



NOTRE DAME ACADEMY

Educating Women to Make a Difference

2020-2021

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PANDAS RETURN TO CAMPUS PLAN





NOTRE DAME ACADEMY

Educating Women to Make a Difference

July 29 2020

Dear Parents and Students of NDA,

In all of our years of Catholic education, we have never seen such a complex and far reaching challenge to our work as educators as we are facing with the COVID-19 pandemic and its effect on our schools. Catholic schools are special places where faith, mission and community are core values. At NDA, these values are central to the spiritual and personal development of our young women. We are committed to providing those experiences as an important part of our ongoing COVID response. This is no small feat with challenges to in person instruction and gatherings that allow us to relate and celebrate our Catholic beliefs and traditions - but these are central to our plan for reopening school in August.

We embraced the challenge presented to us by COVID-19 last March and can say that our good and provident God was with us all the way. By all accounts, Remote Learning @ NDA was very successful. We believe that success is based on our commitment to our mission, building on our strengths, and embracing collaboration and innovation. We continue to be focused on our mission as we plan for the return of our Pandas to campus this fall. We continue to build on our use of technology and the infrastructure to support that and in doing so, we are able to present three different options for the coming school year that are needed in the face of uncertainty of COVID-19.

As we move forward our priorities are:

- The safety and well being of faculty, staff and students
- The educational excellence that is the hallmark of a Notre Dame Academy education
- The spiritual and emotional growth of our young women

The following pages contain details of our **Pandas Return to Campus Plan** for the opening of our 2020-21 school year. A great deal of thought, discussion and input contributed to this plan and we are very excited to welcome our Pandas back to school. We have taken a very proactive approach to returning students to campus.

On May 15, we convened our 2020-21 School Planning Team to begin planning for the upcoming school year. This team worked with four different committees involving teachers, staff, administrators and parents as we addressed curricular and co-curricular planning that dealt with new challenges related to COVID-19. Our planning focused on how we would do school, what technology would be needed to support our students and teachers, facility needs that mitigate the spread of infection and a communication plan that would provide much needed information and transparency. Our plan follows guidelines from the CDC, KDE and Diocese of Covington. We are investing money and time as we innovate and collaborate to reopen NDA in August. We are building on our strengths as a school that has embraced cutting edge technology, innovation and meaningful student engagement.

If you have any questions regarding our Pandas Return to Campus Plan, you can submit them [HERE](#). We will provide answers to the questions we receive within the next two weeks. We are praying for your health and safety and we cannot wait to bring our NDA community back together as our **Pandas Return to Campus**.

May you know God's goodness each and every day,

Dr. Laura Koehl
President

Mr. Jack VonHandorf
Principal

2020-2021

PANDAS RETURN TO CAMPUS PLAN

Pandas Return to Campus

Notre Dame Academy's priority is to have students, faculty, staff and administration back at school in August of 2020 following protocols and procedures to keep our community safe. We will need everyone's help in implementing our **Pandas Return to Campus Plan**. The support of our parents and students is critical to our success, especially this school year. We thank you in advance for your help in our efforts to bring our NDA community back to campus safely.

In the last quarter of the 2019-20 school year, our Pandas exhibited many important traits of an NDA student. They were steadfast in their faith, diligent in their studies and committed to supporting one another. A great deal will be expected of our students again this school year. We will expect them to adapt to a new school environment conducive to safe and meaningful learning. We will require them to follow new rules and restrictions to aid in mitigating the spread of COVID-19 on our campus. Most importantly though, we will ask them to recommit themselves to our NDA values reflecting God's light and love to each other and to the world.

Important Dates for the Start of the 2020-21 School Year

August 5	Parent Night videos sent to parents
August 10	Freshman Orientation
August 17	First Day of School - Seniors Only (in two groups)
August 18	Juniors Only (in two groups)
August 19	Sophomores Only (in two groups)
August 20	Freshmen Only (in two groups)
August 21	Juniors and Seniors Only
August 24	All Students at School

Three Plans for 2020-21

As the COVID-19 situation is constantly evolving, our 2020-21 School Planning Team has developed three plans for the upcoming school year:

Plan 1 - Traditional Learning @ NDA

Full return to school with safety precautions in place

All students will be able to attend school at NDA for the normal school hours. Classrooms will accommodate social distancing and some classes will have additional students in an adjacent classroom. Teachers will be equipped to project lessons to the adjacent auxiliary classroom as well as to any student who may be learning remotely. Parents can request remote learning for their daughter if they feel that is necessary. Families who choose to have their daughter attend school remotely must request remote learning for their daughter with a [Remote Learning Request Form](#) by August 1, 2020.

Plan 2 - Blended Learning @ NDA

Combination of online and in person classes to reduce the number of students at school

Students will attend school in person on different days by grade level during the week, reducing the number of students in the school building at any given time. If they are not in the school building, they will be attending classes online remotely. Every student will be learning in person at school at least three days per week. Freshmen will be learning in person at school all 5 days. Students attending in person at school will follow the same procedures as those set forth in Plan 1 while those at home will meet their classes and teachers remotely.

Plan 3 - Remote Learning @ NDA

Full remote learning

All students will attend school remotely. Depending on state requirements teachers may or may not be teaching from school. Students will follow a schedule everyday but it will be different from the in person at school arrangement. They will be in class from 9:00 a.m. - 2:40 p.m. Each of their classes will meet 2-3 times per week for 70 minutes (much like a block schedule scenario). The 70 minute periods will include direct instruction, application and practice and time for individual student/teacher interaction.

Parent Responsibilities

Parents are a vital part of our NDA educational experience and that is as important now as ever. Parents must complete an "Acknowledgement of Responsibility Form" stating responsibility to perform daily health assessment (COVID-19 Symptom Check provided by NDA) of their daughter before school.

If a parent is uncomfortable with in person learning, they can request remote learning for their daughter with a Remote Request Form by August 7, 2020. This form can be found on the NDA website's [COVID-19 Information page](#). This decision will be reevaluated after the first two weeks of the school year and parents can then make a decision regarding in person or remote learning for their daughter for the remainder of the quarter. For additional information on Remote Learning Expectations at NDA, see Appendix A.

NDA welcomes parents to school and appreciates the support of many parent volunteers. This school year however, parent volunteers will be limited. As with all visitors to NDA, parents will be required to complete our COVID symptom check form found on NDA website's [COVID-19 Information page](#) and in the Quicklinks. Temperature checks will be conducted upon arrival and **masks will be required at all times.**

Back to School Parent Nights

Every year NDA hosts parent nights at the beginning of school to review plans and processes for the coming year. This is always a great time to connect with our parents. To mitigate any risks to opening school as planned, this year we will provide this information via a video recorded message. These will be available on August 5.

Prior to School Starting

Each family will be required to sign an “Acknowledgement of Responsibility Form” prior to school starting. This will be available in Final Forms. Additionally, each student will complete a daily personal health assessment (COVID-19 Symptom Check provided by NDA) before the student leaves home for school each day.

Every student enrolling at NDA for the first time must submit an updated immunization record prior to the first day of school. The record must be submitted on the official Commonwealth of Kentucky Immunization Certificate. Please upload each document separately and appropriately label each upload. Once finalized, these forms should be uploaded into Final Forms.

Daily Arrival at School

Daily arrival at school will follow the following procedures:

- Doors to the school will be open at 6:30 a.m. each morning.
- Students are asked to arrive by 7:50 a.m. to allow for temperature checks and daily COVID-19 Symptom checks. School will begin at 8:00 a.m.
- Once students have exited their car, either being dropped off or from the parking lot, **masks must be worn.**
- Students enter at the main entrance of the school where temperature checks will take place. Students must maintain social distance during this time. Students will have temperature checks and also demonstrate that they have completed the daily COVID-19 Symptom Check provided by NDA.
- Students who have a temperature of 100.4 degrees or above upon arrival will not be admitted into the school. Parents will be notified.
- Students who do not meet the personal health requirements will not be admitted into the school. Parents will be notified.
- Students who arrive prior to 7:40 a.m. will go to designated areas throughout school and maintain social distance in these areas. Students will report to their first period classes at 7:40 a.m.
- Students who arrive late to school will report to the front office. Key cards are required for them to enter the building and will be required to scan themselves into school. Students will not be allowed to touch the buttons on the ? keypad.

School Day Information

The following guidelines are in place for the safety and well-being of all students, faculty and staff.

- Directional hallways and stairwells have been created to secure the health of students, faculty and staff. This will be explained to students on the first day of school and there will be signage to indicate the directional hallways. There will be seven minutes in between classes to ensure students have ample time to get to class. **Masks must be worn** at all times when a student is outside of the classroom and moving through the common spaces of the building or as otherwise indicated by a teacher or supervising faculty.
- Students will clean their desktops as they enter the classroom. Teachers will facilitate this process.
- Classrooms have been set up with desks six feet apart throughout school. **Students must wear masks in the classroom unless otherwise given permission by the teacher to remove them.**
- **If a student moves around the classroom or participates in any group work, they must have their mask on.**
- Some students will experience “auxiliary” classrooms. “Auxiliary” classrooms will be adjacent to the regularly scheduled classroom. Instruction will be delivered to both classes via a Google Meet. Students will alternate participating via the regular classroom and the auxiliary classroom.
- If materials are needed to be shared in class, all efforts will be made to clean these materials between use. Students may be required to wear gloves. If possible there will not be shared items between students. Whenever possible, individual items will be provided for students.
- Students will be assigned a locker at the start of school however, locker use will not be permitted until the weather turns cooler and jackets worn. Students will carry everything with them throughout the day and should follow the guidelines of the backpacks and purses that appear in the Student/Parent Handbook.
- Water fountains will be available but only the bottle feature will be operational. Students are encouraged to carry a water bottle throughout the day that meets the specifications in the Student/Parent Handbook.
- We will continue to eat in two lunch mods. Grade levels will be assigned particular areas. This will be needed in case the need arises for contact tracing. We will be utilizing the cafeteria, auditorium, gymnasium and all outside areas, weather permitting. Students will have the option to purchase a pre made grab-and-go box lunch and a drink. Hot lunch options can be pre ordered. We are encouraging everyone to pack their lunch to make the lunch time run smoother. We have purchased sneeze guards that will allow more students at a table while maintaining social distance.
- Cleaning will be taking place each day during the school day on all high touch surfaces.
- Visitors are permitted to enter the school building and must report to the main office upon doing so.

Dismissal Information

It is absolutely necessary that NDA provides a safe and orderly dismissal.

- We will be utilizing all the doors throughout our building for dismissal. Students are required to keep social distance throughout the dismissal process. Dismissal will be staggered by grade level.
- Students who are remaining after school for pickup or athletics will remain in a common area and continue social distancing. Student staying for clubs will report immediately to the rooms where meeting are being held. **Students will be required to wear a mask unless otherwise given permission by the teacher to remove them.** The CLC will be open until 5:00 p.m. each day for students to work quietly. We are asking that all students exit the building by 5 p.m. each day. This will allow for our work study to clean the building for the next day. Special arrangements will be made each day for students who need to remain in the building after 5 p.m.

Social and Emotional Wellness

Committed to charism of the Sisters of Notre Dame, NDA's Counseling and Student Services Department supports students in the areas of academic growth, emotional/social wellness, and college/career readiness. They seek to reduce learning barriers, partner with students to develop life skills, and collaborate with family and community resources to nurture healthy, confident young women especially during this challenging time.

Our Student Services Department has adapted procedures to provide a safe and healthy environment where they can provide necessary support for students. Programs provided by the Student Services Department will continue for all three plans of the 2020-21 school year.

School Masses

Notre Dame Academy celebrates our Catholic faith in many ways. All students participate in class masses periodically throughout the school year. We also gather together many times to celebrate the mass as a whole school community. We hope to continue to celebrate the mass together during the 2020-21 school year following the Diocese of Covington Protocols for Celebrating the Liturgy amid COVID-19.

Extra-Curricular Activities

Extra-curricular clubs and activities are to follow the same safety protocols used throughout the school day including social distancing, wearing facial masks, hand washing and cleaning/sanitizing spaces utilized.

Athletics

Notre Dame Academy's Athletic Department will strictly adhere to KHSAA Guidelines. No outside groups will be permitted to use NDA athletic facilities until further notice.

Infection Procedures

Notre Dame Academy will follow infection procedures provided by the Diocese of Covington. These procedures can be found in Appendix C.



NOTRE DAME ACADEMY

Educating Women to Make a Difference

PREVENTING THE SPREAD OF COVID-19

- Symptom Screenings and Health Precautions
- Contact Tracing
- Cleaning and Sanitizing our Campus
- Hand Sanitizing
- Masks
- Social Distancing
- Safety Barriers

Together we can Make a Difference!

COVID-19 Mitigation Strategies

Symptom Screenings and Health Precautions

- Each school family and NDA employee will be required to sign an “Acknowledgement of Responsibility Form” prior to school starting. This will be available in Final Forms.
- Each student and employee will complete a daily personal health assessment (COVID-19 Symptom Check provided by NDA) before leaving home for school.
- Upon arriving at school, students and employees will be temperature checked. Students will also demonstrate that they have completed NDA’s daily COVID-19 Symptom Check.
- Students and employees who have a temperature of 100.4 degrees or above upon arrival will not be admitted into the school. Parents will be notified.
- Notre Dame Academy has hired a school nurse to help keep our students healthy and safe.
- Materials promoting COVID-19 mitigation strategies have been posted throughout the school building.

Contact Tracing

Students and parents will be asked to cooperate with the administration and school nurse with contact tracing investigations if needed. This will allow for quick identification of those at high risk of infection from the positive COVID-19 student/staff. We will be following the CDC Guidelines for contact tracing.

Cleaning/Sanitizing our Campus

- NDA’s custodial staff will disinfect high-touch surfaces during the school day and at the end of each school day.
- Hand sanitizer, surface disinfecting spray and paper towels will be available in each classroom and office.
- Drinking fountains will only be used for filling water bottles.
- Reminder signs for social distancing and hand washing will be visible in common areas.
- We will need all members of our school community to assist with sanitizing areas that they use.

Hand Sanitizing

- All members of the NDA community are expected to sanitize their hands frequently. Hand sanitizer pumps will be available in every classroom, public space and office.
- Materials promote proper handwashing techniques have been posted throughout the school building.

Masks

- **MASKS ARE REQUIRED ON CAMPUS AT ALL TIMES**
- Students and staff are required to wear a cloth face covering, unless medically waived.
- Messages or images on masks align with NDA's dress code.
- At teacher discretion, masks can be lowered during classroom time if all students and staff are seated six feet apart and no persons are walking around inside the classroom.
- When students are outside and six feet from others, masks are still required.
- Masks are to be worn when students are moving from place to place in classrooms, hallways, and other school facilities.
- Masks must cover nose and mouth, stay in place and be in good condition and clean.

Social Distancing

- Classrooms have been set up with desks 6 feet apart throughout school. Collaborative spaces such as science labs have been equipped with plexiglass or curtains as an added barrier.
- Auxiliary classrooms have been set up for larger classes.
- Directional hallways and stairwells have been created to secure the health of faculty, staff and students.
- Wall and floor markings will be used to space students six feet apart outside of classrooms.
- Congestion in common areas will be reduced.
- Seating charts will be used to assist with contact tracing, if needed.
- All doors throughout our building will be utilized for a staggered dismissal. Students are required to keep social distance even at dismissal.

Safety Barriers

- Physical barriers, such as sneeze guards and partitions, have been installed throughout the school building in areas where needed.
- Physical guides are being used on floors and walls to ensure that students understand directional hallways and stairwells and to provide social distance guidelines.

Remote Learning Expectations

- Families who choose join school remotely must request remote learning for their daughter with a [Remote Learning Request Form](#) by August 7, 2020. This form can be found on the NDA website's [COVID-19 Information page](#). This decision will be reevaluated after the first two weeks of the school year and parents can then make a decision regarding in person or remote learning for their daughter for the remainder of the quarter. A quarterly sign up is offered for remote learning.
- Students that choose remote learning will not be eligible for extra curricular activities that take place on campus. They will be able to join a club meeting remotely.
- Students will follow the school schedule that is presented in Plan 1.
- Students must show their faces on Google Meets that take place for each class or they will be counted absent. NDA's attendance policy will apply to remote learners.
- Students must be working at a table or desk during the class. They will not be allowed to join a class from their bed.
- Students must be appropriately dressed wearing either an NDA school uniform shirt or NDA spirit wear.
- All assignments will be due at the same time as the students that are attending in person classes.
- Students will be held to the same grading standards as traditional learners.
- In the event that a teacher has to teach remotely, an adult will be present in the room.
- Whether students are participating in remote learning or in person instruction, all students are expected to follow the same policies and procedures found in the NDA Student/Parent Handbook.

2020-21 Schedules

Plan 1 - Traditional Learning @ NDA

All students are able to be physically in the building, but families can opt out due to concerns. These students are expected to join their classes remotely.

Regular Schedule (R) M, F

(45 minute classes, 25 minute lunches,
7 minute transitions)

8:00	- 8:45	1st Class
8:52	- 9:37	2nd Class
9:44	- 10:29	3rd Class
10:36	- 11:01	First Lunch
11:08	- 11:53	4th Class
10:36	- 11:21	4th Class
11:28	- 11:53	Second Lunch
12:00	- 12:45	5th Class
12:52	- 1:37	6th Class
1:44	- 2:29	7th Class (Prayer, Announcements)
2:35	- 3:01	Homeroom

Regular Schedule (R) T, TH

(45 minute classes, 25 minute lunches,
7 minute transitions)

8:00	- 8:45	1st Class
8:52	- 9:37	2nd Class
9:44	- 10:29	3rd Class
10:36	- 11:01	First Lunch
11:08	- 11:53	4th Class
10:36	- 11:21	4th Class
11:28	- 11:53	Second Lunch
12:00	- 12:45	5th Class
12:52	- 1:37	6th Class
1:44	- 2:29	7th Class (Prayer, Announcements)
2:35	- 3:01	PPT

Delayed Schedule (D) W

(40 minute classes, 25 minute lunches,
7 minute transitions)

9:00	- 9:40	1st Class
9:47	- 10:27	2nd Class
10:34	- 11:14	3rd Class
11:21	- 11:46	First Lunch
11:53	- 12:33	4th Class
11:21	- 12:01	4th Class
12:08	- 12:33	Lunch
12:40	- 1:20	5th Class
1:27	- 2:07	6th Class
2:14	- 3:01	7th Class (extra time for staggered dismissal)

2020-21 Schedules Continued

Plan 2 - Blended Learning @ NDA

Necessary if we need to decrease the number of students in the building.

Follow a Plan 1 schedule whether learning in school or remotely.

Freshmen will be learning in school everyday.

		Freshmen	Sophomores	Juniors	Seniors
Monday	(No Seniors)	In School	In School	In School	Remote
Tuesday	(No Sophomores)	In School	Remote	In School	In School
Wednesday	(No Juniors)	In School	In School	Remote	In School
Thursday	(No Seniors)	In School	In School	In School	Remote
Friday	(No Juniors)	In School	In School	Remote	In School

Plan 3 - Remote Learning @ NDA (long-term)

All students learning from home remotely.

- Blue and gold schedules will alternate each day. The change eliminates long gaps between class meetings.
- The blue schedule will consist of 4 class periods and the gold schedule will have 3 class periods and PPT or homeroom depending on the day. The new schedule is shown below and creates a more balanced schedule for a large percentage of our students.
- Classes run for 70 minutes. The 70 minute periods will include direct instruction, application and practice and time for individual student/teacher interaction.
- Tardies will be assigned and if a student does not show her face on Google Meet, she is absent.
- Attendance in PPT/HR will be taken by assigned homeroom teacher before programming begins.

Blue Schedule

9:00	-	10:10	1st Class
10:20	-	11:30	2nd Class
11:30	-	12:00	Lunch
12:10	-	1:20	3rd Class
1:30	-	2:40	4th Class

Gold Schedule

9:00	-	10:10	5th Class
10:20	-	11:30	6th Class
11:30	-	12:00	Lunch
12:10	-	1:20	7th Class
1:30	-	2:40	PPT/HR

Plan 4 - Remote Learning @ NDA (short-term)

All students learning from home remotely.

- This plan was designed to be used on a short-term basis such as on a day with inclement weather.
- This schedule will consist of 7 class periods.
- Classes run for 40 minutes.
- Lunch will run for 25 minutes.
- There will be 7 minute transitions in between classes for students to stretch their legs or use the restroom.
- The following Remote Learning Expectations from Appendix A apply to this schedule:
 - Students must show their faces on Google Meets that take place for each class or they will be counted absent. NDA's attendance policy will apply to remote learners. Tardies will be assigned if necessary.
 - PLEASE NOTE: Remote learning lesson plans will differ by teacher and class. NDA faculty will bring meaningful content to students in the best form possible and this is not limited to only live instruction.
 - Students must be working at a table or desk during the class. They will not be allowed to join a class from their bed.
 - Students must be appropriately dressed wearing either an NDA school uniform shirt or NDA spirit wear.
 - All assignments will be due at the same time as if the students were attending in-person classes.
 - Students will be held to the same grading standards as with traditional learning.
 - Students are expected to follow the same policies and procedures found in the NDA Student/Parent Handbook.

Delayed Schedule (D)

(40 minute classes, 25 minute lunches, 7 minute transitions)

9:00 - 9:40	1st Class
9:47 - 10:27	2nd Class
10:34 - 11:14	3rd Class
11:21 - 11:46	First Lunch
11:53 - 12:33	4th Class
12:08 - 12:33	Lunch
12:40 - 1:20	5th Class
1:27 - 2:07	6th Class
2:14 - 3:01	7th Class

Infection Procedures

The following procedures were provided by the Diocese of Covington. These procedures were developed for K-12 and will be modified when necessary to be applicable to high school students.

- **What are the symptoms of COVID-19?** The Centers for Disease Control (CDC) has identified several [symptoms](#) of COVID-19, including high fever (above 100.4°F), sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.
- **What should a parent do if a child has symptoms of COVID-19?** If your child shows [symptoms](#) of COVID-19, you should contact your doctor. Your doctor may ask that your child participate in a COVID-19 test. You must alert your school's main office and do not send your child to school. If the symptoms occur during the school day, your child will be immediately sent to the office and you will be contacted to pick your child up from school.
- **My child had COVID-19-like symptoms, but tested negative for COVID-19. When can he/she return to school?** If your child does not have COVID-19, but has another illness, you must keep your child home until the illness' symptoms disappear. Your school will require you to provide a negative COVID-19 test and/or a doctor's note before your child can return to school.
- **What should I do if my child tests positive for COVID-19?** You should immediately contact your doctor for additional instructions. You must contact your school's main office. You must not send your child to school.
- **When can a student return to school after receiving a positive COVID-19 test?** If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met [CDC's criteria to discontinue home isolation](#). This includes:
 1. Three (72 hours) or more days without a high fever;
 2. A reduction of other COVID symptoms by at least 75 percent; and
 3. At least 14 days have passed since symptoms first appeared.
 4. Any decision to return to school must be cleared by a physician who has evaluated the student and will not rely solely on a negative test.

Infection Procedures continued

- **What should I do if a member of my household (who is not my child) tests positive for COVID-19?** You must immediately contact your school's main office. The school nurse will guide you through NDA's COVID-19 Response Chart to determine when your daughter may return to school.
- **What happens if my child's teacher tests positive for COVID-19?** Should any employee have COVID-19 symptoms or tests positive for COVID-19, we will follow the same protocols used for students (see above). If your child's teacher becomes sick and is unable to work, your school will provide a substitute teacher.
- **What happens if another student in my child's class tests positive for COVID-19?** Your school will make all parents aware that a student has tested positive for COVID-19. All students in the class(es) will be monitored closely for COVID-19 symptoms. If more than one student tests positive for COVID-19, it is likely that the entire class(es) will be isolated (sent home) for at least 14 days. Students will be allowed to complete work at home while the cohort is away from school.

*If a positive case of COVID-19 is reported, students with direct contact will be notified. NDA will make parents aware and follow contact tracing and quarantine procedures as needed.

- **Could my child's school building be closed down due to COVID-19 this year?** We will do our best to ensure a safe and healthy environment in the coming year. However, if numerous cases appear in a single school, resulting in the isolation of multiple classes/cohorts, we may need to close the school building and transition all students to Non-Traditional Instruction for a time (in consultation with NKY Health Dept.). Parents will be updated regularly should that need arise.



COVID-19 Response Chart for Students and Staff



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COVID-19 RESPONSE CHART FOR STUDENTS | STAFF

This document was reviewed by the NKY Health Dept.

