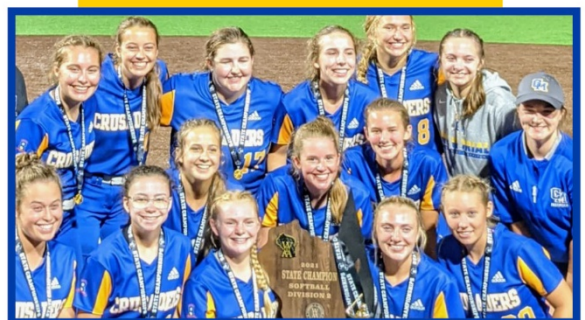




**CATHOLIC MEMORIAL**  
RISING to the CHALLENGE  
2021-22



**WHERE YOU RISE**

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## A Letter from Our President & Board Chair

Dear Catholic Memorial Families,

Welcome back to an exciting year ahead. We hope you enjoyed a safe, restful summer full of family fun and personal connection. Last year, we shared an experience none of us have experienced previously and we did so in a way that made the entire Crusader community proud. The commitment of faculty and staff, the partnership with parents, the support of donors and the cooperation of students made it possible to remain in school throughout the year. We are exceedingly grateful for this.

While we are planning for a more typical year, complete with traditional activities and events, we recognize COVID remains a threat and guidance from the Waukesha County Health Department continues. This plan is significantly streamlined as compared to last year. However, it is important to note that we will need to follow any requirements from DHS, the CDC, the State, or the Archdiocese of Milwaukee.

As was the case at the end of last school year, vaccinations and masks will be optional for faculty, staff, students, and visitors. The Waukesha County Health Department advises that those who are not vaccinated and not wearing a mask are at a greater risk for contracting COVID-19 and for COVID-19 quarantine. Regardless of our personal experiences, risks, and opinions, we must remember that there are those among us who face greater personal risks. We ask parents to talk with their students about the importance of respecting individual choices. We don't always know what a specific student or family may be facing. We are confident that we will continue to live our Memorial values and treat each other with compassion and grace.

We are both honored to work alongside dedicated school administration, faculty, and staff. It is the amazing commitment of these individuals that allowed us to run school so successfully last year. This commitment has not subsided. They will continue to work tirelessly on behalf of the students and families we are privileged to serve. We offer our heartfelt thanks to all of them.

As our children return to school, please join us in continuing to pray for the health and safety of our faculty, staff, students, and entire CMH community. May we always live as Jesus did and be an example of His love and compassion.

Our Lady of Memorial, Pray for Us.



Donna Bembenek  
President



Kelly Cleary-Rebholz  
Chair, Board of Directors

## Introduction

Last year was anything but “normal” due to the pandemic and our Crusader community rallied. By working together and understanding the varying needs of those we care about, we successfully returned and remained in school. We recognize some in our community struggled with COVID-19 and are grateful there was no known spread in the school facility. This same commitment to our fellow CMH Crusaders will be important this year.

While there has been progress in the diagnosis, treatment, and prevention of COVID-19, it remains a threat to the health and safety of faculty, students, staff, and families. We will loosen many of the restrictions put in place last year while maintaining other process and protocols. We will of course follow any requirements of local, state, or federal governments.

This document will summarize the steps being taken this year regarding health & safety, academics, Campus Ministry, administration, and extracurriculars & athletics. If circumstances change or a spread of COVID-19 is detected, adjustments may be required. If that occurs, we will immediately notify all parents.

Just as last year, you have the commitment of the administrative team at CMH to be transparent and forthright. Additionally, like last year, while Catholic Memorial High School is taking steps to address risks associated with COVID-19, parents and students need to acknowledge the risks inherent with attending Catholic Memorial High School, during the COVID-19 pandemic. Parents/guardians and students 18 and over will be required to sign a new waiver of liability for students to attend school this year.

We are confident we will have a wonderful year filled with many special memories, student accomplishments and celebrations all while leading with our Catholic faith. It is who we are as Crusaders and what makes our school so special! Thank you for entrusting your children and their education to us. It is a responsibility we take very seriously.

## Health & Safety

We have modified the policies and procedures we will follow for the 2021-2022 academic year. The health and safety of everyone in our community remains a priority. Due to the availability of vaccinations and the ability to wear a mask for all who choose to wear one, streamlining some of our protocols is warranted. Many of our processes proved successful last year and will be maintained.

### **STAY HOME WHEN SICK OR EXPOSED TO COVID-19**

Students, employees, and visitors may not be in the building or participate in any in-person activities if they have not been vaccinated or have not worn a mask and:

- have any symptoms of illness associated with COVID-19,
- are identified by the Waukesha County Health Department as having had close personal contact with someone diagnosed with or with the symptoms of COVID-19,
- Have been diagnosed positive for COVID-19.

If students or staff suffer from ongoing seasonal or other allergies that could present as symptoms of COVID-19, they are asked to report this prior to the start of school to Mr. Steve Plechaty at 262-542-7101 Ext. 512 or [splechaty@catholicmemorial.net](mailto:splechaty@catholicmemorial.net).

### **MASKS & OTHER PPE**

Masking is optional but recommended for students who are not vaccinated. Students who do mask and are exposed to COVID-19 within school, may continue to attend school. The student must be symptom free and be committed to COVID-19 prevention practices.

### **PHYSICAL DISTANCING**

The Waukesha County Health Department, in alignment with CDC recommendations, has modified their guidance when defining close contact in a school setting to three feet of an infected person for more than 15 minutes. Classrooms at CMH will be arranged based on the individual needs of the teacher for most effective classroom instruction. Other steps we are taking include:

- Plexiglass has been removed in most cases.
- The Crusader Café and the Spirit Shop will reopen.
- Outdoor spaces for instruction and lunch will be continued to be offer whenever appropriate.
- Elevators may be used only if needed for mobility, with a maximum of two riders allowed at a time. Students who need the elevator for mobility must obtain a pass from Mr. Plechaty in the school office.

### **HAND WASHING & HAND SANITIZER**

Students and employees will be urged to wash their hands often with soap and water for at least 20 seconds. If soap and water are not readily available, students and employees should use an alcohol-based hand sanitizer. Hand sanitizing stations have been added throughout the building, and students and staff are also encouraged to carry personal hand sanitizer. Due to fire risks, hand sanitizer is not available on buses, so riders are encouraged to carry their own.

### **CLEANING & DISINFECTING**

Rigorous cleaning, sanitizing, and disinfecting procedures will be continued throughout the day and overnight. Each evening, we will also use an electrostatic disinfectant machine in the locker rooms and weight room. Students and teachers will have access to wipes to clean desks, tables, and chairs as needed and desired.

### **AIR FILTRATION**

Every classroom at CMH has fresh air entering through the HVAC system. All air filters were updated in the beginning of the pandemic to a higher MERV rating which increases their filtration capability. Windows can also be open for added air flow.

## **CONTACT TRACING**

Local health officials will carry out contact tracing procedures with cooperation from CMH administration. Anyone who has a confirmed case of Covid-19 must quarantine for 10 days and be symptom free before returning to school. Anyone who is a close contact to Covid-19 exposure, who is not vaccinated, does not wear a mask, and is within three feet for 15 minutes is required to quarantine. The quarantine period may be as short as 7 days if the student is tested negative for Covid-19 or up to 14 days with COVID-19 symptoms.

## **REPORTING AN ILLNESS**

If an unvaccinated student or a member of the student's household learns they have tested positive or has symptoms for COVID-19 please stay home and inform the school immediately by contacting Mr. Steve Plechaty, at 262-542-7101 Ext. 512 or [splechaty@catholicmemorial.net](mailto:splechaty@catholicmemorial.net), or the attendance line at 262-542-7836. Employees who have not been vaccinated are also required to stay home and notify the school. The school will work closely with the health department so their contract tracing process can begin.

If students or employees have symptoms of COVID-19, but neither a positive nor a negative COVID-19 test, the Waukesha County Health Department is advising CMH to proceed as if you have COVID-19. If students or staff suffer from ongoing seasonal or other allergies that could present as symptoms of COVID-19, they are asked to report this prior to the start of school to Mr. Steve Plechaty at 262-542-7101 Ext. 512 or [splechaty@catholicmemorial.net](mailto:splechaty@catholicmemorial.net).

## **ILLNESSES AT SCHOOL**

If a student or employee at school reports symptoms of COVID-19 and has not been vaccinated and does not wear a mask, they will be required to leave promptly. Parents will be contacted, and students will remain isolated in a designated room until they can be picked up.

## **RETURNING TO SCHOOL**

For students who need to stay home due to a positive COVID test or exposure and is not vaccinated or wearing a mask, their parents will receive instructions from school personnel on what they need to do to return to school and when. 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 public health officials to make these determinations.

## **COMMUNICATION AND PRIVACY**

If a member of our community tests positive for COVID-19, school officials will communicate depending on the specifics of the situation. Privacy considerations, as well as the health and safety of the entire school community, will be taken into account. Depending on the situation, we may need to inform the entire community, but we also may not. We will make these decisions in consultation with local health officials and with our administration.

## **Academics**

### **CMH PRIORITIZES IN-PERSON LEARNING**

Prioritizing in person instruction in our Catholic faith environment, is the foundation of our plans for the 2021-2022 school year. The previous school year demonstrated the importance of the in-person experience for the most effective learning method for students as well as, the importance of the supportive community. The fundamental aspects of CMH including a rigorous education, individualized support, and an outstanding and caring faculty proved to be the key for successful outcomes.

Students will be provided the opportunity to learning remotely only if they have been diagnosed with COVID-19 or are quarantined due to COVID-19. The quarter-by-quarter option will not be offered. If families are concerned about COVID-19 we encourage them to talk to their child's doctor about



vaccinations or choose to wear a mask for protection. Technological resources are available in these circumstances.

## SUPPORT SERVICES

We know that students need time for individualized support and personal contact with teachers and counselors. If there is a specific concern with a class, please reach out to the teacher first. If there are other concerns, please contact a student's counselor. The school counselors will assess the situation and help with solutions.

### Counselor Contacts

|                  |  |
|------------------|--|
| Lindsey Edquist  | Students whose last name begins with <b>A-J</b>  |
| Patrick McAndrew | Students whose last name begins with <b>K-Sc</b> |
| Chris Benyousky  | Students whose last name begins with <b>Sd-Z</b> |

Our Learning Resource Specialists, Mrs. Angie Flanagan, and Mr. Ryan Stolz, along with our Student Support Team will continue to meet regularly to support students in their academic, social, emotional, and spiritual needs.

## Transition to 1-1 Learning Environment

After careful consideration, we will be updating our **Bring Your Own Device (BYOD)** program, beginning the Fall for 2021 with full roll out expected by second semester. All students will be required to bring a laptop each day to school that supports Microsoft Office. This change will help the learning environment and in addition, this supports our cell phone policy stated on page 15 in the CMH Student Handbook. *"CMH prohibits students from all cell phone use during the school day including class periods, study halls, lunch and passing times."*

CMH faculty are using digital resources more often and teachers will expect students to appear in class with a charged laptop to complete work during the school day. Students should expect to use a laptop daily. School laptops will continue to be available based on availability and specific criteria of need. The process of laptop check-out will be created and communicated to faculty, students, and families at the beginning of year.

With training and support from their teachers, students will use and be expected to navigate the following technology platforms and applications: MYCMH; Microsoft Teams, Turnitin.com; and other platforms as needed for specific classes.

## **ATTENDANCE**

If a student tests positive for COVID-19 and is asymptomatic or if the student is staying home due to COVID-19 quarantine, they are expected to engage in instruction every day when learning remotely. Students need to be physically present or check-in with a teacher if learning remotely to be considered in attendance. Teachers will record period attendance. Just as with in person attendance, a phone call from a parent (to monitor attendance accurately) is required for a student to be excused from remote learning if accessing classes virtually. If a student is too sick to participate, their parents should call the CMH attendance number as if they could not participate. Mr. Plechaty, the Dean of Students, will continue to monitor attendance compliance whether learning from school or at home.

## **GRADING & ASSESSMENTS**

CMH will continue using traditional letter grades to report students' performance and proficiency in course learning targets and outcomes, and the grades will continue to be reported on students' transcripts. The CMH Profile in the next three years will include a notification, as we did on our transcripts beginning in spring of 2020 that the grades reflect the COVID-19 pandemic situation. This profile accompanies every transcript submitted to colleges. In learning, assessments and grading, we continue to aim for college preparatory experiences and high quality over quantity.

Assignments will be posted on MyCMH weekly, with grades and progress updated at a minimum every other week. Summative assessments will be scheduled with at least 3 days' notice. All assignments are due at class on the due day, whether you are in-person or remote. Final exams will be scheduled at semester-end and may include projects, essays and/or written exams.

## **REMOTE LEARNING**

Students who test positive for COVID-19 or learning remotely due to COVID-19 quarantine, are expected to check in during each class's scheduled time, participate via video or live chat depending on the class, and turn in assignments on time. Students will need to follow CMH's regular dress code.

## **Operations**

### **VISITORS**

Visitors who are not experiencing COVID-19 symptoms or who are not quarantined due to COVID-19 exposure will be allowed in the building this year. All visitors must check in at the Welcome Desk and obtain a visitor pass. Any items being dropped off for students must be taken to the Main Office. CMH staff will ensure items are delivered to students.

### **FOOD SERVICE**

- Taher's cafeteria service will eliminate self-service items, including the salad bar.
- Students will be provided the opportunity to eat outside with supervision in designated areas. Students will not be allowed to go to their cars.
- Cash and deposits will only be accepted before school (not during lunch time). Online payments via credit card (with a convenience fee) will also be accepted.
- Water fountains will be available for bottle-filling only. Students are encouraged to bring their own reusable water bottles.

### **TRANSPORTATION**

Masks must be worn by all riders on buses. CMH will comply with all bus company policies regarding health and safety.

## Extracurriculars & Athletics

We are looking forward to continuing our championship athletic programs, our award-winning Arts programming and other extracurricular activities and clubs. Experiences outside of the classroom play an important role in our students' growth, interests, fun, and engagement. Individual coaches and moderators will instruct students if safety protocols, or guidelines are warranted or required by the WIAA or governmental agencies.

### ATHLETICS

- CMH will follow the guidance of the WIAA, the individual conference, and the local health department for all matters.
- Rules regarding spectators will be decided by the home venue.

### PERFORMING ARTS

We plan to proceed with live performances and audiences. We will continue to communicate with the Waukesha County Health Department and the Archdiocese if any specific guidance or requirements are given to schools. The goal is to enable students to perform if we can do so safely.

## Campus Ministry

We are proudly Catholic Memorial High School. Our Catholic identity is a critical part of what makes our school special. All Campus Ministry programs will take place in cooperation with the Archdiocese of Milwaukee.

### WORSHIP & FAIH FORMATION

- **All-School Masses:** Our tradition of all school Mass at St Mary Waukesha will resume.
- **Chapel Mass:** Classes will attend masses in person in the Chapel on a rotating basis as we have in the past.
- **Freshman / Transfer Student orientation mass** will be held in the InPro gym and will include freshmen, all transfer students, and their parents.

- **Retreats:** in person retreats for freshman, sophomores and seniors will resume in a similar fashion as we have prior to COVID-19.
- **Rosaries:** Weekly rosaries will be offered in the Chapel each Wednesday at 7:00 a.m.
- **Prayer:** The Chapel will remain open for quiet prayer by students, staff, and faculty throughout the day. The Chapel will be routinely cleaned and disinfected.
- **Reconciliation:** The sacrament of reconciliation will be offered on a regular basis. Details and a schedule will be shared as school begins.
- **Adoration** will be offered to students, faculty, staff, and visitors this year. Dates will be shared after school begins.

## QUESTIONS?

Please reach out with questions or concerns

Laura Anderson, Principal, Ext. 511

Stephen Plechaty, Dean of Students, Ext 512

Karine Booher, IT Services Ext. 515

Chris Benyousky, Director of Counseling, Students Sd-Z

Lindsey Edquist, Counseling, Students A-J

Patrick McAndrew, Counseling, Students K-Sc

Angie Flanagan, Learning Resource Specialist

Cindi Petre, Campus Ministry

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