



THE
NOTRE DAME
SCHOOLS

Dear Parents and Guardians:

Following the release of the State of Ohio's school reopening guidance and the release of the Diocese of Columbus School Reopening Task Force report, we have finalized the school reopening plans for Notre Dame Elementary School, and we are looking forward to our students returning to the building!

Our goal is to return to normal operations to the fullest extent permitted by research-based health and safety guidelines. Our reopening plan was developed by our school COVID-19 task force. The plan takes into account guidance from the Columbus Diocese and Ohio Departments of Education and Health.

As the Covid-19 situation and guidance continues to change, our plans will also continue to change. One thing that has not changed is our dedication to providing an outstanding education in a faith-filled environment. **Despite these uncertain times, our mission remains the same - At Notre Dame, we provide an environment in which all students can LEARN, commit themselves to SERVE others and the Lord, and LEAD a Catholic lifestyle using Christ's example so they may SUCCEED now and in the future. Whether through in-person classes or remote learning, we will strive to develop each child spiritually, academically, and physically. We thank you for your support as we work together to achieve that mission.**

Please review our plan carefully and take note of the dates and times for the start of the school year and our phased-in approach. In addition to our reopening plans, this packet includes our 2020-2021 School Calendar.

Please contact the school office as soon as possible if you believe our *distance learning option* will be the best choice for your family. We want to be sure that we are prepared to accommodate all students, whether in the classroom or through distance learning. A decision to participate in distance learning is not a long-term commitment. Students will be welcome to return to the classroom at any time.

Please call me if you have any questions or concerns.

God Bless,

Michelle Ashley, Principal
Notre Dame Elementary School

Notre Dame Elementary

Our goal is to return to normal school operations to the fullest extent permitted by the health and safety regulations as established by the CDC guidelines and the State of Ohio, including the Ohio Department of Education, the Ohio Department of Health and the Portsmouth City Health Department.

We will open five days a week with in-person classes.

We will begin the school year with a phased-in approach to allow adequate time to prepare students for the new procedures and administer pre-assessments to gauge readiness to start the school year. This will help the staff develop learning plans to meet the individual academic needs of the students.

Remote learning will be offered to those families uncomfortable with a return to the school building or unable to attend in person because of quarantine. We will also be prepared to offer remote learning if there are future disruptions in the school schedule.

Social Distancing

Student desks will be arranged to maintain social distancing at six feet to the greatest extent possible. If applicable, all desks will face the same direction. All tables being used for students will have a plexiglass, partition barrier. The largest classes will be moved to the largest rooms. The Master Schedule will be adjusted to reduce group sizes.

- **Mass:** Mass will be livestreamed into the classrooms.
In person mass may begin at a later date when the pastor and principal determine a safe plan. This would require a mass schedule rotation where a different grade level would attend mass each week.
Live-streaming would continue for those classes not able to attend. Face coverings and social distancing required while in mass.
- **Lunch:** We will have staggered lunches to limit the number of students in the cafeteria, this will reduce group size and students will maintain social distancing. Tables will be disinfected in between each group of students. Some classes will eat in the cafeteria and the other classes will eat in the classrooms.
- **Classrooms:** Adjustments will be made to maintain social distancing in all classes. Students will stay in the same classroom as much as possible during their school day. Instead of the students changing classrooms, the teachers will change classrooms.
Students will be seated in assigned seats and will sit with the same group of students throughout the day as to limit their mingling with large groups of students.
Traffic in hallways will be one directional. Arrows will be on the floor for guidance.
Phys Ed will be outside whenever possible.

- **Recess:** Students will be permitted to go to recess but they will stay within their own class.
A spray disinfectant gun will be used to spray and sanitize playground equipment thoroughly in between each group of students.

Hygiene/Cleaning

Hand sanitizer and wipes will be in every room. Students will be given ample opportunities to wash their hands. Hand sanitizer will be at the main entrances, cafeteria, and other locations throughout the building. We will practice a gel-in, gel-out model in which all students and staff will sanitize their hands as they walk in a classroom and sanitize their hands as they walk out.

High touch areas will be cleaned throughout the day, and efforts will be made to reduce the need to touch surfaces by keeping doors open, removal of items, etc.

Students must bring their own reusable water bottles to school. The drinking fountains will be on ONLY for the purpose of refilling water bottles. Students will not be permitted to drink directly from the water fountains. Students will be encouraged to already have their bottles filled with water before arriving at school.

We will work to maximize air circulation (open windows, fans, etc.) Air conditioning filters will be cleaned/replaced frequently.

The building will be cleaned thoroughly every day. Bathrooms and high traffic areas will be cleaned multiple times a day.

Students will not share school supplies.

Health Precautions

Parents must conduct a self-assessment each morning, including taking the temperature of their child. No one will be permitted to enter with a temperature of 100 degrees or more. Students must be fever-free without medication for 24 hours before returning to school with a note from a provider stating that the individual has an alternate diagnosis. Students with additional coronavirus symptoms will be required to receive a coronavirus test and self-quarantine. This makes it very important that parents do not send students to school who are not feeling well.

Families, caregivers, and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with, or are presumed to have, COVID-19. They should notify the school if they are quarantined. Students with known exposure to someone diagnosed with, or presumed to have, COVID-19, must self-quarantine at home for 14 days. Anyone with a suspected case should contact their physician or the Scioto County Health Department for testing.

Families, caregivers, and staff must notify the school if any student or staff member has a confirmed, or presumed, case of COVID-19. The school will notify the county health department to coordinate proper precautions and assist in contact tracing. Those with known exposure to the individual with the confirmed, or presumed, case of COVID-19 will be required to self-quarantine. The school will follow additional instructions from the city health department.

We have a designated Quarantine Room. If a child is exhibiting symptoms, the parents will need to pick up the child, as quickly as possible, 15-30 minutes are preferred.

Teachers will not gather in the teachers lounge without social distancing.

Face Coverings

All staff, including teachers, all visitors, and all students must wear face coverings. Face covering will include masks, neck gaiters, and face masks. According to our local health department children under 10 are not required to wear masks. We are still going to require the face coverings but when the students are seated and socially distanced, with a plexiglass barrier...we will allow students to take off masks. Please note that face coverings are an effective tool in reducing the spread of the virus. Wearing a mask is an act of kindness, protecting those around you. We suggest parents have their children practice wearing a mask and stress the importance of other personal hygiene. Face coverings are required unless the student has written documentation from a physician stating that the student is excused from wearing a mask for medical reasons. In this medical situation we will ask the child to wear a face shield instead.

Limiting Visitors

Building visitors will be strictly limited and will be by appointment only. We encourage parents and families to contact the school office if they need to visit. We will still allow parent volunteers to help with lunch and recess duty. These volunteers will need to be scheduled ahead of time. Approved parent volunteers must wear face coverings, check in at the office and will have their temperature checked before they are permitted to volunteer.

To limit the number of visitors in the building, Parent Meetings can be held via Zoom or by videoconferencing.

There will be no assemblies or field trips at this time.

Arrival

Parents will be expected to conduct self-assessments of their students prior to arrival. Students will enter the building through the front door of the school. A

staff member will be at the doors to “spot check” temperatures as students arrive. Students must follow social distancing guidelines when entering the building. Students will report straight to their classrooms. Students are encouraged to arrive no earlier than 7:45. Parents are not allowed to accompany their child into the building.

Dismissal

We will use a staggered dismissal plan. Bus riders will be dismissed first, starting with K-3 followed by 4-6. Pick-ups will be dismissed next, starting with K-3 and followed with 4-6. This will limit the number of students in the hallway at any given time.

Academics/Remote Learning

Teachers will assess students at the start of the school year to identify gaps in learning. The Intervention Team will develop plans to address the needs of students. Additional tutoring times will be offered.

Remote learning will be provided to all families who feel uncomfortable about their student returning to the school building and/or students absent from school due to self-quarantine. Students participating in remote learning will be required to fully participate in all live classroom sessions, on-line assignments, and assessments. Students will follow the same curriculum.

Remote learning will be conducted primarily through Digital Academy. We will be implementing a new student information system and learning management tool called Digital Academy. All teachers will have a Clever Platform in which Digital Academy will be housed with a number of other educational apps and resources. Whether the student is in school or at home, they will have access to this online platform.

- Remote learning will follow the same curriculum as in-person instruction, however, the focus will be on core subject areas.
- Remote learning will include live classroom meetings.
- Remote learning will include on-line interaction with the classroom teacher.
- Remote learning will require receipt and submission of assignments through Digital Academy.
- If needed, students will receive school issued devices to enable full participation.
- Students will be required to meet the same expectations as those students in the classrooms.
- Students learning remotely will be required to do a morning check-in for attendance.

If we are mandated to go to complete remote learning with all students, we will continue with the same format listed above. Each teacher will provide a daily schedule to the students which will resemble that of an actual school day. Students will be required to do a morning check-in for attendance. Scheduled

live-streaming sessions will occur throughout the day, lessons will be recorded and uploaded for students to watch, and assignments uploaded into Digital Academy.

Professional Development, prior to the start of the school year, will focus on distance learning, use of Digital Academy, and the social/emotional well-being of our students.

Students participating in distance learning will be encouraged to participate in community activities, such as Mass or other programs that may be available.

Students participating in remote learning may return to the classroom at any time. We believe students are best served when in school and benefit academically, spiritually, and socially when in school and interacting with their teachers and classmates.

IF YOU WISH TO PARTICIPATE IN REMOTE LEARNING, PLEASE CONTACT THE SCHOOL OFFICE AS SOON AS POSSIBLE BUT NO LATER THAN FRIDAY, AUGUST 14TH.

Opening Schedule

To make sure everyone understands the new procedures, we will have a phase-in approach to the start of the year. The schedule is as follows:

August 18 through 24 Teacher meetings, training, professional development

August 25 through 28 Gradual reopening: The school will be divided into 2 groups. Each teacher will only have half of their class each day of the phase in process.

Tuesday, August 25

Group A

Kindergarten - last name beginning with - tba

1st grade - last name beginning with - tba

2nd grade -last name beginning with -tba

3rd grade- last name beginning with -tba

4th grade -last name beginning with - tba

5th grade - last name beginning with - tba

6th grade - last name beginning with - tba

Wednesday, August 26 -

Group B

Kindergarten - last name beginning with - tba

1st grade - last name beginning with - tba

2nd grade - last name beginning with - tba

3rd grade - last name beginning with - tba

4th grade - last name beginning with - tba

5th grade - last name beginning with - tba

6th grade - last name beginning with - tba

Thursday, August 27 -

Group A - see above

Friday, August 28 -

Group B - see above

Parents will be provided their specific schedule ahead of time.

By working with small groups of students each day, we will be able to teach students the new routines and safety measures, assess each student academically after the summer break, and provide each student with his or her books and supplies. Students will attend the full day and should bring with them a face covering, a backpack, and a filled water bottle.

August 31 All students in the building