



***Notre Dame Academy:
Family Handbook Addendum***

NOTRE DAME ACADEMY

REOPENING SCHOOL POLICIES

Forward

This plan was created to aid in navigating the reopening of our school during a pandemic phase of COVID-19. In all stages and phases of pandemic response and recovery, Notre Dame will always keep the safety of our students and staff at the forefront and comply with Center for Disease Control (CDC), American Academy of Pediatrics (AAP), state, and local guidelines. Please note that the Frequently Asked Questions document serves as a companion to these plans. The two documents are intended to work together to ensure all our families are provided with the most updated and thorough information regarding our plans to reopen.

The following guidelines are:

- Based on current information from the Center for Disease Control (CDC), American Academy of Pediatrics (AAP), state, and local officials.
- Flexible and alterable to accommodate for any newly communicated information from health or state officials.
- Amendable to specific school guidelines that may need to be addressed/changed.
- Practical and age appropriate.
- Intended to mitigate not eliminate the risk of contracting or spreading COVID-19.

Our goal for the fall is to safely bring back students to an in-person school setting, to maximize learning and address our students' holistic needs.

There is a clear consensus from both education and medical groups that school plays an important role in supporting students' social-emotional needs, including their mental and physical health, and in mitigating the impacts of trauma. More importantly, we know that our faith also plays an integral part in our physical and emotional well-being. Our faith enhances coping skills and promotes connectedness.

With appropriate health and safety guardrails in place and with adherence to a comprehensive set of critical health and safety requirements, we hope to bring our students, staff, and families safely back to school.

Most of us are now quite familiar with the **critical health and safety practices** that reduce the risk of transmission of COVID-19. These include rigorous hygiene and handwashing, use of masks/face coverings, physical distancing, reducing interaction between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others.

It is important to keep in mind that it is not one mitigation practice, but a **combination** of all the above mentioned practices taken together that will substantially reduce the risk of transmission. **Therefore it is critical that we all work together to establish a culture of health and safety in our school that focuses on regularly enforcing the above mentioned important practices.**

All guidance in this document is based on the best information we have as of early-August.
We will carefully monitor the data in the coming weeks and months.

Planning for reopening in this “new normal” will not be easy. To have a successful school year, we will all have to work together, be flexible and responsive to data, and willing to course-correct as necessary. We all play a critical role in supporting the new culture of health and safety that our school must establish. Most importantly, families can help mitigate the transmission of COVID-19 by checking their children daily for any COVID-19 symptoms and keeping them home from school if they are sick or have had close contact with a person diagnosed with COVID-19. Families can also contribute by supporting the use of masks in school, communicating with teachers, and continuing to follow state guidance on health and safety outside of school.

We believe the actions brought forth in this plan are in the best interests of our students, families, staff and community.

RESOURCES

American Association of Pediatrics (AAP):

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

World Health Organization (WHO):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

New Jersey Department of Education (NJDOE):

<https://www.nj.gov/education/reopening/NJDOETheRoadBack>.

Notre Dame Academy
STRATEGIES & POLICIES FOR REOPENING SCHOOL

VISITORS AND VOLUNTEERS

- Visitors and volunteers **will not** be allowed into the building until further notice and guidance from CDC or state government.
- If picking up a sick child, parents will announce themselves at the front door and student will be escorted out by a staff member.
- Any items dropped off should be placed on the table in the front vestibule. Same applies for the picking up of any items.

SCHOOL-HOME COMMUNICATION:

We will continue to communicate using various platforms. We will be discontinuing the use of our weekly Wednesday Communication Envelopes, which makes it crucial at this time that all families complete the information update link located on our website in order to ensure all School Messenger communications are received.

- Parents and students should check:
 - email often
 - school website and social media
 - Google Classroom for daily assignments
 - School Messenger for email blasts

SOCIAL-EMOTIONAL WELL BEING:

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. Our guidance counselor Ms. Gerardi will be in the building three days a week and is prepared to assist with resources and guidance to address the needs of our students, staff, and parents. She is available remotely by appointment for those who need assistance.

HEALTH AND SAFETY PROTOCOLS

PROTOCOL FOR SYMPTOMATIC STAFF AND STUDENTS

If during the course of a school day an individual becomes ill, that individual will be immediately seen by the nurse.

- The school nurse will follow current State of New Jersey Communicable Disease Service guidance for illness reporting: <https://www.nj.gov/health/>
- Students and staff who exhibit symptoms related to COVID-19 will be safely and respectfully isolated from others until student or staff member can be picked up.
 - The individual will remain in isolation until he/she leaves the building.
 - The nurse and others attending the suspected infected person, will also
 - wear a protective mask and gloves while working with the suspected infected person
 - The nurse will continuously monitor the individual's symptoms.
 - The nurse will direct the ill employee to leave work or call the parent of
 - the student to be picked up and sent home.

- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. The name of the infected individual will only be provided to the local health department if requested.
- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

PROTOCOL FOR READMITTANCE FROM NON-COVID ILLNESS

Any student or staff member who goes home during the school day due to illness, will be required to submit a medical clearance before returning.

PROTOCOL FOR A STAFF MEMBER OR STUDENT TESTING POSITIVE FOR COVID-19

When an individual **tests positive** for COVID-19, the school nurse will:

- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting: <https://www.nj.gov/health/>.
- Immediately notify the Local Public Health Department.
 - Notre Dame Academy may provide the following information when consulting with the Local Public Health Department:
 - The identity of the person with COVID-19 or probable COVID-19 as well as their address, phone number and e-mail.
 - The date the person with COVID-19 or probable COVID-19 was last in the building.
 - The date the person developed symptoms.
 - Types of interactions the person may have had with other persons in the building or in other locations.
 - How long their interactions were with other persons in the building.
 - If other persons in the class or building have developed any symptoms.
 - Any other information to assist with the determination of next steps.
 - Individuals who may have been in **close contact** with suspected COVID-19 person will be contacted and may be advised to closely screen for symptoms. Parents should contact their child's pediatrician/general practitioner.

o Please visit the CDC website for the most up to date definition of **Close Contact** ▪ [CDC Definition of Close Contact](#)

REMITTANCE PROCEDURES AFTER RECOVERY FROM COVID-19:

School remittance procedures for students and employees after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from local health officials. Currently (as of July 20, 2020) CDC is recommending that schools immediately notify local health officials once learning of a COVID-19 case in someone who has been in the school. The local health officials will help administrators determine a course of action. Decisions will be made based on the most up to date CDC recommendations and on a case by case based on the local health department recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

NOTE: Staff members and students returning to school after recovering from COVID-19 MUST call the nurse a day prior to returning to school.

The following remittance guidelines are:

- o subject to change depending on the most current CDC guidelines.
- o not all inclusive.
- o dependent on the individual's exposure to COVID-19, remittance requires the following:
 - A medical clearance note.
 - A negative COVID-19 test result.
 - 10 days after testing positive to COVID-19, fever free for 48 hours and no other symptoms.
 - For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA
 - For individuals exposed to COVID-19, 14 days after exposure.
 - For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. A note from a physician is required.

FACE COVERINGS

Face masks/coverings MUST be school appropriate and shall not interfere with the school's dress code policy.

STAFF

- School staff is **required** to wear a face mask at all times and maintain social distancing when teaching.
- School staff may instruct using a face shield while practicing social distancing.

STUDENTS

- Students are required to wear face coverings at all times in the school building unless eating, or during outside recess or physical education class with appropriate social distancing.

ENTRANCE PROCEDURES

Academy Hours:

Under a hybrid model Academy instructional hours will be reduced to allow teachers additional time to conference and review work submitted from those engaged in distance learning. The daily schedule will be as follows:

1. Arrival: 7:50 - 8:20
2. Morning Classes: 8:20 am - 12:05 pm
3. Lunch for all classes: 12: 05 pm -12:35 pm
4. Afternoon Classes: 12:35 pm - 2:00 pm
5. Dismissal Procedure: 2:00 - 2:40 pm

After care will still be available until 6 pm with no additional charge for the extra 30 minutes.

Tardiness

With these new procedures, arriving on time is of paramount importance. **No students will be granted entrance to the building after 8:30 am.** If you are unable to arrive at school by 8:30 your child must be on remote learning for the day.

Arrival Procedure

At Home Daily Reporting

We will be utilizing a new online system for daily reporting of symptoms for all students and staff. Part of this procedure includes taking your child's temperature at home and providing a daily pick up contact. All families are required to submit their daily screening in the Cleared4School website **by 7 am**. Any child who arrives at school that has not submitted their daily screening questions, will not be granted admission to the building.

School Entry Procedure

To limit mass entry into the building at once, we will be utilizing multiple entrances during arrival time. There will no longer be a morning stop and drop and the following grade levels will use the following doors for entry into the building. All students entering the building will have their temperature taken before entering. Parents will not be permitted to stand in line with their children.

- All PreK, 7th, and 8th grades: Former stop and drop door
- Ms. Koegel (KB) and 2nd Grades: After Care door under gym steps
- 1st Grades, 4th grades, and Ms. Pereira (3B): Main entrance
- Mrs. Kotuby (KA), 5th Grades, 6th grades, and Mrs. Panzella (3A): Side rectory door next to Church

Upon arrival all students will be required to complete four tasks:

- Must be wearing a face covering
- Obey social distancing markings placed outside their respective entrances
- Have their temperature checked and be below 100°F for admittance into the building.
- Use the provided hands-free sanitizer station once they enter the building.

If a child has a temperature of over 100°F:

- They will be asked to stand off to the side in a safe area while other students are checked.
- The employee at that entrance will radio to the nurse on staff that there is a child with a temperature over 100°F
- The nurse will contact the parent. If they are still in the area their child will be sent back home with them.
- If a parent or approved emergency contact is reached but needs time to arrive at school, the student will either remain outside with a supervising adult or be brought into the downstairs nursing station (former faculty room) by the nurse until someone can come and get them.

HALLWAYS AND COMMON SPACES:

- Maintenance staff will throughout the day clean highly touch surfaces (e.g. handrails, door handles).
- To reduce the number of students walking in hallways, students will exit classrooms for recess at staggered times.
- Students and staff **MUST** wear face coverings when walking in hallways and common spaces.

RESTROOMS:

- Students must wear a face covering while using the restrooms.
- Teachers will monitor use of restrooms to maintain social distancing.

CLASSROOMS:

- **The school will allow for social distancing within the classroom to the maximum extent practicable. In addition:**
 - o Desks will be turned to face the same direction.
 - o When possible windows will be open and classroom doors will be left open
- When possible teachers will take students for a walk outside with weather permitting.
- Students will not change classrooms for subjects. Teachers will move from classroom to classroom.
- Teachers' desks will be at least six feet from the nearest student desk.
- Teachers may use the outside space to conduct classes when seasonally appropriate.
- There will be minimal mixing between groups/cohorts
- Hand sanitizer will be available in every classroom.
- **No use of shared objects.** Students **MUST** bring in their own supplies (pens, pencils, coloring instruments, etc).

SNACK/LUNCH:

- Students may NOT share food.
- Students will wash/sanitize their hands before eating.
- Students will eat lunch in their classrooms.
- A portable plexi-shield will be provided to students during snack and lunch periods

RECESS:

- Students will remain with their class (cohort). There will no mixing of cohorts during recess.
- Students will remain in designated areas.

DISMISSAL:

Classes will end at 2:00 pm with a staggered dismissal procedure from 2:00 - 2:40 PM. Students will exit from the same doorway that they entered on the following schedule. Parents must find a legal parking spot, wear a mask, and maintain social distancing when picking up students. It is imperative that parents arrive on time to pick up their children.

- 2:00
 - Ms. Koegel (KB)
 - Mrs. Kotuby (KA)
 - Ms. Miraglia (1A)
 - Mrs. Delgado (6B)
- 2:10 PM :
 - Mrs. Rushnak (2A)
 - Mr. O'Donnell (5A)
 - Mrs. Kao (7B)
 - Ms. Ramundo (1B)

- 2:20PM
 - Mrs. Santoro (2B)
 - Ms. Fernandez (7A)
 - Mrs. Guthrie (4B)
 - Mr. Biggiani (5B)

- 2:30 PM
 - Mrs. Son (4A)
 - Ms. Pereira (3B)
 - Mrs. Panzella (3A)
 - Ms. Ilaria (8A)

- 2:40
 - Mr. Hegewald (8B)
 - Mrs. Lynch (6A)

- 2:45
 - PreK

EARLY PICK-UP

- Parents will announce themselves at the door and student will be escorted out by a staff member.
- We strongly discourage early pick-up as it not only disrupts a child's learning, **but it also places undue hardship on our staff.**

BEFORE AND AFTERCARE PROGRAM

- NDA will adhere to all applicable social distancing requirements and hygiene protocol.
 - No sharing of toys, materials, or food.
 - We ask that your child bring in their own pencils, pens, crayons, etc

HSA

All meetings will be held virtually until further notice.

DRILLS

Practice required emergency drills within the classroom setting to avoid cross grouping and communal areas

- Teachers will discuss drills with students.

ACADEMICS

Notre Dame Academy is committed to providing a rigorous academic education rooted in the Catholic faith and in supporting students' social-emotional needs. We recognize the importance of in-person learning while also understanding that some students may not be able to physically be present at this time. Notre Dame is therefore offering Remote Learning.

REMOTE LEARNING

- If a family decides that they do not wish to send their child to school for in-person instruction while school is in session, we will have the ability to provide live remote instruction.
 - This will require the student to sign in to Google Classroom every day, for each class according to his/her schedule.
- If a student is required to quarantine or contracts COVID-19, that student will participate in remote learning.

REMOTE LEARNING GUIDELINES FOR PARENTS AND STUDENTS:

- Designate a workspace for remote learning. Keep supplies (computer, texts for school, paper, pencils, etc.) easily accessible and organized.
- Given the extraordinary nature of online learning, even higher behavioral expectations for school are required. When behavior expectations are not met, teachers may report this to the Administration, as they would when at school. The Administration will communicate with students and families as needed.
- Ensure that student joins class on time and follows all instructions given by the teacher. Teachers will be taking attendance for each class period.
- To better replicate the classroom experience, all students should attend online classes with video on and microphones muted.
- When attending classes online, all class work, test and quizzes must be handed in by the end of the class period unless teacher has advised otherwise.
- Only students registered for the class should attend remotely.
- ■ To help maintain the integrity of our on-line learning and maintain trust with your teacher and other students in the school. Students will not share videos, documents, chats, etc.
- Student must adhere to the Notre Dame Academy Acceptable Use Policy
- Keep distractions to a minimum. Avoid using phone or having several tabs open when meeting with class online. Keep only the tabs needed for your work open.
- Students should follow Handbook Dress Down protocol when attending Google Meets (e.g.no pajamas, neatly dressed).

GRADING:

Teachers will continue to use grade-level assessments. Assessments will be virtual, formative, and summative through our online platforms and by student work. Student progress will be continuously monitored and addressed on a weekly basis.

- Grading policy can be found in the Student Handbook.
- Students are expected to complete assignments to receive credit for the courses for this school year. The grading policy is located in the school handbook.
- Parents are advised to check the Genesis Parent Portal to stay informed on student's progress.

Attendance:

- Attendance will be determined by online contact through Google Classroom. If students are not completing work or participating in learning, teachers will be contacting parents to develop plans for student engagement based on the needs of each student. The Administration will also be notified.