



LEARN & LEAD

NDA

TOGETHER



OPENING OF SCHOOL FALL 2020-2021

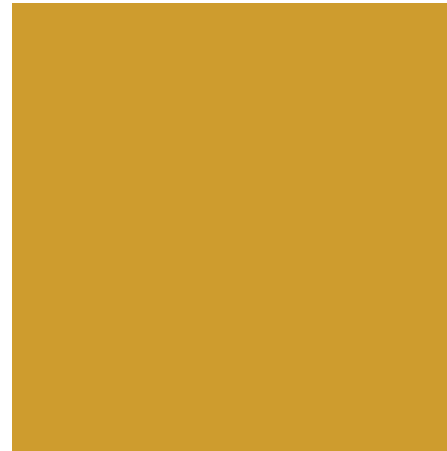
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MISSION STATEMENT

Notre Dame Academy, a Catholic school sponsored by the Sisters of Notre Dame de Namur, educates and empowers young women in grades 7-12. We are an academically rigorous learning community that cultivates life-long learners, critical thinkers, and open-minded leaders committed to social justice. We welcome students of all religious traditions guiding them in their personal faith formation and inspiring them to see the goodness of God as we honor the dignity of the individual and care for all creation.

OUR CHARGE

As we have for nearly two centuries, Notre Dame Academy is committed to fulfilling our mission of educating and empowering young women to lead and create change in the world. This pandemic has magnified the critical need for leaders who will uplift humanity and advance social justice. Our students deserve a world-class education and we must prepare the next generation of female leaders.

Over the last several months, a team of faculty and staff have been developing plans to return to in-person learning this fall. Our planning is informed by guidance from the Centers for Disease Control, the World Health Organization, the Massachusetts Department of Public Health, the Massachusetts Department of Elementary and Secondary Education and the Hingham Board of Health. Our priorities are the health and safety of our entire school community and ensuring academic excellence and continuity for our students.

The only way we can reopen responsibly is if every member of our community — students, families, faculty and staff — do their part. We will ask everyone to pledge to abide by a social contract and diligently follow new protocols that will allow us to learn and lead together while preserving the health and safety of all.

We will follow health and safety protocols that for many have already become a way of life, including daily symptom checks, maintaining six feet of physical distancing, wearing approved protective face coverings, practicing diligent hand hygiene and rigorous cleaning of our facilities.

Notre Dame women have always risen to meet the challenges of their day. Now is our time.

While this coming school year will be different in many ways, we must do what we have always done as a school community — to love and respect one another, to learn and lead together and to do our part for the common good. We will embrace this academic year and return to learning, leading and using our education, service and faith to make a difference in the world.



IN-PERSON LEARNING

Given our extensive campus and spacious facilities and the intense dedication of our faculty and staff, we will offer in-person learning for all students in all grades while meeting and in many cases exceeding health and safety guidelines, particularly with regards to social distancing, class sizes and the flow of students.

NDA will provide synchronous, full-time remote learning on an individual basis for students who have health concerns, live with family members who have health concerns and/or are unable to return to campus this fall.

Start of School — NDA will commence the 2020-2021 academic year in three phases, beginning the week of September 8 with student orientation by grade level. The second phase, the week of September 14 is a combined approach of in-person and remote learning by grade level to gradually return students to full capacity on campus. For the final phase, the week of September 21, all students in all grades, except those studying remotely, are back on campus full time. Please review the calendar on the back cover.

PHASE ONE: Orientation — Beginning September 8, students will come to campus by grade level for a three-hour orientation from 9 a.m. to noon, which will include visiting classrooms, meeting teachers and reviewing expectations for in-person and remote learning. Students will participate in a health training and practice new routines, such as social distancing, staggered dismissal from classes and one-directional traffic patterns. Information regarding orientation for remote learners will be forthcoming. The NDA warm-weather attire can be worn for orientation on campus.

Tuesday, September 8 — Grades 7 & 8

Wednesday, September 9 — Grade 9

Thursday, September 10 — Grade 10

Friday, September 11 — Grades 11 & 12

PHASE TWO: First Week of Class — Beginning the week of September 14, we will implement a combined approach of in-person and remote learning by grade level to gradually return students to full capacity on campus. All classes this week, both in-person and remote will be full day, 7:55 a.m. to 2:30 p.m. Students should bring their own bagged lunch this week, as dining services will not be available until September 21.

Monday, September 14 — Grades 7 & 8 on campus/ 9-12 remote

Tuesday, September 15 — Grades 7, 8 and 9 on campus/ 10-12 remote

Wednesday, September 16 — Grades 7, 8, 9 and 10 on campus/ 11-12 remote

Thursday, September 17 — Grades 7, 8, 9, 10 and 11 on campus/12 remote

Friday, September 18 — All students in all grades on campus, except for remote learners

PHASE THREE: All Grades Full Time — Beginning the week of September 21, all students in all grades will be full time, in person, five days per week. Students who must study remotely will also be full time.



FAMILY SELECT REMOTE LEARNING

NDA will provide remote learning on an individual basis for students who have health concerns, live with family members who have health concerns and/or are unable to return to campus this fall. Students studying remotely must have access to Zoom and a printer with scanning capabilities. Technology requirements will be reviewed with each student. Families who must participate in this approach should communicate with NDA by August 28, 2020. We include many key details about this option later in this document and will provide participating students and families with a more robust approach in September.

FULL REMOTE LEARNING — NDA-ONE

If the Commonwealth of Massachusetts requires schools to close, or if NDA administration deems it necessary to limit in-person instruction, we will transition to full remote learning for all students. We will implement our distance learning program, NDA-ONE (Online Education) for all students. This approach will also be required for students who must quarantine due to COVID-19. In this case, students will not be allowed to attend classes on campus and will continue their learning remotely. The daily schedules that have been developed for the 2020-2021 academic year were specifically created to allow for seamless transition in and out of remote learning.



COVID-19 COMPLIANCE

Each one of us plays an important role in creating a culture that prioritizes health and safety. All students on campus and their parents/guardians and all faculty and staff will be asked to sign our Learn & Lead Together pledge stating that they will support and adhere to NDA's COVID-19 policies and expectations. All must sign the agreement located on our reopening website and submit to NDA by September 4, 2020.

NDA PLEDGE

Healthy and Responsible Behaviors Regarding COVID-19

*As a member of the Notre Dame Academy community,
I pledge to follow and abide by:*

- NDA requirements to complete daily health screening prior to arrival on campus
- NDA expectations for social and physical distancing
- Regulations regarding the wearing of facial coverings over my nose and mouth when in public settings
- Quarantine directives put forth by the Massachusetts Department of Health and the Town of Hingham Board of Health
- Mandate that I stay home from school/work if I am experiencing any unexplained symptoms, including cough, nasal congestion or runny nose, sore throat, body aches, headache, nausea, vomiting, diarrhea, new loss of taste or smell, or shortness of breath, or if I have exhibited any other symptoms relating to COVID-19

PRIOR TO THE OPENING OF SCHOOL

For the two weeks prior to orientation on September 8, students, parents, faculty and staff are asked to follow safe and healthy COVID-19 practices, especially social distancing. All our community members are asked to follow the governor's travel orders, which currently state:

- Per the state of Massachusetts, effective August 1, 2020, all visitors entering Massachusetts, including returning residents, who do not meet an exemption and are not visiting from a lower-risk state designated by the Department of Public Health (DPH), are required to: complete the [Massachusetts Travel Form](#) prior to arrival, quarantine for 14 days, or produce a negative PCR COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. If your COVID-19 test result has not been received prior to arrival, visitors and residents must quarantine until they receive a negative test result.
- Travelers from COVID-19 lower-risk states are not required to fill out the Massachusetts Travel Form and do not need to quarantine. The DPH considers the following COVID-19 lower-risk states as of August 14, 2020: Connecticut, Maine, New Hampshire, New Jersey, New York, Vermont.



HEALTH AND SAFETY PROTOCOLS

NDA has taken steps to prepare our campus and facilities to meet and exceed health and safety guidelines, including:

- Reconfiguring all classroom spaces to seat students six feet apart with all desks facing the same direction, with the majority accommodating a maximum of 16 students
- Making hallways and stairwells one directional for traffic flow
- Utilizing multiple entrances and exits for arrival, dismissal and class transitions
- Upgrading our HVAC systems to allow for the maximum amount of outdoor air circulation and improved indoor air quality and purification
- Repurposing outdoor space for learning, relaxation and mask breaks
- Increasing our cleaning schedule and hiring additional staff to sanitize classrooms, restrooms, high-touch surfaces and common areas on a near-constant basis

HEALTH EDUCATION AND TRAINING

All community members will participate in comprehensive COVID-19 awareness and training. This will occur during orientation for students and professional development workshops for faculty and staff. Students and employees will learn health and safety protocols, understand expectations for in-person and remote learning and focus on social-emotional wellness.



SOCIAL DISTANCING

Due to NDA's large and flexible spaces, we meet and exceed social distance recommendations from the Commonwealth of Massachusetts.

Classrooms — NDA has reconfigured most classroom spaces to accommodate 16 students seated six feet apart with all desks facing the same direction. Each classroom will have signage indicating social distancing requirements, as well as hand sanitizer and extra disposable masks. Desks will be cleaned and sanitized after each class with an EPA-approved sanitizer.

Hallways — NDA will use floor markings, and in some areas dividers, to ensure hallways and stairwells are one directional. Floor markings and signage will be used to appropriately space individuals six feet apart in specific areas around campus. In most buildings, staircases will be one-directional (up or down) to reduce close contact.

Traffic on all three floors will be consistent in the same direction from end to end. The first floor (garden level) will travel from the dining hall to facilities. The second floor (main entrance level) will travel from the business wing to the auditorium. The third floor will travel from the stairwell at the main office to the Science stairwell.

Dining Facilities — Communal tables have been replaced with individual desks, which allow us to seat students six feet apart during our scheduled lunches. Our dining room is well ventilated to provide proper air circulation.

Restrooms — Students will be expected to practice social distancing in bathroom spaces and the number of individuals allowed at a time in restrooms will be limited. Some bathroom fixtures, including sinks, will be taken off-line or a partition will be installed to provide social distancing. All bathroom sink faucets have been replaced to expedite the delivery of hot water for hand washing.

Personal Belongings — Lockers will not be available for the academic year. NDA is reconfiguring some coursework to replace hardcover text books where possible and utilize e-books to limit the materials students need to carry daily. Students may use a back pack or tote bag to transport their belongings throughout the day.

Common Spaces — Large common spaces, such as the amphitheater, library and gymnasium will be repurposed and used for additional, larger classroom space.

Outdoor Classrooms — The amphitheater will be transformed into an outdoor classroom, meeting space and respite for fresh air breaks with a tented structure for weather protection and outdoor Wi-Fi access points. We will offer activities outdoors during fresh air blocks as weather allows.





DAILY HEALTH SCREENING

To help prevent the spread of COVID-19, it is extremely important that all individuals displaying signs of illness remain at home. All members of the school community are required to assess their health before coming to campus through the health reporting app MyMedBot. With this downloadable app, parents will be responsible for monitoring and recording their student's temperature and symptoms, which must be submitted before entry to NDA. We will provide detailed instructions for installing and using MyMedBot, a version of which is currently being customized for NDA and will be available in early September.

Please review in the Appendix section CDC policies regarding symptomatic individuals or those who test positive for COVID-19 cases.

Students — Parents and guardians must check their students' temperatures at home every morning using oral, tympanic (ear), or temporal scanners, and students with a temperature of 100.4°F or greater must stay home. This information must be recorded in the MyMedBot app.

Parents and guardians should monitor their students for symptoms of COVID-19. If a student, faculty or staff member has any unexplained symptoms, including cough, nasal congestion or runny nose, sore throat, body aches, headache, nausea, vomiting, diarrhea, new loss of taste or smell, or shortness of breath, they must stay home and follow up with their primary care provider. By sending their students to campus each day, parents are indicating that they have performed these required health screenings and attest that their student(s) are symptom-free.

Faculty/Staff — All faculty and staff will be required to self-screen for symptoms and record their temperatures in MyMedBot before coming to campus.

Visitors — Visitors are discouraged from coming to campus, or entering school buildings. Those who have permission to be on campus will be screened for COVID-19 at checkpoints before they can enter school buildings.



FACE MASKS

Students, employees, and visitors are required to wear clean cloth or medical face mask coverings while on NDA's campus and inside all buildings. Cloth face mask coverings should be a minimum of 2-ply material. The face mask coverings must be worn over the mouth and nose, tight against the side of face, and under the chin to protect themselves and other community members. Please see the chart for acceptable forms of face coverings allowed to be worn.

ACCEPTABLE	Cloth Mask		<ul style="list-style-type: none"> • Fit snugly but comfortably against the side of the face • Be secured with ties or ear loops • Include multiple layers of fabric (3 is ideal, with the inner most layer being made of cotton) • Allow for breathing without restriction • Can be laundered, and should be washed before reuse
	Disposable Surgical Mask		<ul style="list-style-type: none"> • Contain droplets but do not make a tight seal on the face • Available in different thicknesses with different ability to protect (i.e. ASTM Levels) • Intended for one-time use, must be disposed of after use
DISCOURAGED	N95 or KN95 Respirator Mask		<ul style="list-style-type: none"> • While effective at offering a high level of protection if properly fitted, these types of respirator masks are discouraged as they divert critical resources away from health care workers • Need to be properly fitted
NOT PERMITTED	Neck Gaiter, Bandana Scarf, T-shirt, or Towel		<ul style="list-style-type: none"> • Strongly discouraged • Limited ability to contain droplets • If worn, layering fabric can provide increased protection • Should be washed before reuse
	Mask with Valve		<ul style="list-style-type: none"> • Masks with valves should not be used as it can expel exhaled air into the environment, increasing the risk for others
	Face Shield		<ul style="list-style-type: none"> • Not approved unless worn together with an approved face mask • Lack of evidence of efficacy in containing droplets

Masks should be washed daily and students should come to school each day with a clean mask. NDA will have extra face masks available for emergencies or if students arrive at school without one. Administration and faculty will strictly monitor the use of face mask coverings by students. Masks will be inspected upon arrival every morning and throughout the school day by all faculty and staff. If there is a suspected issue with a student's mask, the student will be asked to use a disposable mask provided by the school.

Facial mask coverings must be worn by all students, employees, and visitors in common areas in school buildings such as classrooms, hallways, bathrooms, locker rooms, health screen locations, and drop-off and pick-up points. Facial mask coverings must be worn by students and employees, including bus drivers, when using school transportation. Only in acceptable circumstances, such as lunchtime, may they be removed.

NDA will provide safe, healthy opportunities for students to have facial mask covering breaks during the school day. During the 6.5-hour school day, students will have at least one, 30-minute mask breaks, as well as periodic opportunities between classes. Students are required to maintain six feet of distance during all mask breaks.



HAND HYGIENE

NDA will require all students, faculty and staff to exercise stringent hand hygiene upon arrival to school, at the beginning of each class, before and after eating, before putting on or taking off a mask and at dismissal with soap and water in bathrooms, or with hand sanitizer with at least 60% alcohol. All classrooms are supplied with hand sanitizer and several wall-mounted and free standing sanitizing stations have been installed across campus.

COVID-19 ISOLATION AND CARE ROOM

NDA has designated a specific space separate from the Health Office to serve as an isolation and care room for COVID-19 symptomatic individuals. A member of NDA's health staff will monitor and supervise the student or employee in the Care Room until she/he departs campus. A parent or appointed family representative will be required to pick-up students within 30 minutes after a call from the School Nurse. All families should update emergency contacts. The parent or family representative will meet with the School Nurse upon arrival.

Symptomatic students and employees sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. They cannot re-enter school buildings or grounds without approval from the School Nurse. Policies regarding symptomatic individuals or those who test positive for COVID-19 cases are in the Appendix.



CLEANING, DISINFECTING & SANITIZING

Appropriate mask usage remains the best defense against all forms of respiratory transmission. We can further mitigate airborne transmission by following stringent cleaning and sanitizing protocols, and increasing outdoor air ventilation and indoor quality.

We have increased our cleaning schedule and hired additional staff to sanitize classrooms, restrooms and common areas on a near-constant basis. Our custodial staff will sanitize high-touch surface areas in hallways, bathrooms and common spaces, including door knobs, railings, sinks and light switches. High-touch areas in classroom spaces, including desks, chairs and tables will be cleaned and disinfected after every class. All our cleaning agents are registered with the EPA and approved.

NDA has two electrostatic disinfecting machines, which will be used in-between lunch periods and on high-touch areas throughout the school and in classrooms during evening cleaning routines. All restrooms are stocked with supplies for frequent handwashing, including soap, hot water, paper towels and hand sanitizer with at least 60% alcohol and no-touch trash cans.

AIR QUALITY

The main purpose of our HVAC system is to provide adequate ventilation that enhances indoor air quality. The national standard produced by ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) is often adopted into state and local building occupancy codes. These codes specify the amounts of fresh air (outside air) that a school needs to provide by natural or mechanical ventilation systems to various areas of the school, predominantly wherever a space is deemed for student use. ASHRAE's latest recommendations are that controlled ventilation is a primary preventative measure in reducing the risk of spreading the virus (ASHRAE.2020).

Our ventilation (HVAC) systems have been calibrated to provide for the maximum amount of outdoor air circulation in our school building. All HVAC equipment has been inspected and evaluated by certified technicians to ensure proper air flow and functioning. We have expanded our preventative maintenance program to include increased filter changes on air handler units, roof top units and fan coil units. We have also increased our MERV rating on filters from a 9 to a 12 where applicable. In general, air filters with higher MERV ratings remove a higher percentage of airborne contaminants, therefore improving indoor air quality. Our duct work and diffusers are routinely sanitized.



IN-PERSON LEARNING

BEFORE SCHOOL

STUDENTS

MyMedBot — Parents and guardians must check their students' temperatures and symptoms and record in MyMedBot app.

Mask — Ensure that you have two clean, two-ply cloth or surgical masks for use throughout the day.

Warm-Weather Apparel — To ensure our students comfort, we have identified navy mesh shorts and a grey short sleeve t-shirt as acceptable options to the standard NDA uniform. White gym socks and sneakers can be worn with this option. Cut-offs, spandex or track shorts are prohibited, as are flip flops, sandals and open-toe shoes. You may order these items from Land's End either online or via telephone.

Visit landsend.com/myschool

Create an account or sign into your existing account

Search for NDA by name or Preferred School Number: 900193467

Call Land's End customer service 24/7 at 1-800-469-2222

Reference NDA school number: 900193467

Reference student's grade

FACULTY/STAFF

MyMedBot — Faculty and staff must check their temperatures and symptoms and record in MyMedBot app.

Mask — Ensure that you have two clean, two-ply cloth or surgical masks for use throughout the day.



TRANSPORTATION

Students may arrive and depart campus in one of the following manners — driven by parent, guardian or carpool; drives themselves; utilizes bus service.

NDA partners with an independent bus company to provide bus transportation for the greater Braintree, Randolph and Milton communities. The bus route for 2020–2021 consists of the following stops:

- Thayer (Braintree)
- Lombardo's (Randolph)
- Blue Hill's Trailside Museum (Milton)
- Milton Town Hall (Milton)
- St. Agatha's (Milton)
- NDA Hingham

To confirm transportation needs, we will email a survey to collect family preferences. Survey feedback will contribute to the development of transportation plans and final details will be shared in late August.

Students who intend to drive their own vehicle to and from NDA must register their vehicle in the Main Office. Forms can be found on the Student Portal. Once this form is submitted to the Main Office, student drivers will receive a parking tag, which must be clearly displayed in the vehicle. Only seniors are permitted to park in the row closest to the trees in the faculty parking lot. Parking is open on a first come basis in the upper student lot. Students may not go to their vehicles during the school day unless accompanied by NDA faculty or staff.

ABSENCES

If your student will be absent from class, either in-person on campus or remote, the parent/guardian should call the school between 7:00–7:55 a.m. If a call is not received, a school official will call the home. Upon return to class, the student must bring or email a note from her parent/guardian, stating the reason for the absence. A student who arrives for class after 11:00 a.m. is marked absent for the day.

DURING SCHOOL

ARRIVALS

Early Arrival — Early arrival options beginning at 6:30 a.m. will commence in October 2020. More details will be communicated in late September.

Standard Arrival (7:15 a.m. - 7:50 a.m.) — Students should be in the building by 7:50 a.m. so they may proceed directly to their first class. NDA will utilize three separate entrances for student arrival — the main entrance, the middle student entrance, and the Chapel entrance.

Late Arrival (7:55 a.m. on) — Students who arrive after the first period class has started will proceed to the main entrance lobby for check in. Please note that the traffic circle will be closed from 8:00 a.m. until 3:00 p.m. to provide for outdoor space. Parents and guardians can utilize the long driveway which extends from Main Street to park or drop off their student.

FREE PERIOD

Any student who has a free period during first block may arrive in time for second period. Any student who has a free period during the last block of the day may leave campus early. This will help to stagger arrival and departure times and expedite the check-in process.

CHECK-IN PROCEDURES

As soon as students arrive on campus and before entering the building, they must wear a protective face covering. If they do not have a mask, they will be given a disposable one. At each entrance, faculty and staff will check in students by validating their student ID and confirming completion of their daily health screening.

Students will use hand sanitizing stations as they depart the arrival area and proceed directly to their first period classroom. All students, faculty, and staff will follow one-way traffic patterns in hallways and maintain proper social distancing.

HOMEROOM

There will be no homeroom. Students and teachers will proceed directly to their first period classroom upon completing check-in protocols.

ATTENDANCE

At the start of each class, attendance will be taken. The Director of Student Life will pull attendance from the system by 8:45 a.m. The attendance message line will be checked and parent notes will be reviewed. Attendance will be finalized by 9:15 a.m.

LOCKERS

In compliance with health regulations, students will not use lockers. Student athletes will be allowed to store their gear. After leaving the check-in location at the start of the day, student athletes may bring their belongings to the locker room for a staff member to store.

FAITH AND SPIRITUALITY

Faith formation, spiritual development and celebrating the goodness of God are foundational to the NDA experience. As always we will begin the day with a community prayer broadcast via our sound system to each classroom in the building. Each class will begin with a prayer led by the teacher. Our community will continue to celebrate liturgies, offer prayer services and recite rosaries in creative and appropriate ways. Each student will have the opportunity to grow in the understanding of her faith, her relationship with God and others and the development of her personal values.



SCHEDULE

NDA will utilize a block schedule for the 2020–2021 school year, consisting of four 80-minute classes and time for lunch and fresh air. This schedule will be used consistently in both learning models, in-person and remote. The longer class periods provide teachers with increased flexibility to organize, facilitate, and assess learning and more time for student engagement, reflection and interaction.

BLOCK	DURATION	CONTENT
FIRST PERIOD	80 MIN	CLASS
SECOND PERIOD	80 MIN	CLASS
THIRD PERIOD	120 MIN	CLASS 80 MIN LUNCH & FRESH AIR 40 MIN
FOURTH PERIOD	80 MIN	CLASS

CLASS ENTRY AND DISMISSAL

Students will have assigned seating to aid contact tracing efforts. Once students are seated, they will be allowed a brief mask break. There will be no talking allowed during this time. Students will be dismissed in a staggered process by dismissal bell to limit traffic in the hallways and stairways. Alternative outdoor hallway(s) will be used to limit congestion while also allowing for fresh air time and mask breaks for students, faculty and staff. The front circle will be closed at 8:00 a.m. (after morning drop-off) until 3:00 p.m. Students can walk through this space while maintaining social distancing.

CLASSROOMS

NDA has reconfigured most classroom spaces to accommodate 16 students seated six feet apart with all desks facing the same direction. Very few course sections exceed 16 students. Those that do will be managed in one of three ways:

- A small number of students will attend class by Zoom in a designated space on campus on a rotational basis.
- Adjoining classrooms: students will be distanced between two adjoining rooms with the teacher and designated proctor devoting half of the class period evenly between two rooms.
- There will be some classes with more than 16 students. These classes will be held in significantly larger spaces to accommodate all students seated six feet apart.

The following technology will be installed in classrooms and on campus for improved in-person and remote learning:

- 10 high-end wide-angle remote-controlled webcams for large spaces
- 40 standard webcams to install in all teaching spaces and for faculty to use at home
- 10 Ultra High Definition USB Document Cameras in classrooms
- Outdoor Wi-Fi access points for the amphitheater area

CLASS TRANSITIONS

There is a ten-minute period between blocks. During this time, desks and workspaces will be sanitized by teachers and students will advance to their next class. Once they arrive at their next classroom, students will sit in their assigned seats.

LUNCH

As students enter the dining hall, masks must be worn. Masks can be removed once a student is seated. If a student must get up at any point during lunch, her mask must be put back on. Masks must be worn while exiting the dining hall.

Students may bring their lunch to school or purchase lunch from our dining services vendor, SLA. We recommend using a disposable container or bag for storing lunch. Per recommended health protocols, there will be no micro-waves or vending machines in the dining hall.

Full dining services will be offered by SLA beginning September 21. SLA has established a series of health protocols for its services including social distancing and the wearing of masks and gloves. SLA will offer boxed lunch options that students will order in advance. Links to establish an SLA account and to place orders will be provided prior to the opening of school, as will additional details about SLA's safety protocols.

Students will be expected to clean their seating area and properly dispose of trash. A proctor will assist students with this process. While wearing masks, students will be dismissed from the dining hall based on the location of their seat. Once vacant, the dining area will be further cleaned and sanitized using electrostatic cleaning machines. This will occur between each lunch period.

Following lunch, students will have a fresh air break outdoors during which they may remove their masks as they are six feet apart. Students will be encouraged to take walks and participate in other planned activities.

OUTDOOR SPACE

The amphitheater will be available for class and club meetings, faculty and staff lunches and administrative meetings. The space will also be used for fresh air breaks during the four, 30-minute blocks after lunch.

The amphitheater will be tented for weather protection and NDA has installed outdoor Wi-Fi access points. Additional tents will be set up around campus in October to provide for fresh air breaks and study halls. To reduce the number of people moving through the hallways between classes and increase opportunities for fresh air, teachers and students will be encouraged to utilize sidewalks and outdoor walking spaces to reach their next classroom or meeting.



MASK BREAKS

During the 6.5-hour school day, students will have mask breaks, as well as periodic opportunities between classes to remove their mask in a safe space. Students are required to maintain six feet distance during all mask breaks.

RESTROOMS

Students will be expected to practice social distancing in bathroom spaces and the number of individuals allowed at a time in restrooms will be limited. Restroom breaks will occur at the beginning of class, or as needed, but not between classes. Proctors will monitor the restrooms to ensure that they do not exceed capacity. Students will place their student ID on hooks installed outside of each restroom to indicate occupancy.

STUDY HALLS

NDA will assign study halls to students in grades 7-12. Each student should report to their assigned study classroom where attendance will be taken. A proctor will ensure social distancing and restroom protocols are followed and will monitor student activity. Students will be expected to use half of this time for independent study and half for an activity (service, outdoor experience, etc.)

STUDENT/TEACHER MEETINGS

Extra support will be offered by appointment only and online via Zoom. Teachers will post their office hours on their class portal site.

GUIDANCE AND COLLEGE COUNSELING

Guidance classes will be taught in the Guidance classroom and will be limited to 16 students with the goal of connecting and reconnecting students to NDA. Initial classes for all grades will consist of re-entry to school discussion points, including concerns related to change, wellbeing and the coming school year. Following these preliminary classes, content will focus on traditional grade level curriculum. Our Guidance staff will survey parents and students to ascertain the level of assistance a student will need as they return to school. Counselors will meet with individual students via Zoom.

SOCIAL & EMOTIONAL LEARNING

NDA will offer live group Zoom counseling sessions focusing on readjusting to school. These sessions will be available late afternoon and evenings. We will also pre-record therapeutic information sessions which will be shared during Guidance classes. Discussion topics in Guidance classes will include: building resiliency when faced with challenges, coping with anxiety, “shifting the spotlight” concept and employing techniques such as meditation and yoga.

COLLEGE SUPPORT

College counselors will conduct grade-level meetings in the fall via Zoom or a pre-recorded session. Individual meetings with seniors will occur by Zoom appointment. Parents may join Zoom sessions as needed. College rep visits will be scheduled through Naviance and conducted via Zoom. Students will be advised to attend virtual college fairs throughout the fall via the National Association for College Admission Counseling, New England Association for College Admission Counseling and other organizations.

AFTER SCHOOL

DISMISSAL

Students will be dismissed from the school building in a staggered manner utilizing seven exit points, including doors located at each of the following: main foyer, middle foyer, chapel foyer, amphitheater/dining hall, back dining hall, science wing, and athletic field.

Depending upon the location of the student’s last class, she will be directed to exit from one of these locations. Students will proceed to either a parked car in the student parking lot or to an awaiting car in the driveway that runs from Main Street. The roundabout will not be used for pickup. The departure process has been designed to facilitate a safe and socially distanced exit from the school building and campus. Students will be reminded to stay socially distanced as they walk to their cars.

Late Departure — Students who will be picked up later in the afternoon, will sit in the dining hall or under the amphitheater tent and will be supervised.



CO-CURRICULAR ACTIVITIES

We will start our co-curricular programs in October 2020.

Athletics — The Massachusetts Department of Elementary and Secondary Education and the Executive Office of Energy and Environmental Affairs recently developed guidelines for K-12 fall sports, The MIAA is using this guidance to plan for member schools. Based on MIAA regulations, the NDA Athletic Department will develop an appropriate plan per fall sport, including tryout, practice and game schedules. We will relay these plans as soon as possible. All updates will be added to the team portal pages as they become available. The MIAA Board of Directors voted to begin fall athletics (tryouts and preseason) on September 18.



FAMILY SELECT REMOTE LEARNING

NDA-ONE (ONLINE EDUCATION)

NDA will provide synchronous, full-time remote learning on an individual basis for students who have health concerns, live with family members who have health concerns and/or are unable to return to campus this fall. Families who select this approach should communicate with NDA by August 28. We will provide participating students and families with more robust details in early September.

Philosophy — Remote students will connect with their teachers and classmates through Zoom as they are part of the NDA community. Each classroom will be equipped with web cameras and SmartBoard technology to allow the teacher, in-person students and remote students to interact, learn and lead together in the classroom.

Required Home Technology — Students studying remotely should have access to a printer and scanner. Students may be asked to print classwork, assignments and assessments. Upon completion of these printed items, students will scan and email each item as one pdf file to their teacher.

Schedule — Beginning September 21, remote and in-person students will attend classes full time, five days per week, from 7:55 a.m. to 2:30 p.m. All students will attend four classes per day, which are approximately 80 minutes each.

Course Access/Student Attendance — Teachers will email the class session Zoom link to remote students at the start of each period. Teachers will take attendance when students logon to Zoom. Additionally, students will logon to the secure NDA class portal page and enter their attendance on the attendance discussion board.

Homework — Homework will be assigned and due on the days that a class meets.

Office Hours — Teachers will be available for virtual office hours multiple days per week via Zoom or email. Teachers will specify the precise times for office hours on their class portal. If a student expresses interest in attending office hours, the teacher will send a Zoom link to that student via email.

Assignments, Assessments and Grades — Students learning remotely will complete the same assignments and assessments as in-person students. Alternative assignments will be provided if necessary (e.g. science labs). Students will submit graded work via email to teachers. Teachers will return graded work via email to students. All students, remote and in person, will uphold the NDA Honor Code, will be expected to attend all classes and will be held to NDA's academic expectations.

Absence — If a remote student will be absent from one or more classes, parents or guardians will report the absence by using the absence line (781)749-5930 ext. 2208). Every effort will be made to record each class. Students must make up all missed work.

Technical Difficulties — In the event students experience technical difficulties using Zoom or other school-related applications, parents/guardians and students can email nda-it@ndahingham.com.

Digital Citizenship — All NDA students must uphold the Acceptable Use Policy and NDA Standards of Digital Citizenship. All students must be respectful to their teachers and peers in their online interactions.

Photos and Video — Under no circumstances should students use their personal devices or school-owned devices to randomly record audio, photograph, or record video of others students, faculty, staff or administration without their consent (*NDA Student Handbook, page 21*).

APPENDIX

COVID-19 PROTOCOLS PER CENTERS FOR DISEASE CONTROL

PROTOCOL FOR COVID-19 SICK INDIVIDUAL (SUSPECTED CASE)

If an individual is symptomatic at home, they should stay home and get tested.

- If the individual tests negative, they can return to school once asymptomatic for 24 hours.
- If the individual tests positive, they should remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
- If the individual is not tested they should remain home in self-isolation for 14 days from symptom onset.

If an individual student is symptomatic on the bus or at school, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.

- If the individual tests negative, they can return to school once asymptomatic for 24 hours.
- If the individual tests positive, they should remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
- If the individual is not tested they should remain home in self-isolation for 14 days from symptom onset.

If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.

- If the individual tests negative, they can return to school once asymptomatic for 24 hours.
- If the individual tests positive, they should remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
- If the individual is not tested they should remain home in self-isolation for 14 days from symptom onset.

PROTOCOL FOR STUDENT OR STAFF WHO TESTS POSITIVE FOR COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.

2. The student's parent/caregiver or the staff member informs the school nurse that the individual has tested positive for COVID-19. The school nurse notifies principal, president, and director of facilities.

3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.

- If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already
- Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already
- Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done

4. MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom)

- The school should identify the student's or staff member's possible "close contacts" based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Consider students and staff members who were within 6 feet of the individual for 10–15 minutes in class, on the school bus, or at extracurricular activities.

- Communications sent to families/staff should:

- › Inform them there was a positive test (not the specific individual) in the self-contained classroom
- › Explain that since they were within this cohort and may have been within 6 feet of the person with a positive test, they are considered a "close contact" and therefore should be tested. (In cases where the student may have been in close contact with others outside their

cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student)

- › Instruct those designated as close contacts to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than day 4 or 5 after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 4 or 5 days after the end of the exposure period)
- › Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days
- › Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions)
- › Remind families and/or staff of the list of COVID-19 symptoms for which to monitor
- › Close contacts should be tested for COVID-19 at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment
- › Instruct the student or staff member to isolate while waiting for the results of their test
- › An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic

5. IF OTHERS IN THE SCHOOL TEST POSITIVE: Perform all steps under this protocol for that person. ALSO FOLLOW: "Protocol: Presence of multiple cases in the school."

6. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts can return to school immediately if they test negative and do not have symptoms; however, strict mask wearing covering the nose and mouth must be maintained at all times. If they have symptoms but test negative regardless, they should wait until they are asymptomatic for 24 hours before returning to school.

Any area of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

PRESENCE OF MULTIPLE CASES OF COVID-19 IN THE SCHOOL

1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the nurse should work with the local board of health to determine if it is likely that there is transmission happening in school.
2. For each individual case, FOLLOW STEPS UNDER: “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to stay home and be tested, not the whole school.
3. When there is suspected in-school transmission beyond one cohort or a small number of cohorts, school leaders and nurse must consult with the local board of health as to proposed next steps. These steps could include, for example, making a decision to a) close part of the school or the entire school for a short time (e.g. 1–3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. If the decision is made to close for some number of days, the school will send clear information and instructions to families and staff:
 - Informing them that it is possible COVID-19 is being transmitted in the school and/or district
 - Noting that there may be more potential cases that are not yet symptomatic
 - Recommending students quarantine and not have contact with others
 - Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
 - Reminding families of the list of COVID-19 symptoms for which to monitor
 - Ensuring that remote learning is immediately provided to all students
5. Before bringing students back to school:
 - Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
 - Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
 - Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

PROTOCOL FOR SUSPECTED CASE OF COVID-19

LOCATION OF EVENT	TESTING RESULT	QUARANTINE
<p>If an individual is symptomatic at home, they should stay home and get tested.</p> <p>If an individual student is symptomatic on the bus or at school, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	INDIVIDUAL TESTS POSITIVE	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms
	INDIVIDUAL IS NOT TESTED	Remain home in self-isolation for 14 days from symptom onset

**PROTOCOL FOR INDIVIDUAL EXPOSED TO COVID-19
POSITIVE INDIVIDUAL**

LOCATION OF EVENT	TESTING RESULT	QUARANTINE
<p>If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>INDIVIDUAL TESTS NEGATIVE</p>	<p>Return to school once asymptomatic for 24 hours</p>
	<p>INDIVIDUAL TESTS POSITIVE</p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.</p>
	<p>INDIVIDUAL IS NOT TESTED</p>	<p>Remain home in self-isolation for 14 days from symptom onset</p>



September 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8 GRADES 7 & 8	9 GRADE 9	10 GRADE 10	11 GRADES 11 & 12
14	15 GRADES 7 & 8 GRADES 9-12	16 GRADES 7-10 GRADES 11-12	17 GRADES 7-11 GRADE 12	18 ALL GRADES
21	22 ALL GRADES	23 ALL GRADES	24 ALL GRADES	25 ALL GRADES
28	29	30		

ORIENTATION
(9:00 AM-12:00 PM ON CAMPUS)

FIRST WEEK OF CLASSES
(7:55 AM-2:30 PM)

ON CAMPUS
REMOTE

FIRST WEEK OF FULLTIME
IN-PERSON AND
FAMILY SELECT REMOTE CLASSES