

# Health and Safety Plan



**Dr. Howard Fuller**  
**Collegiate Academy**  
– Founded in 2004 –

Dear Students and Parents of the Dr. Howard Fuller Collegiate Academy,

Welcome to the 2020-2021 school year! You have all been a part of our thoughts and prayers. We hope that you have been able to remain healthy and safe over the past few months. These are strange times that we are living in, but through all of this, I hope you have been able to see the opportunities that are present in this sea of change.

Virtual learning at the beginning of the emergency school closure taught us the critical value of technology. The social unrest related to racial intolerance and bigotry reminded us the value of leadership. Driven by these realities, the Dr. Howard Fuller Collegiate Academy will be intensifying our focus on developing our scholars as critical thinkers, community leaders, and self-directed learners.

We will continue to offer important leadership opportunities through dual enrollment, Tech Ambassadors, Student Council, National Honor Society, and the Robotics Club. As part of our new four-year career pathway in technology, students will have the opportunity to earn certification in Google and Microsoft Teams. In later years, they will be able to pursue graphic design or a focus area of information technology. Every student will have an adult mentor who will develop their ability to organize their time, to communicate professionally, to understand financial literacy and to weigh the significance of events in our society and world.

We will accomplish all of this while creating a healthy and safe environment for all. This handbook includes our newly written health and safety plan. Our plan is written so that you can see everything that we are doing that aligns with the recommendations from the Center for Disease Control (CDC). School will open virtually on August 31, 2020. In October, given community spread is under control, we will host several Open Parent Meetings to weigh reopening for face-to-face instruction.

Please take a moment to read our community's Health and Safety Plan. We will need your written acknowledgment that you have reviewed it at the start of the school year. Please also share any additional concerns that you may have about our school's plan for health and safety and learning.

We are a school of choice that is held to high expectations by the City of Milwaukee and our Board of Directors. Most of all, we are committed to earning your trust and respect. We thank you for choosing the Dr. Howard Fuller Collegiate Academy to educate your child and to prepare him or her for his to and through college journey.

Sincerely,

Judith Parker  
Principal

## **Table of Contents**

|   |           |
|---|-----------|
| <b>School Communication Plan</b>  | <b>4</b>  |
| <b>What is Coronavirus-19 and how is it spread?</b>                         | <b>5</b>  |
| <b>Quick Reference Guide: HFCA’s CDC-Aligned Policies and Procedures</b>    | <b>6</b>  |
| <b>Self Quarantine and Return to School Guidelines</b>                      | <b>10</b> |
| <b>Social Emotional Supports during COVID-19 CLOSURES</b>                   | <b>13</b> |
| <b>Classroom Webcams</b>  | <b>14</b> |
| <b>Hygiene and Cleaning Procedures</b>                                      | <b>14</b> |
| <b>Social Distancing in the Classroom</b>                                   | <b>15</b> |
| <b>School Closure</b>   | <b>16</b> |
| <b>School Activities</b>  | <b>17</b> |
| <b>Entry and Dismissal Procedures</b>                                       | <b>18</b> |
| <b>Locker Policies</b>  | <b>19</b> |
| <b>Passing Periods</b>  | <b>20</b> |
| <b>Restroom Use</b>   | <b>20</b> |
| <b>Eating surfaces must be cleaned by the user before and after eating.</b> | <b>20</b> |
| <b>Meeting Areas and Offices</b>  | <b>20</b> |
| <b>Cell Phones and Electronic Devices</b>                                   | <b>21</b> |
| <b>Discipline Plan</b>  | <b>22</b> |
| <b>Resources Used to Develop Guidelines and Policies</b>                    | <b>25</b> |

## **School Communication Plan**

Following the initial COVID-19 emergency shutdown of schools in March of 2020, it was clear that our HFCA community would benefit from a transparent communication plan.

Communication between home and school will include the following methods which are listed in order from the form we will use most frequently to less frequently:

1. Remind App / Text
2. Infinite Campus\*
3. Email
4. Phone Calls
5. HFCA Web Page
6. HFCA Facebook Page
7. Regular mail

**To stay informed about closings, outbreaks, academics and activities, please do the following:**

★ **Update us when a phone number, address, or email changes. You can do this by emailing one of the following people:**

- Principal Judith Parker at [j.parker@howardfullerca.org](mailto:j.parker@howardfullerca.org),
- Ms. Hannah at [t.hannah@howardfullerca.org](mailto:t.hannah@howardfullerca.org), Compliance Manager
- Ms. Hightower at [S.Hightower@howardfullerca.org](mailto:S.Hightower@howardfullerca.org), Office Coordinator
- Mr. Butler at [a.butler@howardfullerca.org](mailto:a.butler@howardfullerca.org), Parent Liaison

- ★ Download our common school apps to your personal devices: Remind and Infinite Campus. If you need technical support, your child's mentor can help.
- ★ Check and monitor grades through Infinite Campus.
- ★ Like us on Facebook for ongoing updates about good news from the school.
- ★ Learn the name of your child's mentor and store the Mentor's contact information in your phone.

If an emergency closure is necessary, this information will also be shared with WISN-12 and TMJ-4.

## **What is Coronavirus-19 and how is it spread?**

According to the Center for Disease Control, “there are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in [many affected geographic areas](#). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.”

The Center for Disease Control has made specific recommendations to prevent contracting the virus. On the following pages, the Dr. Howard Fuller Collegiate Academy has aligned our safety procedures to these recommendations in order to support individuals’ efforts to remain healthy.

The City of Milwaukee encourages all of us to Stop COVID-19 spread by:

- Staying home with your family
- Washing your hands and surfaces often
- Keeping 6 feet or more away from others in public spaces
- Do not meet in groups of any size
- Covering your nose/mouth with mask/cloth

The Health Department recommends that you call your doctor or call 2-1-1 if you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing. Tell them about your symptoms and your exposure. They will decide whether you need to be tested. Consult your health care provider for any other symptoms that are severe or concerning.

## Quick Reference Guide: HFCA's CDC-Aligned Policies and Procedures

| CDC Recommends  | HFCA's Policies and Procedures  |
|---|---|
| <p>WASHING HANDS often with soap and water for at least 20 seconds, or if soap and water are not readily available, using a hand sanitizer with at least 60% alcohol especially:</p> <p>Before:</p> <ul style="list-style-type: none"> <li>● Eating Or Preparing Food;</li> <li>● Touching Your Face;</li> </ul> <p>and After:</p> <ul style="list-style-type: none"> <li>● Blowing Your Nose, Coughing Or Sneezing;</li> <li>● Being In A Public Place;</li> <li>● Taking Off Your Face Covering;</li> <li>● Caring For A Sick Person;</li> <li>● Petting/Touching An Animal; And</li> <li>● Using The Restroom Or Changing A Diaper.</li> </ul> | <p>HFCA provides:</p> <ul style="list-style-type: none"> <li>● Hand sanitizer stations at the school's entrance, common areas including hallways. Eating areas, and bathrooms, offices, and classrooms (Hand sanitizer contains at least 60% alcohol); and</li> <li>● Restrooms with touchless faucets, soap and air dryers;</li> <li>● Proper handwashing demonstrations, videos and step-by-step posters;</li> <li>● Disposable wipes to wipe student desks and equipment;</li> <li>● Hygiene reminders by staff during entry to school, entry and exit from class, entry and exit from lunch or locker area, entry and exit from offices; and</li> <li>● Tissue provided in classrooms.</li> </ul> |
| <p>AVOID CLOSE CONTACT by maintaining 6 feet (2 arms' length) between yourself and people who are sick AND between people who do not live in your household.</p>  | <p>HFCA has:</p> <ul style="list-style-type: none"> <li>● Reconfigured classrooms so that students' desks are distanced 6 feet apart;</li> <li>● Added floor markings to provide guidance about where to stand in relation to others;</li> <li>● Made all hallways ONE WAY and decreased passing periods to limit the time that students will mingle;</li> </ul>  |

Continued

AVOID CLOSE CONTACT by maintaining 6 feet (2 arms' length) between yourself and people who are sick AND between people who do not live in your household.

COVER YOUR MOUTH AND NOSE with a cloth face covering (mask) when around others

- Asked staff who must not be physically present in the school building to telework to give people at the school building a place to work in unshared spaces.
- Required that if face-to-face meetings must occur, all participants wear face coverings and sit 6 feet apart with the door open;
- Offered families the option to have their child learn from home;
- Limited the number of scholars allowed in a restroom, or other confined space, to avoid close contact;
- Created classroom rotations so that cohorts of students remain together;
- When face-to-face instruction resumes, students who need to learn from home will be able to do so through webcam technology;
- Teachers will rotate through classes and students will remain in one classroom; and
- Created class schedules so that student groups will attend school on different days to create social distance in classrooms, hallways, restrooms, and common areas.

HFCA requires:

- All students, staff, and visitors to wear face masks (fabric coverings clean and in good condition that cover the nose and mouth) while indoors while continuing to social distance.
- Individuals with asthma can wear a face shield as Personal Protective Equipment and take breaks from wearing the mask directly over both the nose and mouth.
- All students to comply with the face covering expectations and will provide each scholar with 2 cloth masks -- one each semester. Scholars are expected to wash their masks after each day and bring them to school with them.
- Individuals to follow expectations for face coverings without exception. The Equal Employment Opportunity Commission (EEOC) has said an individual with COVID-19 poses a “direct threat” to the safety of others and the CDC states that cloth face coverings are meant to protect others in case the wearer is unknowingly infected with the virus. Therefore, an individual that

CLEAN and DISINFECT frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

MONITOR YOUR HEALTH DAILY by being alert for symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

refuses to wear a mask in violation of the policy is engaged in behavior that poses a potential health risk to students and staff and will be prohibited from being in the school (including suspension) and restricted to virtual learning (Pursuant to Wis. Stat. 120.13 (1) (b)).

- Additionally, any individual who intentionally coughs, sneezes, breathes on another person, whether in jest or with malicious intent, will be banned immediately from the Dr. Howard Fuller Collegiate Academy school building and may face additional consequences including expulsion (student) or termination (employee).

HFCA will:

- Clean and disinfect frequently-touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, lockers, toilets, faucets, sinks, offices in which students visit, and other frequently visit spaces) daily using **CHEMICALS**.
- Post reminders and make reminder announcements throughout the day about hand-washing, face covering, symptom reporting, and social distancing.

HFCA will:

- Conduct daily temperature checks and use health questionnaires upon entry for every student, staff member and visitor of longer than 10 minutes;
- Send home anyone who arrives with any of the COVID-19 warning symptoms. Upon arrival, he or she will be isolated inside of conference room inside the Principal's Office until a family member can come and pick them up (People who may have been infected with COVID-19 are not welcome to use public transportation).
- Require the following individuals to quarantine at home for a minimum of 15 days and return to school after we have consulted with the Milwaukee Health Department and the mitigation factors outlined by the Center for Disease Control have been met. This expectation will apply to anyone who has been:



BRINGING BACK EMPLOYEES  
WHOSE PHYSICAL  
PRESENCE IS NECESSARY

Continued

BRINGING BACK EMPLOYEES  
WHOSE PHYSICAL  
PRESENCE IS NECESSARY

RETURNING STUDENTS TO  
SCHOOL BUILDING

- sent home because they have shown these symptoms;
- have been exposed to COVID through casual contact;
- live with someone who has COVID or who has tested positive for COVID-19 but who is not themselves showing any symptoms; and
- Ill students (not limited to any of the warning symptoms of COVID-19) will have virtual access to class.

HFCA's employees (teachers and staff) whose physical presence is not essential to the operation of the school will work remotely during times of 100% virtual learning. All staff will engage in temperature screenings and health questionnaires upon entry. Staff who are exhibiting any of the symptoms but are well enough to engage in instructional activities will telework.

When staff, who are not needed for Face to Face instruction days enter the building, they w

When the school is reopened for face-to-face instruction this year, teachers and staff will balance their time between home and school (part-time work from school building, part-time work remotely).

When we are following a 100% virtual model, students will be allowed into the school only if he or she needs:

- To meet with a teacher or staff member for instructional reasons;
- To meet for pre-arranged tutoring;
- To take an assessment related to an IEP or IEP evaluation;
- To pick up records or educational materials computer, charger, books, reference materials); and
- To receive COVID-19 Impact Services (CIS) (for students with IEPs. This is an increase in instructional minutes of services to reverse any learning loss as a result of emergency school shutdowns since March 2020).

When we are following a hybrid attendance model, only students scheduled for classes on that day will be allowed to enter the school unless

**POSITIVE TEST RESPONSE** policy to outline the steps the organization will take when a member of the community has tested positive for COVID-19.

they have any of the above-listed needs and parent permission.

If a student or staff member tests POSITIVE for COVID-19, HFCA will:

- Send notice via EMAIL and Blackboard Connect to all current email addresses and phone numbers of parents to inform them of the positive test result;
- Add positive test results to the student's cumulative folder while honoring Federally Education Right To Privacy ACT. No student who has received a positive test result will have their name shared publicly. Only the principal and the Director of Counseling will be informed;
- Sanitize and disinfect the entire school area that the person with the positive test came in contact with;
- Close the school for a 14-day quarantine for the entire community and resume virtual learning;
- Notify the Milwaukee Health Department (MHD) and engage with the MHD or designee to conduct Contact Tracing; and
- Require the individual with a positive COVID-19 test to be free of symptoms or to have two negative tests within 3 days to return.

### Self Quarantine and Return to School Guidelines

| Description of Exposure to COVID-19      | You Can Return to School, If:   |
|--|---|
| I tested positive but I have no symptoms | <p>All must be true:</p> <ul style="list-style-type: none"> <li>● At least 15 days since symptoms first appeared and you continue to have no symptoms</li> <li>● At least 48 hours with no fever without fever-reducing medication and symptoms have improved</li> <li>● You have been tested to see if you still have COVID-19.</li> <li>● If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 48 hours apart.</li> </ul> |

I have a weakened immune system due to a health condition or medication. When can I be around others?

People with conditions that weaken their immune system might need to stay home long-term. Contact one of the following administrators to discuss your options.

- Judith Parker, [j.parker@howardfullerca.org](mailto:j.parker@howardfullerca.org), Principal
- Kasey Herd, [k.herd@howardfullerca.org](mailto:k.herd@howardfullerca.org), Dean of School Culture
- Samantha Mewes, [s.mewes@howardfullerca.org](mailto:s.mewes@howardfullerca.org), Director of Counseling, Samantha Mewes
- Michelle Bergeron, [m.bergeron@howardfullerca.org](mailto:m.bergeron@howardfullerca.org), Special Education Lead Teacher

Immune system conditions that the CDC considers immunocompromised are:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes

From the CDC --

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- Asthma (moderate to severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis

- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines)
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (type of blood disorder)
- Type 1 diabetes mellitus

For Anyone Who Has Been  
Around a Person with  
COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 15 days after exposure based on the time it takes to develop illness.

## Social Emotional Supports during COVID-19 CLOSURES

| This is what I'm experiencing   | This is who I can contact  |
|---|--|
| <p>It is normal to have a range of feelings during this pandemic. If you are feeling any of the following feelings more than one day, please reach out to one of our counselors:</p> <p>I feel sad and alone. I have too many responsibilities or I feel like I'm alone too much.</p> <p>I'm frustrated and angry at people or processes. Everything ticks me off. Silence and violence. I am beyond angry.</p> <p>Now I just want to lash out and hurt someone. I don't care to follow anyone's rules, even my parents.</p> <p>I'm shutting down and won't participate in school or home.</p> <p>I'm overwhelmed. I want to give up on school.</p> | <ul style="list-style-type: none"> <li>• Samantha Mewes, <a href="mailto:s.mewes@howardfullerca.org">s.mewes@howardfullerca.org</a>, Director of Counseling</li> <li>• Sharon Lloyd, <a href="mailto:s.lloyd@howardfullerca.org">s.lloyd@howardfullerca.org</a>, Guidance Counselor</li> </ul> <p>You can also submit a counseling ticket on our website, <a href="http://www.howardfullerca.org">www.howardfullerca.org</a></p> |
| <p>I am thinking about having sex or that I might be pregnant.</p>  | <p><b>Planned Parenthood</b><br/>           5380 W Fond Du Lac Ave<br/>           Milwaukee, WI 53216<br/>           414-536-6690</p> <p>*There are additional Milwaukee locations available.</p>  |
| <p>I've had unprotected sex and I think I'm sick from this.</p>   | <p><b>Planned Parenthood</b><br/>           5380 W Fond Du Lac Ave<br/>           Milwaukee, WI 53216<br/>           414-536-6690</p> <p>*There are additional Milwaukee locations available.</p>  |
| <p>Someone has hurt me physically or sexually.</p>  | <p>If the abuse is happening now or is violent in nature, <b>call 911.</b></p> <p><b>Division of Milwaukee Child Protective Services<br/>           Administration Office and Access</b><br/>           635 North 26th Street<br/>           Milwaukee, WI 53233</p> <p><b>To report child abuse/neglect: 414-220-SAFE (7233)<br/>           After hours number: 414-220-SAFE (7233)</b></p>                                     |
| <p>There is no electricity or heat in my home.</p>  | <p><b>WE Energies<br/>           Residential Customer Service<br/>           800-242-9137 (24 hours a day)</b></p>   |

|  |  |
|--|--|
|  | <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>Department of Health and Human Services: Energy Assistance</b><br/> <b>Call to schedule appointment: 414-270-4-MKE</b><br/> <b>If you're a qualified Energy Assistance client, and your furnace, boiler or other heating system quits during our heating season (October 1-May 15), dial 211 at any time, 24-hours-per-day, 7-days-per-week</b></p> |
| There is no running water in our home.   | <p style="text-align: center;"><b>Milwaukee Water Works</b><br/> Zeidler Municipal Building, 841 N. Broadway, Room 406<br/> Milwaukee, WI 53202<br/> Monday-Friday, 8am-4:30pm<br/> 414-286-2830<br/> 24 Hour Control Center - 414-286-3710</p>  |
| There is no Internet connection in our home.   | <p>Submit a <b>Technology Help Desk Ticket</b> on our website, <a href="http://www.howardfullerca.org">www.howardfullerca.org</a></p>  |
| I'm living with domestic violence and I want help.   | <p style="text-align: center;"><b>Sojourner Truth Peace Center</b><br/> 619 W. Walnut Street   Milwaukee, WI 53212<br/> 24-hour hotline &amp; crisis shelter:<br/> Available 24/7<br/> (414) 933-2722<br/> Office hours:<br/> Monday - Thursday, 8 a.m. - 7 p.m.<br/> Friday 8 a.m. - 5 p.m.</p>   |
| We are running out of food.  | <p style="text-align: center;"><b>Hunger Task Force</b><br/> 201 S. Hawley Court<br/> Milwaukee, WI 53214<br/> (414) 777-0483<br/> Send a specific inquiry to<br/> <a href="mailto:info@hungertaskforce.org">info@hungertaskforce.org</a></p> <p><a href="https://www.hungertaskforce.org/what-we-do/get-help-now-covid-19/">https://www.hungertaskforce.org/what-we-do/get-help-now-covid-19/</a></p>                             |
| I have a family member struggling from addiction and is becoming a danger to himself or herself or others. | <p style="text-align: center;"><b>Milwaukee Comprehensive Treatment Centers</b><br/> <b>Phone:</b> (855) 409-7732<br/> <b>Website:</b> <a href="https://www.milwaukeeetc.com/location/">https://www.milwaukeeetc.com/location/</a></p>   |

## Classroom Webcams

HFCA will be using webcams in classrooms so that students who are working from home are able to visit the class in real-time. As a result, all students and families will need to sign the Video Consent form for Instructional Environments and consent forms.

## **Hygiene and Cleaning Procedures**

According to the U.S. Centers for Disease Control and Prevention frequent handwashing and cleaning of touched surfaces should occur throughout the day. Students and staff will be required to wear masks throughout the school building. Dr. Howard Fuller Collegiate Academy will not be responsible for providing masks to students and staff but there will be temporary masks available as inventory permits.

Upon arrival and passing the health screening (temperature checks) and health questionnaire students will then proceed to wash their hands at one of the two handwashing stations that will be located in the Main Office area and Union before proceeding to lockers. Students will be provided with hand sanitizer and wipes with 70-85% alcohol in the classroom when water is not accessible.

The restrooms will be cleaned twice during the day and then a final cleaning at the end of the day once all students and staff have exited the building. During any after school events, the commonly used areas will be cleaned before and after the event.

## **Social Distancing in the Classroom**

In order to allow for social distancing which requires students to maintain (6 feet) of separation in the classroom recommended by the U.S. Centers for Disease Control and Prevention student attendance will be staggered.

For example, 9th grade students and 10th grade students will attend on Tuesday and Thursday of the week. The 11th grade students and 12th grade students will attend Wednesday and Friday. On days that students are not in the school for face-to-face instruction, students will engage in synchronous instruction with teachers and attendance will be taken.

When students return to face-to-face classes, they will stay in their learning cohorts while teachers rotate in and out, with the exception of biology and chemistry classes, which will continue to take place in lab rooms.

These staggered schedules will help minimize the contraction and spread of the virus as well as reduce school traffic to allow for proper cleaning of school facilities.

Students will be required to wear masks upon entry and until dismissal. Masks can be removed to eat, drink and take medicine.

Every student at Dr. Howard Fuller Collegiate Academy is assigned a Chromebook and will be restricted from sharing, touching or using another student's Chromebook. Each student will clean their Chromebook at the beginning and end of the school day. The school will provide students with individual access to calculators, books, lockers and writing utensils so that no student shares these things. Students may accustomed to sharing lockers

Students will be allowed to bring a 12 oz water bottle that has a lid that closes so that they can remain hydrated throughout the day. Only water is allowed in classrooms and no water bottles can be shared between students. Water bubblers will be turned off for community safety.



## School Closure

Until there is a vaccine for COVID-19 or until the spread of COVID-19 is no longer a threat to Americans' health and safety, the need to close school to stop the spread of COVID-19 remains imminent.

The Dr. Howard Fuller Collegiate Academy will always choose the health and safety of its students, families and staff above the conveniences that we enjoyed before the Pandemic including sports, after school activities and assemblies. Face-to-face instruction is an important feature of learning but we believe that by students, parents, and teachers working together we can help all students .

The 2020-2021 school year will start with virtual instruction. In mid-October, we will hold an Open Meeting to examine the following criteria to determine if school should reopen to face-to-face instruction:

- Milwaukee Health Department Gaiting Criteria
- Wisconsin Department of Health Services COVID-19 Case Activity Level is in a downward trajectory over 4 consecutive weeks
- The City of Milwaukee has entered Stage 5 of the Milwaukee Forward Plan
- WAITING ON MHD GUIDANCE

**Because of the rapid rate in which COVID-19 spreads, we will close the school for 15 days if one person is diagnosed with COVID-19 and attended classes or worked in the school within the 48 hours of the individual's test date.**

**If there is a COVID-19 outbreak, all families will be informed of our need to close the school using all methods outlined in the school communication plan.**

| Activities                        | Social Distancing requirements   | Community Spread  |
|-----------------------------------|--|---|
| After School Activities and Clubs | <ul style="list-style-type: none"> <li>● Temperature Checks</li> <li>● Face Covering</li> <li>● 6-ft apart</li> <li>● 75% capacity</li> <li>● Encouraging of handwashing</li> <li>● Reporting of anyone presenting with any symptoms to administration and to parents</li> <li>● Written Parent Permission</li> <li>● Logging all attendees</li> </ul> | <ul style="list-style-type: none"> <li>● Milwaukee Health Department Gaiting Criteria</li> <li>● Wisconsin Department of Health Services COVID-19 Case Activity Level is in a downward trajectory over 4 consecutive weeks</li> <li>● The City of Milwaukee has entered Stage 5 of the Milwaukee Forward Plan</li> <li>● WAITING ON MHD GUIDANCE</li> </ul> |
| Sports                            |  | <ul style="list-style-type: none"> <li>● Same criteria as after-school activities AND</li> <li>● Wisconsin Interscholastic Athletic Association permissions</li> <li>● Partner school (if applicable)</li> </ul>  |
| Field Trips                       | <ul style="list-style-type: none"> <li>● Same Criteria as After School Activities AND</li> <li>● Field Trip has Social Distance guidelines in place</li> <li>● Field Trip location is not in a Zip Code that has had an increase in positive COVID-19 test results in the past three (3) weeks</li> </ul>  | <ul style="list-style-type: none"> <li>● Milwaukee Health Department Gaiting Criteria</li> <li>● Wisconsin Department of Health Services COVID-19 Case Activity Level is in a downward trajectory over 4 consecutive weeks</li> <li>● The City of Milwaukee has entered Stage 5 of the Milwaukee Forward Plan</li> <li>● WAITING ON MHD GUIDANCE</li> </ul> |

### School Activities

All organizations, community partners, and coaches are expected to follow and enforce our health and safety plan expectations without exception. Below is a chart that outlines the decision-making process we will undertake to determine if each respective activity can occur.

## Entry and Dismissal Procedures

| Time of Day | 25% - 50% Capacity  | 51% - 75% Capacity   | 76% -100%   |
|-------------|---|--|---|
| Entry       | <ul style="list-style-type: none"> <li>• Two separate doors for entry (Main Office and Union Doors)</li> <li>• Temperature Check and Health Questionnaire</li> <li>• Face Coverings</li> <li>• Hand Sanitizing at door</li> <li>• Controlled entry to locker area</li> <li>• Eating breakfast in Pride</li> <li>• Lockers assigned for spacing</li> <li>• No collection of cell phones. Cell phones kept off in lockers.</li> <li>• Lockers and high touch areas wiped down following entry.</li> <li>• Union tables washed with soap and water after entry.</li> </ul> | <ul style="list-style-type: none"> <li>• Two separate doors for entry (Main Office and Union Doors)</li> <li>• Temperature Check and Health Questionnaire</li> <li>• Face Coverings</li> <li>• Hand Sanitizing at door</li> <li>• Controlled entry to locker area</li> <li>• Forward-facing, alternate seat breakfast in Commons</li> <li>• Lockers assigned for spacing</li> <li>• No collection of cell phones. Cell phones kept off in lockers.</li> <li>• Lockers and high touch areas wiped down following entry.</li> <li>• Union tables washed with soap and water after entr.</li> </ul> | <ul style="list-style-type: none"> <li>• One Entry at Union</li> <li>• Temperature Check and Health Questionnaire</li> <li>• Face Coverings</li> <li>• Hand Sanitizing at door</li> <li>• Immediate access to locker area</li> <li>• Forward-facing, alternate seat breakfast in Commons</li> <li>• Lockers assigned for spacing</li> <li>• No collection of cell phones. Cell phones kept off in lockers.</li> <li>• Lockers and high touch areas wiped down following entry.</li> <li>• Union tables washed with soap and water after entry.</li> </ul> |
| Lunchtime   | <ul style="list-style-type: none"> <li>• Eating in classrooms</li> <li>• Lunches delivered to classrooms</li> <li>• Handwashing and hand sanitizer provided to students</li> <li>• Chromebooks and personal seating space wiped down by students with disinfectant wipes before and after eating</li> <li>• Outdoor seating during</li> </ul>   | <ul style="list-style-type: none"> <li>• Eating in Union with forward facing alternate seating</li> <li>• Outdoor seating during lunch in rear parking lot is available</li> <li>• Lunch passed out in lines with 6-ft standing spacing</li> <li>• Handwashing and hand sanitizer provided to students</li> <li>• Chromebooks and personal</li> </ul>  | <ul style="list-style-type: none"> <li>• Eating in Union with forward facing alternate seating</li> <li>• Lunch passed out in lines with 6-ft standing spacing</li> <li>• Handwashing and hand sanitizer provided to students</li> <li>• Chromebooks and personal seating space wiped down by students with disinfectant wipes</li> </ul>   |

|           |   |   |   |
|-----------|---|---|---|
| Dismissal | lunch in rear parking lot is available<br><ul style="list-style-type: none"> <li>• Temperature checks</li> </ul>  | seating space wiped down by students with disinfectant wipes before and after eating<br><ul style="list-style-type: none"> <li>• Tables wiped down with soap and water after lunch</li> <li>• Temperature checks</li> </ul>                     | before and after eating<br><ul style="list-style-type: none"> <li>• Outdoor seating during lunch in rear parking lot is available</li> <li>• Tables wiped down with soap and water after lunch</li> <li>• Temperature checks</li> </ul>         |
|           | <ul style="list-style-type: none"> <li>• Staggered dismissal to reduce gathering in Union by lockers.</li> <li>• Limited restroom entry to accommodate social distancing.</li> <li>• Re-entry is not allowed unless in an emergency.</li> </ul> | <ul style="list-style-type: none"> <li>• Staggered dismissal to reduce gathering in Union by lockers.</li> <li>• Limited restroom entry to accommodate social distancing.</li> <li>• Re-entry is not allowed unless in an emergency.</li> </ul> | <ul style="list-style-type: none"> <li>• Staggered dismissal to reduce gathering in Union by lockers.</li> <li>• Limited restroom entry to accommodate social distancing.</li> <li>• Re-entry is not allowed unless in an emergency.</li> </ul> |

## Locker Policies

Lockers are HFCA property and students are expected to follow the directions given by HFCA personnel concerning the use of lockers and the protection of personal property. Lockers are assigned to students at the beginning of HFCA year. As a result of COVID-19 and the need for social distance, lockers will be assigned so that students are spaced 6-ft apart should students in the same grade level are gathered in the Commons during arrival and dismissal. Students are responsible for their assigned locker and its content. **Students will be assigned individual lockers and, because of health concerns, must not share their locker combinations or a locker with other students.**

HFCA does not relinquish its exclusive control of lockers provided for the convenience of students at any time. **Inspections of lockers may be conducted by HFCA administrators for any reason, at any time, without notice, without student consent, and without a search warrant.** Lockers are subject to inspection at any time and should be kept clean and presentable. If a locker is damaged, the student the locker is assigned to will be required to pay for the loss or damage.

Lockers are provided as a convenience only; therefore, the care of valuables is a personal responsibility and not that of HFCA. Because students do share the combinations of their lockers with friends, HFCA cannot guarantee the security of the contents of the lockers.

### ***Locker Usage:***

Due to health and sanitation concerns, scholars may not use their lockers during class time. Scholars that forget items will serve the natural consequence of being without those items until the next allotted locker time (before or after lunch). Students who choose to visit their locker during an unapproved time will receive an automatic demerit for violating the locker usage policy.

Scholars arriving late to school will have three minutes after receiving a tardy slip to visit their lockers and join class. If students arrive to class past the time on the tardy slip, they will be subject to further consequences for tardiness.

All non-instructional items, including bags and jackets, shall remain in the locker throughout the day and are not permitted in the classroom. Students may carry a professional, non-distracting, age-appropriate pencil case to hold belongings necessary for instruction.

### **Passing Periods**

Passing periods have been reduced from 4 minutes to 3 minutes to limit the amount of unstructured mingling. Students are not allowed to visit lockers after they have been wiped down until lunch. Students who need to go to their lockers for any emergency reason must be escorted by an adult so that we can ensure that area is wiped down again.

### **Restroom Use**

Adult Mentors will be in hallways to monitor that restrooms follow social distance guidelines. The number of students who are allowed in, for any reason (ex: mirror vs toilet) will be restricted to a 50% capacity. Restrooms will be wiped down after each passing period.

### **Eating and Preparation of Food**

HFCA's foodservice and nutrition program is delivered by MCFI, who meets state and federal guidelines for food safety and COVID-19. Students and staff are permitted to bring their own food, however they are prohibited from sharing eating utensils, beverage containers or other personal articles that can transmit COVID-19 virus particles.

### **Eating surfaces must be cleaned by the user before and after eating.**

Staff areas include a communal sink, refrigerator and microwave. These are used at one's own risk. If they are used, please wipe down surfaces before and after your personal use. Refrigerators and microwaves can not be housed in classrooms and offices.

### **Meeting Areas and Offices**

Anyone who enters an office or meeting area should wipe down their workspace or seating area using the disinfectant wipes and sprays before and after their meeting. Because many meetings need to be held

face to face, out of an abundance of caution, individuals who must meet in person must choose spaces that have a social distancing capacity that is at least 3 times the number of people planning to meet.

### **Cell Phones and Electronic Devices**

For the safety of all students and for a learning environment that is free of distractions, while on HFCA campus cell phones must be kept inside of each scholar's locker. It is each scholar's responsibility to ensure that the locker is secured, HFAC is not responsible for the loss of electronic devices. Other listed items must remain in student lockers during the day. Any cell phone or electronic device found in a student's possession will be confiscated. **A phone or electronic device will not be returned to the student.** If a phone or electronic device is confiscated from a student, parents/guardians must schedule an appointment to pick up the device. If a device is confiscated from a student a second time, it **will not be returned until the end of the academic year or it can be returned by paying a \$25 penalty for each subsequent occurrence.**

While attending any virtual learning class, cell phones are prohibited from use. If a teacher or staff member sees that a scholar is using an electronic device during virtual class the teacher or HFCA staff member will remove the student from class. In order to return to class there must be a meeting with the teacher, student, parent and HFCA administrator before the student can return back to class.

Items prohibited in classrooms, virtual classrooms, hallways, and the cafeteria include, but are not limited to:

- Cellular (Cell) Phones
- Music players (iPods, mp3 players, etc.)
- Digital cameras
- Electronic games
- Tablets

## Discipline Plan

The word “discipline” is from the Latin word *disciplina* meaning “instruction and training.” It is derived from the root word *discere*, which means “to learn.”

Dr. Howard Fuller Collegiate Academy is dedicated to instructing and training our scholars in the principles of Character, Achievement, and College. Our expectations are intended to teach professionalism, good character, and an honest pursuit of academic excellence. To ensure that our scholars are ready to engage in professional spaces and to accomplish all of their personal and professional goals, we will continue to impart these values in the following ways:

- **Mentoring and Pride.** Every scholar will be assigned to an adult mentor and every adult in the school serves our students as mentors. The Mentor Group will comprise a Pride, named after the community of lions, our mascot. The Mentor will check in with the Mentee (scholar) three times a day. It is both the Mentor and the Mentee’s responsibility to engage in Pride and to honor check in times.

| Mentor Role  | Student Role  | Parent Role  |
|--|---|--|
| Form a relationship with student and family and serves as a resource for the family. | Form a relationship with Mentor.  | Form a relationship with Mentor.                                 |
| Facilitate Pride lessons and activities.   | Attend Pride on time and complete assignments.  | Add Mentor contact information to email and phone contact lists. |
| Check in with mentee once per week.  | Check in with Mentor once per week.   | Monitor grades, attendance, and behavior using Infinite Campus.  |
| Monitor all mentees grades and attendance.   | Communicate successes and challenges with Mentor and Parents to gain support and encouragement. | Communicate with Mentor using email and text (REMIND)            |
| Communicate with parents once per week.  |   |  |

- **Weekly Grade Level Morning Meetings for Each Grade Level**
  - Freshmen: Tuesdays at 10 am sharp
  - Sophomores: Wednesdays at 10 a.m. sharp
  - Juniors: Thursdays at 10 a.m. sharp
  - Seniors: Fridays at 10 a.m sharp
  
- **Weekly Celebration of Learning and College Acceptance**
  - Pre-recorded videos produced by the Tech Ambassadors led by Bill Attewell
  
- **Proactively stated and learned classroom and community expectations**
  - Students and Staff learn common language about our expectations through explicit conversations, orientation sessions, and daily reminders
  - Because the virtual classroom is as important as the face to face classroom, we will continue to protect all scholars’ ability to learn in an orderly and respectful environment. Anytime a student is removed from class for infractions or offenses to the learning community, they will be required to have a restorative conversation with the people they have harmed. Scholars who are removed from class will still be able to access the instruction, but they will not be able to be seen or heard by other students. They will be able to return to class once restoration has been accomplished.
  - Students earn merits and demerits as feedback for meeting expectations; students whose demerits exceed merits will engage in a Positive Behavior Intervention and Support Program.

| Demerits                                 | Restorative Actions   |
|--|---|
| 5 (five)                                 | Reflection Period and Conference after school / class   |
| More than 5 or Removal from class        | Reflection Period and Conference after school / class<br>Restorative Conversation with person(s) harmed by student’s actions  |
| Removal from Class for more than 1 day   | Reflection Period and Conference after school / class<br>Restorative Conversation with person(s) harmed by student’s actions<br>Parent conference with Administrator  |
| Removal from Class more than three times | Reflection Period and Conference after school / class<br>Restorative Conversation with person(s) harmed by student’s actions<br>Parent conference with Administrator<br>Behavior Contract<br>Explicit behavior counseling and learning sessions |



- o Teachers' interactions are monitored via data and receive coaching to support their capacity to provide more proactive supports in challenging situations.
- o School-wide progress is being monitored via merit

## Resources Used to Develop Guidelines and Policies

- An Approach for Monitoring and Evaluating Community Mitigation Strategies for COVID-19. (n.d.). Retrieved July 30, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/php/monitoring-evaluating-community-mitigation-strategies.html>
- Considerations for Schools. (n.d.). Retrieved July 30, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Coronavirus Disease (COVID-19). (n.d.). Retrieved July 30, 2020, from <https://county.milwaukee.gov/EN/COVID-19>
- COVID-19: Activity Level by Region and County. (2020, July 21). Retrieved July 30, 2020, from <https://www.dhs.wisconsin.gov/covid-19/local.htm>
- Health. (n.d.). Retrieved July 30, 2020, from <https://www.wiaawi.org/Health/Infectious-Disease>
- Information on COVID-19. (2020, June 29). Retrieved July 30, 2020, from <https://dpi.wi.gov/sspw/2019-novel-coronavirus>
- Melnick, H., & Darling-Hammond, L. (with Leung, M., Yun, C., Schachner, A., Plasencia, S., & Ondrasek, N.). (2020). Reopening schools in the context of COVID-19: Health and safety guidelines from other countries (policy brief). Palo Alto, CA: Learning Policy Institute.
- Wisconsin Department of Public Instruction. (2020). Retrieved July 30, 2020, from [https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Education\\_Forward\\_web.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Education_Forward_web.pdf)

*Keenan Health Clinic – 3200 N. 36th Street Mon-Fri 11am-3pm Northwest Health Center – 7630 W. Mill Rd Mon – Fri 8am-1pm Southside Health Center – 1639 S. 23rd Street Mon – Fri 8am – 1pm*  
**\*\*\*Currently allocating 3 masks per person\*\*\***

*Reopening Planning Task Force Members - Parents*

Tammy Belton-Davis  
Chastity Bohannon  
1808connie@gmail.com,  
Alan Goodman  
Lisa Goodman  
Donna Owens  
Dorothy Hunt  
Eric Spencer  
Tycie Godsey  
joe sonny <kaseylherd@gmail.com>,  
latashawilliams10@icloud.com,  
Clarissa Lawrence <rissal@att.net>,  
tamekkab890@gmail.com,

*Reopening Planning Task Force Members*

Dr. Howard Fuller Collegiate Academy Board of Directors  
Judith Parker, Principal  
Samantha Mewes, Director of Counseling and Alumni Engagement  
Kwame Green, Director of Programs and Impact  
Jason Beard, Director of Administration and Operations  
Tina Hannah, Compliance Manager  
William Hayes, Sr., Recruitment  
Darryll Fortune,  
Kasey Herd  
William Attewell, Direct of Communications and Marketing  
Sharon Lloyd, Counselor  
Amy Webb, Math Department Chair  
Robert McCann, Teacher  
Emma Kelly, Literacy Coach  
Courtney Steggall, Dual Enrollment Coordinator

Students