



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 Jr/Sr High 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 by August 14 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.**

If you have any questions or concerns, please call the school office at 740-353-2354 or send an email to [kcraig@notredameschools.com](mailto:kcraig@notredameschools.com).

God Bless,

J.D. McKenzie, Principal  
Notre Dame Jr/Sr High School

## **Notre Dame Jr/Sr High School**

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 and the Ohio Department of Health. **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.

Distance 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. All desks will face the same direction. The largest classes will be moved to the largest rooms. The Master Schedule will be adjusted to reduce group sizes.

In the event that the state mandates distance learning, teachers will be livestreamed from their classrooms as close to the original schedule as possible.

- **Mass:** Mass will be livestreamed into the classrooms.
- **Lunch:** We will have three lunch periods and provide additional tables in the gymnasium to reduce group size and maintain social distancing.
- **Classrooms:** Adjustments will be made to maintain social distancing in all classes. Phys Ed will be outside whenever possible.

### **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, all classrooms, and other locations throughout the building.

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.

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. Shared art supplies and physical equipment will be cleaned daily.

### **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. 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. Personnel and 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 county health department.

We have a designated Quarantine Room and Quarantine Bathroom, both with windows, if there is a student who is ill, which will limit access to others.

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. Masks are required unless the student has written documentation from a physician stating that the student is excused from wearing a mask for medical reasons. If the student is excused from wearing a mask, a face shield must be worn. 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.

### **Limiting Visitors/Building Use**

The school building will be available only to school and church groups. Any group using the building after school hours will be required to clean the area used.

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.

### **Arrival**

Students/parents will pull into the student parking lot to a temperature station. The students who drive will park in the NDCC parking lot. Students will enter through the gymnasium lobby/trophy case doorway. Students will stop at their lockers briefly and report directly to their homerooms. Students are encouraged to arrive no earlier than 7:45.

Parents will be expected to conduct self-assessments of their students prior to arrival. 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 and maintain six foot spacing between groups. Parents are not permitted to enter the building without an appointment. Visitors to the building will be limited.

### **Dismissal**

Grades 7, 8, and 9 will be dismissed at 2:28 PM, and Grades 10, 11, and 12 will be dismissed at 2:32. Students will be asked to limit time at their lockers, and if they are staying after school, there will be a room designated for that purpose.

### **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.

Distance 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. No special accommodations will be made for late assignments, and students will follow the same curriculum.

Remote learning will be conducted primarily through live and recorded learning online utilizing Google Classroom for materials and assignments. All classes will be livestreamed, and students will be expected to log into each class and progress through their schedule. Attendance will be taken, and absences will be counted.

- Distance learning will follow the same curriculum as in-person instruction, however, the focus will be on core subject areas.
- Distance learning will include live classroom meetings.
- Distance learning will include on-line interaction with the classroom teacher and will require receipt and submission of assignments through Google Classroom.
- 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.

Professional Development, prior to the start of the school year, will focus on distance learning, use of Google Classroom, and student/social/emotional well-being.

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 distance 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 DISTANCE LEARNING, PLEASE CONTACT THE SCHOOL OFFICE BY 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 21 Teacher meetings, training, professional development

August 25 through 28 Gradual reopening: Students come to school for a full day only on the following days:  
**Tuesday, August 25** - 7th Grade/last name beginning with A-K, 9th Grade/last name beginning with A-K, 11th Grade/last name beginning with A-K  
**Wednesday, August 26** - 8th Grade/last name beginning with A-H, 10th Grade/last name beginning with A-Lan, 12th Grade/last name beginning with A-Ma  
**Thursday, August 27** - 7th Grade/last name beginning with L-Z, 9th Grade/last name beginning with L-Z, 11th Grade/last name beginning with L-Z  
**Friday, August 28** - 8th Grade/last name beginning with K-Z, 10th Grade/last name beginning with Las-Z, 12th Grade/last name beginning with Mc-Z

August 31 All students in the building

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 their start-of-the-year supplies.