

Notre Dame School of Manhattan COVID-19 Parent-Student Handbook Supplement

The coronavirus health crisis presents new challenges and stipulations for the 2020-21 school year at Notre Dame School of Manhattan. Our mission-related goal is two-fold: to provide as much in-person instruction as safely possible, and to make sure all members of our school community (students, families, faculty, and staff) are duly protected from the risks COVID-19 presents. Thank you for supporting these needed accommodations in this unprecedented time.

Given the rapidly changing nature of the COVID-19 pandemic and in order to best live out the Mission of our School, Notre Dame School reserves the right to adjust parts of this 2020-2021 Handbook when necessary to comply with the most recent Center for Disease Control and Prevention (CDC) and New York State and Local Health Department Guidance, the Occupational Safety and Health Administration (OSHA) as well as New York State Executive Orders and Mandates. Some things that we can foresee that may need to be adjusted at the time of this printing are possible changes in schedules, the manner in which classes may be taught, and activities outside the school day, such as sports. Given that so much remains unknown about the virus, adjustments in how we proceed may be necessary throughout the school year.

Health and Safety

Notre Dame will take precautions to prevent spread of the virus and will require students and families to take precautions, as well. Current planning includes the following:

- Temperature checks upon entry to school
- Students with fever or other virus symptoms must remain at home until their symptoms resolve.
- Everyone on school grounds will be required to wear facemasks to and from school. ND branded masks will be provided. If a student is unable to meet the facemask requirement, please contact the School Nurse. Notre Dame will consider requests and provide reasonable accommodations in accordance with legal requirements.
- Social distancing at school will be strictly enforced. Students will be required to obey all posted signs that limit occupancy or restrict certain school areas for social distancing purposes.
- Families are required to maintain proper social distancing with friends and extended family while not in school.
- A student who falls ill at school will report to the School Nurse and remain apart from other students, faculty, and staff. Her parents will be asked to pick her up at school.
- Families must report any symptoms and/or positive test results for COVID-19. Anyone who has COVID-19 symptoms or tests positive for COVID-19 will not be able to return to school until the discontinuation of isolation standards from the CDC and the NY DOH are met and the community member has been cleared by their health care provider.
- Any Student who is at higher risk for serious illness due to COVID-19 should contact the School Nurse to discuss possible modifications that can be made to accommodate that student.

Community Members will be required to wash hands thoroughly and frequently and follow the CDC recommended precautions to help prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Avoid using other student's phones, desks, school supplies, etc.

Attendance

Normal attendance requirements will be adjusted during this time of the pandemic. Students should attend school EVERY day they are healthy, but are required to remain at home whenever they have a fever or any virus symptoms. Notre Dame still prioritizes in-person learning whenever possible. Exceptions and changes to the Handbook Attendance regulations include the following:

- Families should call into school by 8 am if the student in their family is sick and unable to come into school.
- Perfect Attendance awards and benefits will be suspended for the 2020-21 school year.
- Families must immediately report to the school any student who has been diagnosed with COVID-19.
- Any student with an underlying condition that prevents her from attending any in-person classes due to the risk of COVID-19 must present a medical doctor's recommendation, verification, and contact information before any accommodation for remote learning can be made.
- Students must be on time for their remote classes, just as they are expected to be on time for in-person lessons. Teachers may refuse to admit a student who tries to enter an online class five minutes or more late.
- Students must report to their homerooms on time. Homeroom may take place in the morning or in the afternoon.

STUDENTS MUST NOT COME INTO SCHOOL if any of the following apply:

- **They are experiencing any COVID-19 symptom or suspect they have COVID-19**
- **They are awaiting results of a COVID-19 test**
- **A family member has COVID-19**
- **They have come in contact with someone who has, or is suspected of having, COVID-19.**

Alternate Schedule

Notre Dame School anticipates operating under three distinct modes during the course of the 2020-21 school year: 1) a hybrid model of staggered attendance (two grade levels at a time for two days a week each) for in-person instruction, combined with remote learning on other days; 2) complete remote learning for five days a week; and 3) a normal in-person 6-day cycle schedule as outlined in the School Handbook. The school reserves the right to alter these plans at any point.

- Students and families are responsible for keeping track of current school schedules throughout the year. Students must attend online classes, just as they are expected to attend in-person classes.

- The school will clearly communicate the schedule of the current mode, but there may be instances when the school is not able to provide a great deal of notice before having to switch modes.
- Students will likely be expected to participate in both synchronous and asynchronous learning. Both methods are required.
- Students should familiarize themselves with the Zoom online platform and with Google Classroom. Families can and should review Google Classroom assignments with the student in their families.
- No matter which schedule model we are using, we ask parents to reinforce the school's requirements for the use of social media found under Rules, Guidelines and Expectations Regarding Internet Usage of the Parent/Student Handbook.
- Students need to keep appropriate personal schedules outside of school hours to have a healthy lifestyle. Excessive use of social media, especially late at night, is inappropriate, as it decreases the time for needed rest and reduces one's concentration for study.

Facility Accommodations

The school will make facility adjustments to its classrooms and public spaces in order to best protect the community from the spread of COVID-19. Some changes and expectations are as follows:

- Classrooms will be populated at half capacity, with space set aside to provide adequate social distancing. Students must respect these boundaries, which will be marked.
- The direction of traffic in the building will be regulated, with certain staircases only for upward travel and others only for downward travel. Likewise, traffic flow in hallways will be regulated.
- Lockers will not be available for use during the 2020-21 school year. Teachers will strive to teach and assess in a paperless fashion. Necessary books and supplies should be kept with the student at all times or on or beside her assigned desk.
- Students will be assigned a classroom, where they will spend most of their day, only traveling for certain classes.
- Hand sanitizer stations will be available in every classroom and on every hallway.
- Lexan dividers will be installed in certain classrooms and offices.
- Teachers will make sure classrooms are properly ventilated.
- The School will implement response protocols for positive COVID situations in school including cleaning and contact tracing as well as protocols for when community members that were positive for COVID-19 can return to school.

Sports, Extracurricular Activities, and the Extended Day Academic Program

Notre Dame intends to offer sports and extracurricular activities to the extent it is safely possible to do so. The school plans to continue to offer tutoring at its Extended Day Academic Center. The Catholic High School Athletic Association (CHSAA) will guide our sports program. Clubs and activities will also likely meet via videoconference. Tutoring through our Extended Day Academic Center will have attendance caps and will also be available via videoconference when necessary. The school will not hold large public gatherings or events during the first semester, at least, of the 2020-21 school year.

School Values and Discipline

Notre Dame's school values remain as important as ever in a remote instruction landscape. Students are expected to be punctual for and engaged in their online classes. Students must never share passwords or invite non-ND students to their online classes. It is very important, especially during remote learning periods, that students refrain from engaging in any inappropriate or unkind online behavior. We encourage families to closely monitor students' activity on social media and to impose restrictions on the amount of time a student spends online on non-academic activities. The school will track infractions and issue suspensions and expulsions when necessary.

Right to Plan Alteration

Because of the uncertainty of health and safety risks due to COVID-19, Notre Dame School of Manhattan reserves the right to alter any plan or regulation contained in the Parent/Student Handbook and this Supplement. We thank you for your understanding.

Notre Dame will designate an employee to be responsible for our COVID-19 implementation of our COVID-19 operating plan. If you have any questions or concerns regarding the COVID-19 procedures, you may contact the School Nurse.

Communication

The school intends to communicate regularly and in as timely a way as possible regarding any changes to its educational plan because of the COVID-19 crisis. Email notifications may come from the school's President, Principal, or Vice Principal. In addition, notifications will be posted on the school's website: www.cheznous.org and via its social media platforms, Facebook, Twitter, and Instagram. Students are required to regularly check their school email accounts. Families are also encouraged to regularly check their email accounts. Families should reach out promptly to the school by email and phone with any updates on the health of their students and their families.