified by the teacher.

Communications on academic matters should ideally begin between the student and his teacher. If further conversation is needed, please refer to the section titled Discussion of Concerns - Resolution of Concerns in the Student and Parent Handbook.

Parents may contact their son's teacher and counselor if their son is experiencing significant obstacles or limitations during the pandemic. This may include technology challenges, illness, care for family members, learning challenges, or emotional turmoil. The school will offer care to students and do its best to respond to these challenges.

STUDENT LIFE AT PREP

Student Activities and Faith Formation

There are many programs that provide students with opportunities for growth, challenge, fun and achievement outside the classroom. It is important that student life offerings continue in modified formats. Prep is planning to resume co-curricular and Campus Ministry activities in the fall and will follow school safety guidelines and protocols. Programs such as retreats, service, and sacramental ministry will be offered in modified formats. Students with changes to required service hours will be notified by Campus Ministry.

Cura Personalis and Student Support Services

The Catholic Jesuit concept of *cura personalis*, which translates as care of the whole person, suggests individualized attention to the needs of others and distinct respect for unique circumstances and concerns. During these difficult times, Prep is committed to providing distinctive care to the social-emotional needs of students.

Student Support Services personnel will continue to meet with students, provide services, and deliver curriculum during Community Periods. They also will continue meeting with, and providing services to, individual students on an as-needed basis. Counseling staff will be available to help students who are absent and cannot participate, and may choose to meet with small groups online or with individuals to provide personal support. Parents are encouraged to communicate any concerns regarding their son's mental health to their son's counselor.

The Director of College Counseling, along with the student's regular counselor, will provide guidance and support to the student and his parents in preparation for and during the college admissions process. Some of the traditional practices in college admissions will shift due to the pandemic. Counseling staff will support students and parents and provide updated and accurate information to assist in completing this process.

Athletics

The Athletic Department has developed return-to-play plans that follow local and national safety guidelines. We have received initial guidance from the Nebraska School Activities Association (NSAA) on how to conduct athletic practices and competitions and will continue to follow their procedures and protocols throughout the school year.

The NSAA's plans make player, coach, and spectator safety the priority, and provide details on keeping athletic equipment, facilities and venues clean and safe for everyone to utilize. All participants must complete and submit a guardian-signed participation waiver. All coaches and staff have implemented enhanced safety procedures, and the school will continue to adapt to recommendations and incorporate additional measures as needed. We are continually working on:

- Conducting athletic conditioning while following all safety guidelines
- Safely returning to contact days in July and practice in August
- Enhancing safety policies for all facilities and venues
- Establishing a spectator and event hosting policy
- Developing a transportation plan for competitions

Maintain a safe distance.

Conclusion

Thank you for taking the time to review this important information. We will continue to work through details as the summer comes to an end and there will be more information to share in the weeks ahead. While we do not anticipate any major changes to what has been outlined here, we do know that flexibility and patience will be instrumental as we navigate this new terrain together. If you have any questions or concerns, you are always welcome to reach out by emailing us at hso@creightonprep.org or calling the school directly at 402-393-1190.