



Return to Campus Plan 2020/2021



NOTRE DAME ACADEMY

WORCESTER, MASSACHUSETTS

TABLE OF CONTENTS

Head of School Address.....	1
Acknowledgements.....	2
Important Dates & Schedule.....	3
Introduction.....	4
Physical & School Safety Operations.....	5
- Air Circulation & Ventilation	
- Building Hours	
- Good Hygiene	
- Lunch	
- Locker Use	
- Movement	
- Personal Protective Equipment (PPE)	
- Sanitizing & Disinfecting	
- Spacing	
- Visitors	
Health & Safety.....	8
- Before School Self- Assessment	
- Illness of Staff or Student During School Day	
- Isolation Room	
- Students with High Risk Medical Conditions	
- Social & Emotional Support	
Academics & Technology.....	10
- Accessibility	
- Attendance	
- Choosing Remote Learning	
- Digital Learning Platform	
- Hybrid Learning	
- Remote Learning	
- Instruction	
- Professional Development	
Athletics & Co-Curricular Activities.....	14
- Athletics	
- Co-Curricular Activities	
School Calendar.....	15
Frequently Asked Questions.....	16

HEAD OF SCHOOL ADDRESS

Dear Notre Dame Academy Family,

As educators, we have never seen such a complex and profound challenge to our work as we are facing with the COVID-19 pandemic. Yet in this unrivaled and uncertain time in education, Notre Dame Academy is uniquely poised to continue exemplary academic instruction for the young women of our community. Notre Dame Academy is a special place where character, commitment, and community are core values. These values are central to the academic, as well as 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.

Our Board of Trustees, the Executive Leadership Team, and Faculty and Staff have united in support of our students academically, socially, and spiritually. Our entire community embraced the challenge presented to us by COVID-19 last March. Although our Spring remote learning was very successful, of course, there were some challenges. Finding solutions for the challenges has offered an opportunity to further demonstrate our team's innovation and creativity. Over the summer, many faculty and staff offered their time and ideas to allow us to continue to build on our previous success and overcome the challenges that exist. As such, we will head into the 20-21 Academic year with additional enhancements in technology, infrastructure, safety, and training.

As you know, we have planned an on-campus return to school in September. However, we are also cognizant that some families may not opt for in-person instruction, and thus we will offer a remote synchronous option as well. A great deal of thought, discussion, and input contributed to this plan and we are very excited to welcome our students back to 425 Salisbury Street. We have taken a very proactive approach, with the safety of our students, staff, and families at the forefront in returning students to campus. This Plan is a living document focusing on the safe on-campus return, subject to change with any new guidance from the Commonwealth of Massachusetts. Contingency plans for both hybrid and remote learning have been fully developed in the event that they are needed. Highlights of those plans are also included here as well. In all cases, the learning plans will seamlessly deliver a rigorous and engaging curriculum utilizing one central digital platform.

While the events of the past few months have certainly challenged the limits of our flexibility, patience, and perseverance, we are confident we're prepared to continue to educate our students to be confident women who are lifelong learners, spiritual seekers, and compassionate global citizens. The Sisters of Notre Dame de Namur have instilled in each of us a profound understanding of and appreciation for God's infinite goodness. That charism sustains us as a community and unites us in support of our young women.

We believe that success in 20-21 is based on continuing our commitment to our mission, building on our strengths, embracing collaboration and innovation, and relying on the grace and guidance of our "Good God." We continue to be focused on our mission to provide transformational experiences that teach our students "what they need to know for life" as we plan for their return on campus this fall.

I would like to express my gratitude to all of our staff, students, and families for their patience and support. Now more than ever, we value our partnership with parents in providing a positive and steady influence to help our young women navigate what could be an unnerving time. Notre Dame Academy is a very special place. I am honored to lead the team and work alongside the entire NDA community in ensuring a safe and high-quality education for all of our students.

Gratefully,



Lisa Mancini '88 P'18
Head of School

ACKNOWLEDGEMENTS

Many people were involved in the development of the Notre Dame Academy Return to School Plan. A heartfelt thank you to the Notre Dame Academy community for their support, encouragement, and dedication to the students of Notre Dame Academy. The outstanding group of administrators, faculty, and staff on the Academic and Health and Wellness Task Forces put their summer plans and their own lives on hold in order to develop this plan for the students and staff of Notre Dame Academy.

Name	Title
Lindsay Baker	Office Manager
Jonathan Bennett	Academic Lead, Humanities
Rosanna Burke	School Nurse
Susan Butler	Principal
Monique Coulson	Academic Lead, STEM
Nichole Farrington	Adjustment Counselor
Caitlyn Germain	Co-Athletic Director
Emily Haley	Dean of Students
Cynthia Henderson	Business Manager
Paula Isakson	Academic Lead, Religious Studies and Campus Ministry
Melissa Kennerson	Faculty, Science
Caitlin Lubelczyk	Director of Marketing and Enrollment
Lisa Mancini	Head of School
Ewa Mamro	Business Manager
Natalino Silva	Custodian
Colleen Sullivan	Director of Advancement and Alum Relations

IMPORTANT DATES & SCHEDULE

September 2, 2020

- 2:00PM-3:00PM - 7th and 8th Grade New Student Orientation*
- 3:30PM-4:30PM - 9th Grade New Student Orientation*
- 5:00PM-6:00PM – 10th, 11th, and 12th Grade New Student Orientation*

September 8, 2020

- 9:00AM-10:00AM – All 7th Grade Return to School Safety Meeting*
- 11:00AM-12:00PM – All 8th Grade Return to School Safety Meeting*
- 1:00PM-2:00PM – All 9th Grade Return to School Safety Meeting*

September 9, 2020

- 9:00AM-10:00AM – All 10th Grade Return to School Safety Meeting*
- 11:00AM-12:00PM – All 11th Grade Return to School Safety Meeting*
- 1:00PM-2:00PM – All 12th Grade Return to School Safety Meeting*

September 10, 2020

- First Day of School

**one parent/guardian encouraged to attend with each student*

	Day 1	Day 2
8:00 - 9:20	Block 1	Block 1
9:23 - 10:43	Block 2	Block 2
10:43 - 10:53	Homeroom	Homeroom
10:53 - 11:18	Lunch	Lunch
11:20 - 12:40	Block 3	Block 3
12:43 - 2:00	Block 4	Block 4
2:00 – 2:45	Activity Block	Activity Block

Daily Schedule

2020-2021 DAY 1/DAY 2 SCHEDULE

INTRODUCTION

The development of this Plan was formulated by the Academic and Safety and Wellness Task Forces. These Task Forces met weekly throughout the summer, along with meetings of individual subcommittees as well as joint Task Force meetings. This plan incorporates the decisions made by the Task Forces based on Guidance on School Reopening from the MA Department of Elementary & Secondary Education (DESE) Massachusetts Department of Education (June 25, 2020) and guidance documents as well as updated information from the Center for Disease Control and Prevention (CDC). In addition, decisions that are based upon expert and local public health data and recommendations, medical research, and best practices.

The complexity of planning for the 2020-21 School Year was extensive. This Notre Dame Academy Return to On-Campus Plan takes many variables into consideration and provides a framework for what a safe return-to-school will look like.

- A thorough review of the NDA **campus** has been performed. A capacity feasibility study was performed and we confirmed our capacity to meet the accepted CDC standard of physical distancing recommendations and set up classrooms with at least 3 feet or more of separation for all students and staff. New classroom configurations have been made. A significant amount of Personal Protective Equipment (PPE) has been secured to ensure the campus remains a safe environment. In addition, all ventilation units have been inspected.
- The **health and safety** of the students and staff at Notre Dame Academy is paramount. Health and safety considerations always come first when making decisions and govern every action taken by our school.
- **Technology** is a critical component for on-campus learning, in addition to remote and hybrid options. At NDA, we will continue with a 1:1 model allowing our St. Julie Division (7th and 8th-grade students) to use school-owned Chromebooks and a Bring Your Own Device (BYOD) for students in the High School (9th-12th grade.)
- A strong **curriculum** and instruction are central to the mission of the NDA education. We are confident that NDA faculty can effectively address our students' diverse learning as well as their social-emotional needs. We will creatively reimagine learning experiences for our students, building on lessons learned from remote learning last Spring. We are committed to taking the right steps to address stress, cultivate productive coping and problem-solving, and maintain academic engagement and rigor. Additional information about co-curricular activities and athletics are also included in this Plan. In alignment with our mission, this year we will be strengthening the resilience skills in our students so they can effectively address personal, local, and global challenges.
- The Task Forces determined that academic skills should not supersede empathy and compassion in this unprecedented moment in our students' lives. A **focus on emotional and social well-being** is also paramount for our students to thrive as learners.

After much due diligence, NDA has confirmed that we can return to campus while learning safely and effectively. Although many new safety procedures will be put into place, this decision allows us to continue to focus on the whole student. This plan will not look like our experience on campus in the past and will require a great deal from our students. 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 - their *commitment to learning, a steadfast desire to keep the NDA community safe, and strengthening their character, even in the face of this challenge.*

Further information on health and safety procedures related to COVID-19, changes to our day-to-day school operations including physical distancing, student groupings/classroom design, and the wearing of face coverings, support for social-emotional growth and well being, and important information regarding curriculum/instruction and technology are outlined in the plan. Additional details will also be shared during the Virtual Family Q&A and the Return to School Meetings. We will need everyone's help in implementing our 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.

PHYSICAL & SCHOOL SAFETY OPERATIONS

Many standard operating procedures have been altered for the 20-21 academic year. The broad summary below is intended to inform the community of the new campus safety protocols. The school community will be reminded frequently of the specific routines and expectations with regard to campus safety. Signage will be used to support and reinforce practices that help reduce the spread of COVID and other infectious diseases.

Air Circulation and Ventilation

During the school day, staff will increase the circulation of outdoor air as much as possible by opening windows and doors. Staff will be reminded not to open windows and doors if doing so poses a safety or health risk for current or subsequent occupants.

NDA will mitigate airborne transmission by increasing outdoor air ventilation and filtering air that is recirculating within a room or a building. We will continue to use MERV 13 filters, as recommended, ensuring optimal air filtration. To ensure that appropriate ventilation continues on an ongoing basis, NDA will conduct ongoing air quality testing.

Building Hours

NDA is open to students from 7:00 a.m. to 5:30 p.m. Due to the need to ensure safe spaces we ask that students who will be regularly arriving early or remaining after school sign up with the Dean of Students. Students should be in designated areas during this time, which may include the Learning Commons or Student Center.

Good Hygiene

All students and staff are expected to practice good hygiene, including frequent handwashing. Frequent hand washing is the best defense against the transmission of COVID from contaminated surfaces. Washing hands frequently with soap and water for at least 20 seconds is a simple but effective precaution that can prevent virus transmission.

Hand sanitizer units will be provided in classrooms, building entrances, and other common areas. Hand sanitizer should be used when handwashing with soap and water is not possible. Regular opportunities for students to wash hands or use hand sanitizer will be incorporated into the school day. Sanitizers will be made available at all entrances and exits. and sanitizing protocols will be explicitly taught at the start of the school year either in person or through a tutorial video with repeat instruction as necessary.

Lunch

Lunch is an important part of student life at our school. Soon, we will share the specific process for pre-ordered lunch options that will be delivered to homerooms by the Rebel Cafe. The Cafe will not be open for direct ordering at the window.

Locker Use

In order to prevent spread, staff will limit the sharing of student supplies. The use of lockers will not be permitted. Students must bring their belongings for the designated school day in a personal backpack and keep that backpack near their respective desk/work area. The backpack must be taken home every night so they can be properly cleaned.

Movement

Signage will be posted throughout buildings indicating the direction for travel and appropriate physical distancing. Mask breaks transitions will be staggered to allow for adherence to physical distancing protocols.

Personal Protective Equipment

Face Coverings/Masks are the single most important risk management measure to contain the spread of COVID-19. Department of Public Health COVID-19 protocols will be carefully observed

- All students and staff members are required to wear masks that adequately cover both their nose and mouth throughout the day, especially when in hallways or bathrooms or in proximity to students from other classes and in circumstances when physical distancing cannot be maintained.
- Notre Dame will be providing each student with one mask, Parents/guardians will be responsible for ensuring students have masks that cover their nose and mouth, every day. NDA will provide backup disposable masks for students who need them. Staff will also be offered a face shield. Students and staff will be provided training on how to wear and care for the masks/face coverings.
- Time will be provided throughout the day for “mask breaks” where students and staff do not have to wear masks. Ideally, these breaks will occur outside. Additional safety precautions are required for the school nurse. These precautions must include eye protection (face shield or goggles) and a face covering. Additional precautions may be deemed necessary, based on the type of tasks being performed. The PPE needs of these individuals will be determined on a case by case basis.

Sanitizing and Disinfecting

NDA will follow the guidance from the Centers for Disease Control (CDC) and will take the appropriate precautions. Custodians will clean and disinfect regularly using EPA-registered disinfectants that are effective against SARS-CoV-2, the virus that causes COVID-19, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.

Frequent cleaning and disinfecting of surfaces will take place following directions on product labels. Adequate training and personal protective equipment will be provided to protect the custodial staff. In addition, special attention will be paid to the most highly touched surfaces, such as door handles, light switches, sink handles multiple times per day in between uses. In addition to cleaning and disinfecting carried out by custodial staff, teachers, and classroom staff will be provided with safe cleaning products as well as training to disinfect items in their classrooms between uses. To further minimize the spread of COVID-19, doors will be left open whenever possible. Other such measures will be taken as they are identified and include such steps as keyless entry to buildings and providing students with supply “kits” to prevent the sharing of materials, etc.

Cleaning and Disinfecting Procedures have been developed that outline clear and explicit housekeeping practices, including the frequency of cleaning and disinfecting desks and supplies to be used. Custodians will utilize the spray sanitizer nightly in all spaces occupied during the day.

Spacing

NDA Safety and Wellness Taskforce assessed each classroom using a 3-foot distance between the student chairs, which was deemed appropriate by DESE, as well as assessing alternative learning environments in each building. The Task Force also assessed all common areas and outdoor spaces to determine the feasibility of use in the return to school. NDA is repurposing many large spaces for use as temporary classrooms. This will include the use of the gymnasium, Learning Commons, auditorium, and other open spaces to support teaching, learning, and student activities. Classes may be moved outdoors, if possible, weather permitting. We have secured outdoor tents that will allow for expanded use of outdoor spaces.

Visitors

Visitors will not be allowed in the buildings except for pre-approved exceptions or appointments. All visitors must ring the doorbell at the Academic Building Front Entrance and proceed directly to the Main Office, wearing a mask and using hand sanitizer upon entry. Visitors will be required to sign in. Visitors will not be allowed to access any parts of the school campus except for the main office and the new designated student pick-up area outside the Nurse's office. Designated areas will be set aside for any outside visitors. If an item is being delivered to school for students, call the office upon arrival to alert staff to its presence so further instructions can be provided.

Physical barriers such as plexiglass have been installed in appropriate spaces where needed and where staff will interact with any members of the public.

HEALTH & SAFETY

We expect our students to be responsible school citizens and ask that parents and guardians support their daughters in following all school policies and procedures, especially in relation to protecting the health and wellbeing of the school community. The following reviews some of the health and wellness protocols put into place for the return to school amidst an ongoing pandemic for Covid-19. The protocols were created with the intent to create a safe, positive environment for all.

Before School Self-Assessment

Parents and guardians are responsible for performing a daily check before sending students to school. Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.4° Fahrenheit or higher), chills or shaking chills
- Cough (not due to other known cause, such as a chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If staff or students have any of these symptoms, they should remain home from school. Additionally, they must get a test for active COVID-19 infection prior to returning to school.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.mass.gov/doc/covid-19-testing-guidance/download>

Illness of Staff or Student During the School Day (including pick-up procedure and follow-up care)

In the event of a staff member or student becoming symptomatic during the school day, they will be immediately assessed by the school nurse. Any symptoms representative of Covid-19 or any other illnesses will require immediate pick up from school. In the case of staff members, they will leave campus and proper substitute protocols will be put into place. Emergency contacts should be clearly identified to school administrators.

Student pick-up will occur at the side parking lot, directly outside the School Nurse's Office. A blue canopy will mark the student waiting area, with a sign designated Nurse Dismissals, where they will await parent/guardian pick up with monitoring done by the School Nurse inside. Students are expected to be picked up in a timely manner after receiving notification.

Isolation Room

There is a designated isolation room in the Health and Wellness Area where the School Nurse can separate staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should immediately go home and contact their PCP, or go to a healthcare facility depending on how severe their symptoms are.

Students with High-Risk Medical Conditions

Parents and guardians of students with high-risk medical conditions are encouraged to consult with healthcare providers to discuss the appropriateness of attending in-person instruction. Parents and guardians of these particular students are encouraged to share necessary medical information with the building administrators as soon as possible to ensure careful planning and scheduling for each child.

Social and Emotional Support

Students will continue to have access to social and emotional services. If parents and students believe that the student will need extra support and a school success plan, they are encouraged to reach out to the School Adjustment Counselor, Guidance Counselor, or Dean of Students to set up a planning meeting. All students are encouraged to bring their own school appropriate coping tools to the classroom to be able to use to stay regulated.

- **On-Campus Learners:** The School Adjustment Counselor and Guidance Counselors are at the school full time and students will have access to that support throughout the school day. If there is a student who is struggling in the classroom they will be able to step out of the classroom and have the teacher call for extra support. The counselor will come up to the classroom to assist the student with the concern and offer support. If the student is on a free, then they are able to go to the main office to have someone contact the counselor for support. The students who may request extra social and emotional help are able to reach out to create a Notre Dame Academy Success Plan to be tailored specifically to the student.
- **Remote Learners:** Remote students will also have continuous access to the School Adjustment Counselor and Guidance Counselors. They are encouraged to reach out to seek support or check-in. Students who need assistance in creating a schedule to be successful are able to reach out as well to create their own Success Plan for remote learning and engagement. Students are able to meet with the counselor over the Google Meet as well and connections between all remote learners will be encouraged.

ACADEMICS & TECHNOLOGY

Regardless of on-campus or remote learning, strong academics is the foundation at NDA. Technology is a crucial, innovative element for ensuring NDA continues to empower all students to thrive. Technology both amplifies learning experiences and provides for anytime, anywhere learning.

Accessibility

Our St. Julie Division students in Grades 7 and 8 are provided with 1:1 Chromebooks, owned by Notre Dame Academy, to be utilized during the academic school year.

Our Grade 9-12 students bring their own devices (BYOD). While cell phones will be allowed as a back-up device for taking photos of written work and utilizing certain apps, they are not considered a primary device for class-work. Tablets are not recommended as past experience has found that they do not always interface smoothly with all platforms. If a student must use a tablet as a primary device, an attachable keyboard is required.

All students are responsible for coming to school with a fully charged device, a charging cord, and headphones.

Attendance

Due to the addition of remote learning and safety considerations related to Covid-19, we are still reviewing school attendance policies. These will be shared in the Student/Family Handbook which will be distributed before the start of school.

Choosing Remote Learning

Those wishing to opt into remote learning must notify Emily Haley, Dean of Students, in writing through email by 8/27 (ehaley@nda-worc.org). Please note your response to the Return to School Survey does not serve as formal notification.

By October 22nd, all families will be asked to indicate if they will continue remote learning for the second quarter. Students can remain remote learners or may move to in-person instruction at that time.

If at any time a family needs to shift from on campus to remote or vice versa, parents will need to notify the Dean of Students, in writing.

Digital Learning Platform

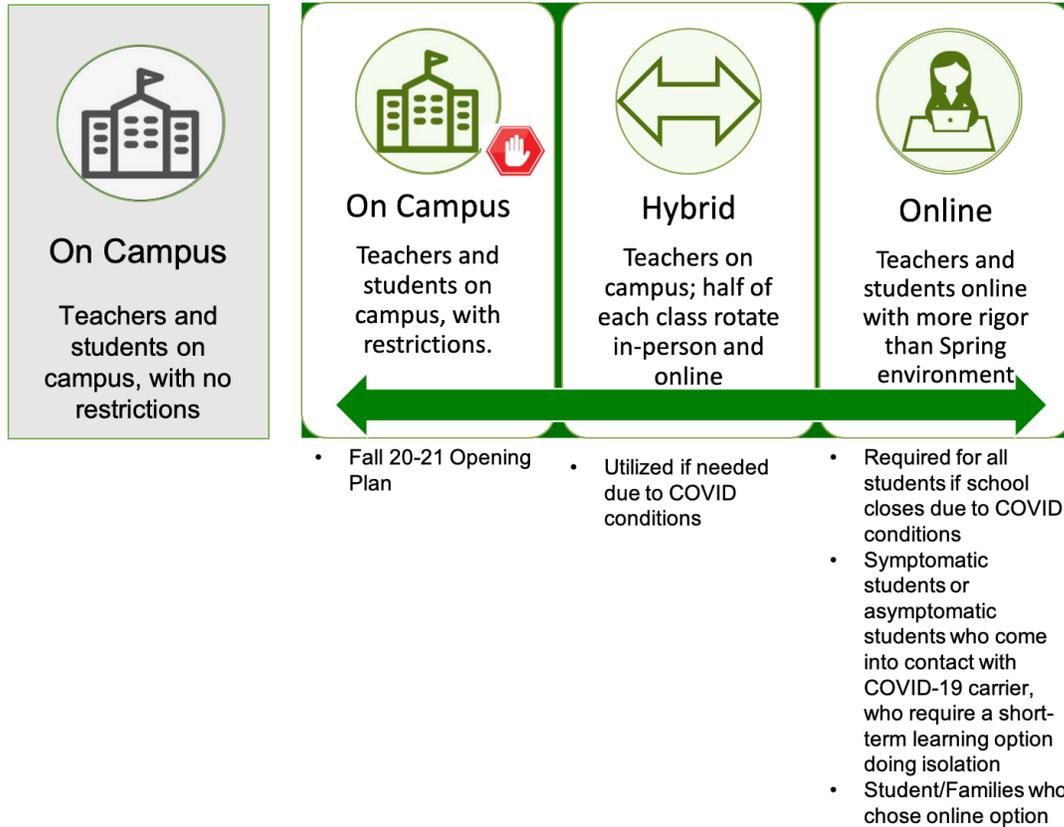
Google Classroom will be the primary digital learning platform for all grade levels. In addition, a wide range of collaboration tools for teachers and students will be utilized. NDA has invested in the G-Suite for Education Enterprise system and will have access to the full library of Google's tools for learning. All staff and students have GMail-enabled email addresses and a Google Drive with unlimited storage with the ability to share documents, slides, photos, and other learning materials. Google Calendar is also available and is used by students and staff alike to monitor due dates and schedule meetings. In addition, NDA will utilize Google Meet as our virtual meeting platform for synchronous remote instruction.

A wide variety of additional application subscriptions used frequently by teachers have also been purchased. Teachers and students will use these collaborative digital tools to support learning throughout the school year. Some of the tools commonly used by teachers and students to support the learning process include Peardeck, Screencastify, and Flipgrid.

NDA's investment in technology, combined with additional professional development for teacher implementation of our numerous collaborative tools, enables us to shift more easily between on-campus and remote instruction.

Hybrid and Remote Learning

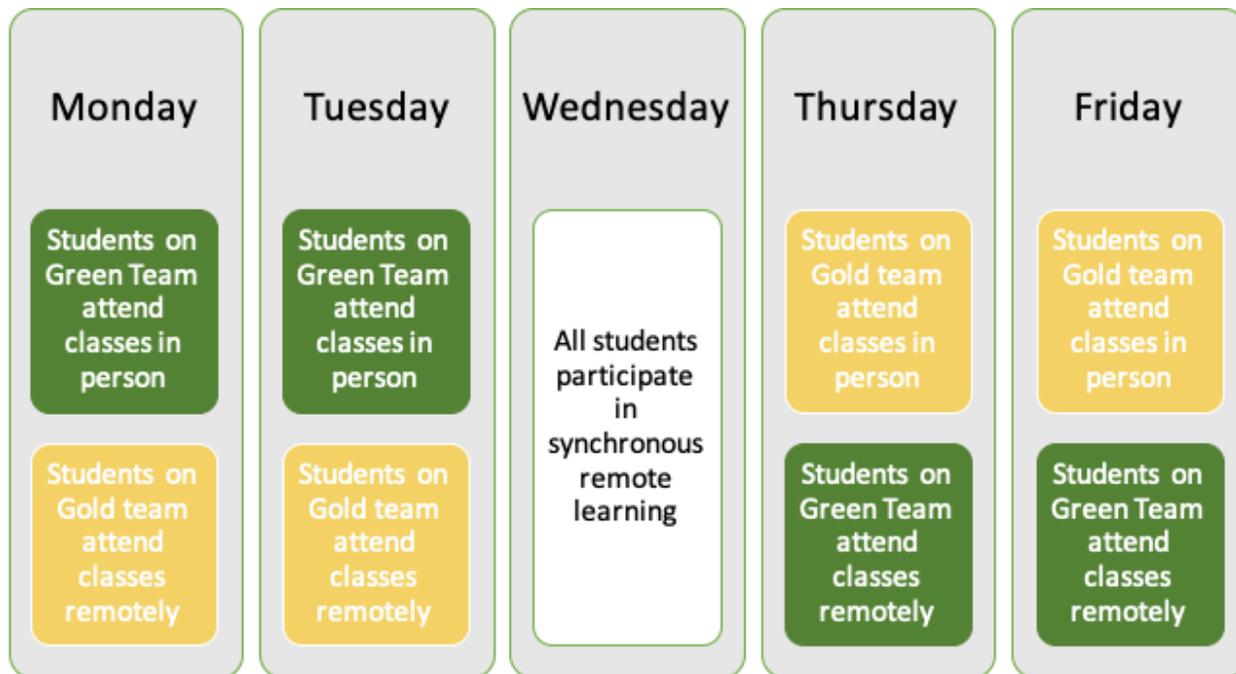
As described in this Plan, the focus is on an on-campus return, with new safety requirements. However, should there be a need to shift to hybrid or remote learning at any time, Notre Dame Academy has proactively developed contingency plans to do so.



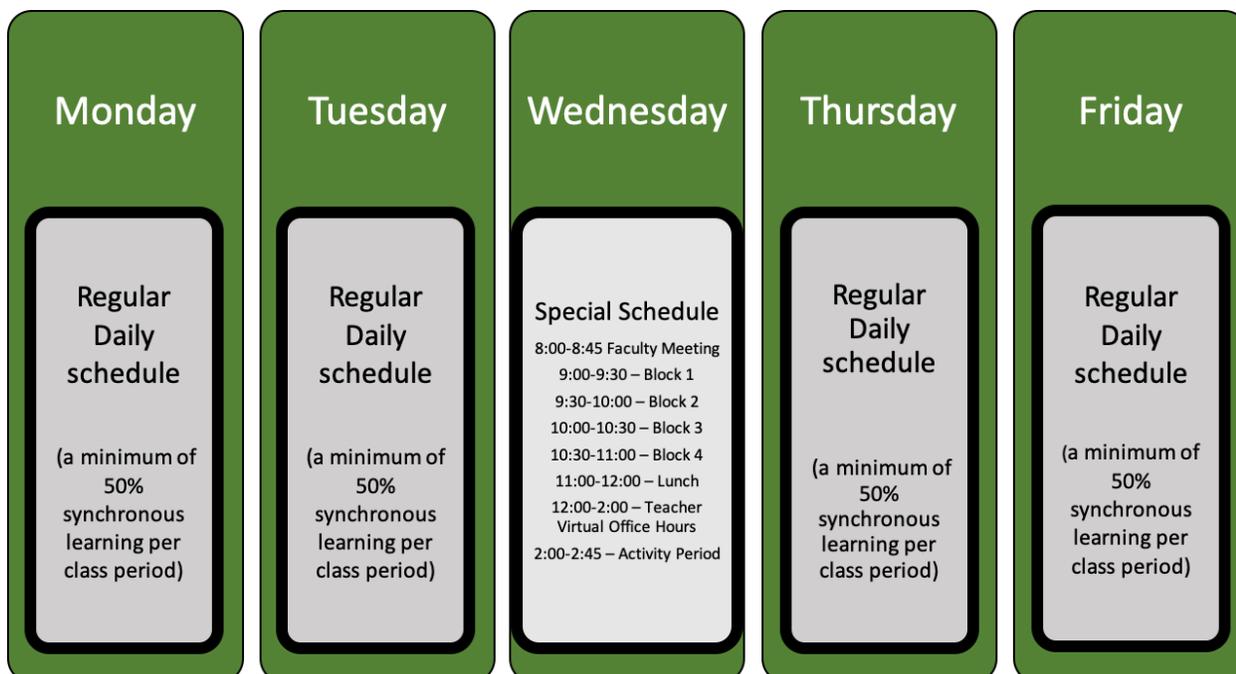
Hybrid Learning is where students alternate between in-person learning and remote learning. In this model, students will follow a structured schedule on all school days, which alternates between in-person and remote learning. The hybrid model limits the number of students who are learning at school each day by organizing all students into two cohorts identified as the “Green” and “Gold” teams. These two teams will be identified by students’ last names and would be shared with students and families in the coming weeks. Students in the same family will be assigned to the same team.

In the hybrid model, students on the “Green Team” will be on campus and in the classroom on Monday and Tuesday while students on the “Gold Team” will participate in remote synchronous learning through the use of Google Meet. On Thursday and Friday, the teams will be switched and the “Gold Team” will be in the classroom and the “Green Team” will participate synchronously through Google Meet. On Wednesday, all students will participate in synchronous remote learning sessions with their teacher.

During hybrid learning, the schedule will be fixed to allow for consistent scheduling for each day of the week in an effort to simplify drop off and pick up routines for students. Monday and Thursday will be Day 1 and Tuesday and Friday will be Day 2. Wednesday (which will be a remote day for all students) will alternate each week between being a Day 1 and a Day 2. Students from the same family will be assigned to the same Team.



Remote Learning The following schedule will be instituted in the event of future school closure due to COVID-19.



Instruction

Notre Dame understands the importance of personal connections in the learning environment. In any of the three phases: in-class, hybrid, or remote, classes will meet synchronously with person to person instruction. Our classrooms have been equipped with cameras, tripods, and microphones so that teachers may teach both remote and in-class students safely, creatively, and effectively. To limit shared supplies and the exchange of work, all work will be submitted using our Google Classroom platform. Students have been provided a supply list of items that will be needed on a daily basis. Additionally, protocols have been put in place to ensure consistency in posting work and due dates, parent updates, grading transparency, and student expectations for completing and turning in work. Our remote students, and all students utilizing Google Meet, will adhere to guidelines that promote a safe learning environment for all and maintain appropriate and respectful behavior. Google Meet will be recorded with the sole purpose of sharing within the individual Google Classrooms.

Professional Development

Professional Development sessions geared at a successful return to school across all three possible phases of return have been ongoing throughout the summer. Specifically, each faculty member has attended a 3-6 day session to hone his or her skills in Google Classroom management, Google Meet, creating assessments and grading in the Google Classroom, and creative ways to enhance instruction using tools such as Peardeck, Flipgrid, and Screencastify. Two additional days of professional development on September 8 and 9 will ensure that all faculty can optimize both classroom and remote teaching techniques in this new environment.

ATHLETICS & CO-CURRICULAR ACTIVITIES

Athletics

Notre Dame Academy recognizes the important role interscholastic athletics plays in the educational experience of many of our students. Our Athletics Department plans to offer on-campus training for fall season sports and hopes to offer sports programs during the fall season that follow health and safety guidelines for interscholastic competition. A return to play guide for student-athletes, families, and coaches will be shared when guidance is received by the Massachusetts Interscholastic Athletic Association (the MIAA). In the event interscholastic athletics are not permitted to take place in the fall season, NDA will look into offering safe extracurricular opportunities for our students. A separate Q&A will be held to discuss Athletics at a near-future date.

Co-Curricular Activities

NDA recognizes the importance of co-curricular activities as a positive influence and connection to their peers and the broader school community. As students return to school, NDA will continue to share information on how we will provide these experiences while adhering to health and safety guidelines.

SCHOOL CALENDAR

September

- 2 New Student Orientation
- 8 Return to School Safety Meeting (7th, 8th, 9th)
- 9 Return to School Safety Meeting (10th, 11th, 12th)
- 10 First Day of School for all students
- 10 First Day of School Liturgy
- 17 Senior Parent Night 6pm
- 24 Parents Know Your School Night 6pm

October

- 2 Little Sister Day
- 12 Columbus Day **Offices/School Closed**
- 14 Testing Day
- 15 Picture Day
- 16 Junior Ring Blessing 1:50pm
- 25 Admissions Open House 2pm
- 30 Halloween Celebration- Grades 7 & 8

November

- 3 Election Day/Mock Voting
- 4 All Saint's Day Liturgy
- 5 Last Day of 1st Quarter
- 6 **No School-** Professional Development Day
- 10 Love In Action Commissioning
- 11 Veteran's Day **Offices/School Closed**
- 14 The Gala 6pm
- 16 Food Drive Begins
- 18 Parent/Teacher Conferences 6pm-8pm
- 18 Grandparents and Grandfriends Day
- 19 Parent/Teacher Conferences 3pm-5pm
- 25-30 Thanksgiving **Office/School Closed**

December

- 17 Parent Party at Knollwood 5:30pm
- 17 Christmas Concert 7pm
- 18 Kris Kringle Day (12pm Early Release)
- 12/21 Christmas Break **Office/School Closed**
-1/3

January

- 4 Classes Resume
- 14 Last Day of 2nd Quarter
- 18 Martin Luther King Jr. Day **Offices/School Closed**
- 21 Junior Parent Night 6pm
- 23 Semi-Formal

February

- 8-12 Spirit Week
- 15-19 Winter Break **Offices/School Closed**
- 25 School Retreat

March

- 12-14 Spring Musical
- 19 Last Day of 3rd Quarter
- 19 **No School-** Professional Development
- 28 Admissions Spring Open House 2pm

April

- 2 Good Friday- **Offices/School Closed**
- 19-23 Spring Vacation- **School Closed**

May

- 3-14 AP Testing
- 13 Spring Concert 7pm
- 14 Arts Day (12:00 Early Release)
- 14 Junior/Senior Prom 7pm
- 13 Last Day of Classes for Seniors
- 20 Ascension Thursday Liturgy 10:50am
- 20 Athletic Awards 7pm
- 25 Senior Class Trip
- 26 Last Day of 4th Quarter
- 26 Senior Dinner & Alumnae Induction
- 27 Class Day
- 28 Reading Day - **No Classes**
- 30 Graduation Day 2pm
- 31 Memorial Day **Office/School Closed**

June

- 1-4 Final Exams

FREQUENTLY ASKED QUESTIONS

Q: Will there be extracurricular and co-curricular activities, and if so, how will they be carried out?

A: Notre Dame Academy recognizes the important role extracurricular and co-curricular activities play in the educational experience of many of our students. Many club offerings will still occur either in person or virtually and guidelines will be set once the number of students involved is determined as well as how the activities of the particular clubs can be met effectively. Our plan is to offer on-campus training for fall season sports and hopes to offer sports programs during the fall season that follow state COVID-19 guidelines for interscholastic competition and align with the School's health policies. A return to play guide for student-athletes, families, and coaches will be shared when guidance is received by the Massachusetts Interscholastic Athletic Association (the MIAA). In the event interscholastic athletics are not permitted to take place in the fall season, NDA will look into offering safe extracurricular opportunities for our students.

Q: What will Physical Education class look like with new restrictions?

A: All Physical Education classes will abide by the core health and safety strategies implemented in DESE's Reopening Guidance. Understanding that Physical Education requires enhanced health and safety measures due to the potential of increased respiration and use of equipment, the following modifications will be made in our PE classes.

- Barring inclement weather, all Physical Education Classes will take place outside.
- Access to the Strength and Conditioning Center, locker rooms and athletic training room will be off-limits at least for the first quarter. (We will reevaluate this policy based on the most current health data and safety recommendations at that time)
- In the case where Physical Education classes are not able to be held outdoors, the gymnasium will be the alternative space where students will meet for class.
- Signage will provide instructions for entering and exiting the building, enforcing hygiene practices, bath room policies, mandated mask-wearing and 6 feet social distancing
- Open doors in the gymnasium will allow for ventilation
- With the exception of mats, traditional PE equipment will not be utilized at least for the first quarter.
- Masks will be encouraged at all times, however, if outdoors, masks are optional provided there is 10 feet distance between individuals when completing physical activity.
- Students are expected to report to class in appropriate athletic attire as the sharing of attire and footwear is not permitted
- Students are encouraged to bring their own water bottle to refill and are not allowed to share with anyone

Q: Will the first day be a dress-up day?

A: Yes, we will be having a First Day of School mass; therefore, it will be a dress-up day. Our new school Chaplain, Fr. Jonathan Slavinskis, will celebrate with us.

Q: How will liturgies be held?

A: Liturgies will take place in the Auditorium. A subset of the student body will be in-person, socially distant, and the remaining student body will participate in the liturgy from their Homeroom.

Q: What and where will lunch be held?

A: Soon, we will share the specific process for pre-ordered lunch options that will be delivered to homerooms by the Rebel Cafe. The Cafe will not be open for direct ordering at the window. For students in grades 7-10, students will remain in their Homeroom for the lunch period or may go outside, with 6 feet distancing. Juniors and Seniors are allowed to leave campus during lunch or their free periods but must adhere to new guidelines, including traveling individually and not with other students. If remaining on campus, Juniors and Seniors may also choose to spend lunch on campus outside or in their designated homerooms. Please note, water bottles may be purchased from the vending machine in the lower level of the Athletic Center or reusable water bottles may be filled at the water fountains.

Q: Do we need tents?

A: NDA has purchased a few tents for the beginning of the year. If parents would like to contribute to the Pandemic Preparedness Fund to assist with the purchase of additional tents or other PPE, you can do so [here](#).

Q: How often will school and high traffic areas be cleaned?

A: High traffic areas will be cleaned several times throughout the day while students are in class, including hand railings and door handles.

Q: Will bathrooms be closely monitored for cleanliness?

A: Yes, enhanced protocols will be instituted throughout the school, including bathrooms.

Q: Since lockers will not be used, will girls have designated space for any belongings?

A: No, unfortunately, students will need to carry all of their belongings needed for the day in their backpack.

Q: Will students be confined to one classroom all day?

A: No, students will move to different classrooms throughout the day as usual. However, additional safety protocols including cleaning and directional doorways will be instituted.

Q: Will mask breaks and movement be offered?

A: Yes, at approximately the midpoint of each block, classes will have mask breaks. Classes will move outside so that students can stand 6 feet apart and take off masks.

Q: Are there any alternative plans for athletics if the MIAA cancels the season?

A: Notre Dame Academy recognizes the important role interscholastic athletics plays in the educational experience of many of our students. If the MIAA deems that athletics can not take place safely, NDA will look into offering safe extracurricular opportunities for our students.

Q: Have the teachers expressed concern about their own safety in returning?

A: Of course, faculty and staff are concerned about the safety of our students in addition to themselves and their families. However, after hearing about the plans in place for extra protection (teachers 6 feet from students, masks, optional NDA-provided shields, and moveable protective barriers) all faculty and staff have committed to returning this fall.

Q: How will free periods work?

A: In keeping with NDA tradition, Juniors and Seniors are allowed to leave campus during lunch or their free periods. In order for that privilege to remain in place, students will need to adhere to the new COVID related guidelines, including traveling individually and not with other students. Students in grades 9 and 10 may utilize specific places on free periods including the mid-level of the Learning Commons, the Student Center, and outdoor tables set up specifically for student use.

Q: If at any point school needs to return to all virtual what would that transition look like?

A: All of the planning completed by the Task Forces this summer will allow NDA to transition to a virtual learning environment, immediately, if the need exists. The schedule, curriculum, and instruction will remain consistent with the on-campus expectations but may be modified to suit the needs of remote learners.

Q: If my child needed to become virtual what would that look like with others while everyone else is in school?

A: The remote learning model is described above. If at any time a family needs to shift from on campus to remote or vice versa, parents will need to notify the Dean of Students, in writing.

Q: We are planning on attending remotely in the fall. That being said, if there are labs that are conducted ways that are socially distanced, with proper ventilation, maybe smaller classes, etc., then I would like my daughters to have the option of attending these classes. Will there be the option of a remote +labs/other specials model?

A: General Science labs are being designed to accommodate both in-class and remote learners. In situations where the student is attending remotely but not experiencing COVID symptoms, and where feasible, case by case arrangements may be made to attend some on-campus labs.

Q: Would there be a plan in place for testing? If yes, how often would the girls be tested?

A: There is no plan in place for periodic testing. If a student is symptomatic they will be referred to their PCP. The student cannot return to school until clearance is given by her PCP and with a doctor's note.

Q: Will the girls be able to do virtual schooling on the days they feel a bit under the weather? I'm concerned that girls will still go to school feeling ill just so they don't miss a day.

A: Yes, any student experiencing symptoms or not feeling well should remain at home and participate in classes remotely if able.

Q: I am curious how NDA will handle Lunch/food? My daughter has severe food allergies (life-threatening). Hand sanitizer does not remove food proteins, etc.- only hand washing.

A: Students will be having lunch in their Homerooms at 6 ft. apart or outside. Individual concerns can be addressed with Rosanna Burke, School Nurse, and Emily Haley, Dean of Students.

Q: Will there be additional outdoor learning space?

A: Yes, NDA is fortunate to have a lot of outdoor space on campus. A number of tents will be set up on campus and teachers have been encouraged to take classes outside and sit under the tent or on the grass. There will be designated space for student use during free periods as well.

Q: Any information on the potential bussing? Are the plans for collaborating with St Johns and Venerini off the table at this time?

A: Due to significant changes with the bus schedule at every school, we will not be running a full bus loop with the Alliance. However, we are hoping that there will be one bus that will run from St. John's to Notre Dame at the end of a route.

Q: What is the plan and protocol to be utilized in the event of any positive COVID tests? I.e. will one case cause complete shutdown/remote learning? Will any quarantine be school-wide or will it be by grade or section of school?

A: We will be following the guidance established by DESE in their ["Protocols for responding to COVID-19 scenarios in school"](#).

Q: Due to limited bathrooms, is there another way to have students wash their hands vs using chemical hand sanitizer often (can a single sink be added anywhere)?

A: Additional sinks will not be installed. Students will be allowed to wash their hands in the available bathrooms, several in each building, throughout the day as needed and sanitizer will be readily available. If a student has a medical reason to avoid sanitizer, a doctor's note should be submitted to the School Nurse.

Q: Are teachers being tested before school starts?

A: There is no requirement for teachers to be tested before school starts.

Q: If cell phones are not allowed and tablets are not encouraged what device are you asking the student to bring, a laptop?

A: Phones are discouraged as a primary device due to the inability to perform some class tasks and access to texting, social media, etc. Tablets/iPads are acceptable if they have an external keyboard, but we have noticed that there can be limitations depending on class needs. If one is needed, a Chromebook can be checked out (daily even or by a per-class basis as needed) from the library for student use and returned at the end of the school day/class.

Q: Will students have to use a keypad to go into buildings or will they have a student id with the ability to wave and open doors?

A: Keypads will be used and hand sanitizer will be available.

Q: What types of non-contact PE activities are being planned?

A: Alternative physical activities in physical education classes include the following:

- Exploratory walks/Orienteering
- Outdoor exercise stations that align with the components of health-related fitness
- Socially distanced problem-solving activities
- Mindfulness practices: Yoga, breathing exercises, tai chi
- Non-equipment based interval training using bodyweight exercises
- Walk/jog/run programs
- Dynamic and static stretching

A wellness component of Physical Education will allow for students to learn and practice health-enhancing behaviors related to social-emotional wellness. These lessons along with synchronous and asynchronous physical activity lessons will be accessible on Google Classroom.

Q: If athletics can happen, will there be a separate meeting/town hall to share plans/questions?

A: Yes, the NDA Athletic Department will host a virtual meeting to address the changes within our programs and health and safety procedures in place for our student-athletes, athletic staff, and spectators. The date and time of this meeting will be communicated to our community upon release and review of the MIAA guidelines. As of now, the only concrete change to the season is that the start date has been pushed back from August 24th to September 14th. In preparation for this virtual preseason meeting, please direct any questions to athletics@nda-worc.org.

Q: Will there be staggered drop off/pick up times?

A: Although there will not be staggered drop-off times, students are asked to wait until there can be 6 feet in between them and the next person. We will have staff monitoring arrivals to ensure safe entrance to the building and that protocols for sanitizing are being met. Additionally, though there will not be formal staggered releases, we will be mindful of dismissing students from the various activities at the end of day Activity Block.

Q: Can you confirm the start/end time for school days?

A: The school day is 8:00am - 2:45pm.

Q: What is the class size for on-campus instruction?

A: Class sizes range due to grade level size, elective choices, and general scheduling. The average class sizes are 11-15. The maximum class size is 22. All larger classes will be held in alternate spaces (i.e Learning Commons, Theatre, Gym, etc.) to ensure the 3 ft. guidelines will be upheld.

Q: How long will the school day be when remote?

A: The remote learning model is described above.

Q: What are the specifics of the plan for the use of facilities, will certain non-academic buildings be repurposed to allow for more social distancing?

A: The Main Academic Building, the Gage House and the Athletic Building, and the campus grounds will be used.

Q: Please explain the enhanced cleaning and hygiene policies the school is planning?

A: There are specific protocols and policies that will be implemented for the school year. These will be reviewed at the Return to School Safety and Wellness sessions. One parent is encouraged to attend with each student.

Q: What are your protocols for testing and contact tracing?

A: We are following the DESE protocols. We as a school are not testing students. If a student becomes symptomatic at school they will be referred for testing. If they test positive we will work with the public health dept. regarding contact tracing.

Q: Will the school be doing daily temperature/health checks upon entering the building?

A: No, the school will not be doing daily temperature checks on each student. NDA families are our first line of defense. As recommended in the DESE protocols, initial screening of symptoms, including checking your student's temperature prior to sending them to school, will be the responsibility of the parent. Screening questions were shared above.

Q: Will you have water stations rather than water fountains?

A: Water fountains can be used to fill water bottles only. Directly drinking out of water fountains is prohibited and signage will be placed at the water fountains. Water may also be purchased from the vending machine in the lower level of the Athletic Center.

Q: What updates/upgrades were made to your school's learning management system (LMS)? Will you be using/requiring a single LMS as a portal for students and parents to follow assignments and classes easily?

A: Google Classrooms will continue to be NDA's digital learning platform. NDA has invested in the GSuite for Education Enterprise system and will have access to the full library to Google's tools for learning. All staff and students have GMail-enabled email addresses and a Google Drive with unlimited storage with the ability to share documents, slides, photos, and other learning materials. Google Calendar is also available and is used by students and staff alike to monitor due dates and schedule meetings. In addition, NDA will utilize Google Meet as our virtual meeting platform for synchronous remote instruction. The parent/guardian access function will be utilized in all classrooms so that parents can see assignments.

Q: Recognizing that an online learning environment is not where most children excel, what grading method will be used and how do we ensure that those students who find it difficult to learn online will not be disadvantaged through poor semester grades?

A: All of our students will be experiencing a very different landscape of instruction this fall, whether in person or online - each with its challenges and opportunities. Unlike in the spring, our instruction will be synchronous, offering our remote learners the same person to person lessons that the in-class students experience. All students, remote or in class, will find their assignments and assessments in the Google Classroom and hand them in through this platform as well. Extra help sessions will be available for all students, and our remote learners will have equal access to our Guidance and Wellness Department should they find the need for either social or academic support. Grades will be posted regularly in the Google Classroom to ensure that parents and teachers are aware of any decline in performance.

Q: Will there be an opportunity for pod learning during remote days (i.e. will the school help to facilitate learning pod groups for students)?

A: NDA will not be coordinating pod learning.

Q: Will the school be enforcing a vaccination requirement for in-person instruction, COVID if available and flu?

A: We strongly recommend that every student receive a flu shot this year. It has not been state-mandated that if a COVID vaccine becomes available it will be required to attend school. This is a very fluid situation. As soon as we know more it will be communicated.

Q: Since at-home learning is an option, what's the school's enforcement policy going to be regarding students not wearing masks or not wearing masks properly?

A: While on campus, all students and staff must wear masks properly. The school nurse will be providing instruction before the start of school. Students who cannot abide by this protocol will not be allowed to remain on campus.

Q: Will positive cases (students/faculty) be communicated and what is the plan for action?

A: We are following the protocols set in place by DESE for students who test positive. You can view these specific protocols on their web site. <http://www.doe.mass.edu/covid19/>

Q: Do you have substitute teachers should a teacher need to take leave time (sick or other)?

A: Other members of the academic team and teachers on the administrative staff will serve as substitute teachers for short term time off to reduce the number of new people entering the building. NDA has also made plans if long term substitute teachers are needed.

Q: Can you please explain how the Chromebook distribution will be handled?

A: The Chromebooks will be distributed immediately following the Back to School Safety sessions.

Q: Will the hybrid option be available or will it be used only in the event of changes made by the state?

A: NDA will make decisions about the method of teaching based on our own environment and in accordance with State guidelines.

Q: Will students be allowed to stay after school to work in the library as needed or will they need to be picked up at dismissal?

A: NDA is open to students from 7:00 a.m. to 5:30 p.m. Due to the need to ensure safe spaces we ask that students who will be regularly arriving early or remaining after school sign up with the Dean of Students. Students should be in designated areas during this time, which may include the Learning Commons or Student Center.

GLOSSARY

Asynchronous Learning: Online learning at the student's own pace; however, the teacher may require deadlines within this model.

Cleaning: The removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfection: A process using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Hybrid Learning: a style of education in which students learn via electronic and online media as well as traditional face-to-face teaching where there is a carefully planned blend of both traditional classroom instruction and online learning activities.

Incubation period: The time between when a person is infected by a virus and when he or she notices symptoms of the disease. Estimates of the incubation period for COVID-19 range from 2-14 days.

Mask Break: A short period of time when students who are properly socially distanced and seated (i.e lunch) or outside may remove their masks. The length of time will vary and is provided at given intervals and upon request.

Personal protective equipment (PPE): Specialized clothing or equipment, worn by an employee for protection against infectious materials, as defined by the Occupational Safety and Health Administration (OSHA).

Remote Learning: A method of teaching where the learning plan is online for students. It can be synchronous or asynchronous.

Quarantine: A period of time that separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. (hhs.gov). Recommended if you have been in close contact with someone who has COVID19.

Self-isolation: When one separates themselves from others in the case that they are incubating COVID 19. This means you are to remain at home and not go to work or school.

Social distancing: Putting physical distance between yourself and other people. This means avoiding groups of people (parties, crowds on sidewalks, lines in a store) and maintaining distance from others when possible. This is a key strategy for avoiding COVID-19 infection and to flatten the curve.

Synchronous Learning: Online at a specific time typically face to face virtually with staff.