



HEALTH & SAFETY RETURN-TO-SCHOOL PLAN 2020-2021

in Response to the Covid-19 Pandemic

MESSAGE TO OUR SCHOOL COMMUNITY

Notre Dame School of Bethlehem has created this plan to help navigate the safe reopening of our school. Our plan aims to mitigate risk for students, staff members, families, and visitors and make sure that our children have meaningful learning opportunities to receive a quality, Catholic educational experience.

The guidelines that follow are based on recommendations from the Pennsylvania Department of Health [PDOH] and the Centers for Disease Control and Prevention [CDC]. As we learn more about COVID-19 and the conditions surrounding the pandemic continue to evolve, we view this plan as a fluid document that will further develop and adjust over time. Regular updates will be made based on new information provided by the PDOH, CDC, applicable federal, state, and local agencies, and neighboring school districts.

CONSIDERATIONS FOR FAMILIES

Balancing the priorities of mitigating risk and opening school requires a community effort. The school and its families must genuinely partner together to think and act in the best interest of the whole community. What happens beyond the school day impacts what happens on campus, so we ask that families do their best to mitigate risk outside of school. It is critically important that families honor our illness policy, which states that students must remain at home if they are sick, especially if exhibiting any symptoms of COVID-19. The same is true for any member of our staff.

We will enforce our health and safety guidelines out of respect to students and families who follow the requirements and the staff members who are implementing them.

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STAFF SCREENING & PROTOCOLS

All staff members will be required to complete a daily self-screening that includes a temperature check and answering a set of questions related to COVID-19 symptoms. Staff will consistently be made aware of the signs and symptoms of COVID-19, which reportedly appear 2-14 days after exposure and may include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain or body aches
- Fatigue
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Feeling feverish or a temperature reading 100.4 degrees Fahrenheit or higher
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept confidential by administrative staff and the district nurse. Substitute teachers will be trained in our school protocols and required to adhere to all policies related to this plan.

ARRIVAL PROCEDURES: STUDENT SCREENING & PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our entire school community, we ask that all parents and guardians take their child's temperature before he or she leaves for school. As an additional precaution, all students will have their temperatures checked upon arrival using a no-touch thermometer, and they must sanitize their hands before entering the school and their classroom.

Car riders will have their temperatures taken before exiting their vehicles, and any car rider whose temperature reads 100.4 degrees Fahrenheit or higher will not be permitted to enter the school.

Students arriving by bus and walkers will have their temperatures checked at the front entrance, and they must sanitize their hands before entering the school and their classroom. Any bus rider or walker whose temperature reads 100.4 degrees Fahrenheit or higher will be directed to an isolation room within the office, and a parent or guardian will be phoned to pick up the student, preferably within 30 minutes.

All students will be required to wear a face covering that meets CDC guidelines when entering the school and will report directly to their classrooms.

Parents and guardians of students in grades K-8 will not be able to enter the school to drop off students after the 8:05 AM deadline. If a student is late, he or she will need to be escorted to the vestibule space at the school's front entrance by a parent or guardian and wait to be admitted by

a staff member. Late students and their escorts will be required to wear a face covering that meets CDC guidelines before entering the vestibule space at the school's front entrance. Students who are late will have their temperatures checked upon their arrival, and they must sanitize their hands before entering the school and their classroom.

Preschool students must enter the Parish Center between 8:25 and 8:35 AM and will be subject to the same screening and protocols. If a preschool student is late, parents and guardians should follow the same procedure outlined above.

DISMISSAL PROCEDURES

As the number of car riders will undoubtedly increase this school year, we ask for your patience and understanding, particularly during dismissal procedures.

Dismissal procedures will be similar to last year; however, in keeping with mandated physical distancing measures and capacity limits, we will be staggering the students' dismissal, which will begin at approximately 2:30 PM. More detailed instructions about dismissal procedures will be communicated prior to the first day of school.

Students who walk home from school will be dismissed into the courtyard at the front entrance of the school at approximately 3:05 PM. Parents and guardians who are waiting for a student to be dismissed into the courtyard will be required to wear a face covering that meets CDC guidelines.

Morning preschool will dismiss from 10:55 to 11:05 AM from the Parish Center, and afternoon preschool will be dismissed into the courtyard at the front entrance of the school from 2:20 to 2:30 PM.

EXTENDED CARE PROGRAM

All students registered for the school's Extended Care program will be required to wear a face covering that meets CDC guidelines when entering the school. Extended Care students will have their temperatures checked upon arrival to the Parish Center using a no-touch thermometer, and they must sanitize their hands before entering the school and the Extended Care facility. Any student whose temperature reads 100.4 degrees Fahrenheit or higher will not be permitted to enter the school. Families are asked to utilize the school's Extended Care program only if needed.

All Extended Care parents, guardians, or pre-authorized individuals must wear a face covering that meets CDC guidelines when dropping off or picking up their child.

FACE COVERINGS

Per the July 1, 2020, order issued by the Secretary of the PA Department of Health, all students, staff members, parents, guardians, and visitors will be required to wear a face covering that meets CDC guidelines when entering the school. Also, any person outside a vehicle on school grounds will be required to wear a face covering if not distanced at least six feet apart from another person. All students, staff members, parents, and guardians will be required to wear a face covering that meets CDC guidelines when outside their vehicle during dismissal procedures.

A face covering is defined as a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears. It should preferably be one that is multi-layer and made of cotton and without a vent. Disposable masks may also be worn. Face coverings can include clear plastic shields if they cover the face from the forehead to the chin. Neck gaiters may be worn if they are made of cotton; however, bandanas are not permitted in school.

Face coverings may not display any inappropriate words, characters, or symbols and should preferably be solid in color.

Families should make sure they have an adequate supply of face coverings for their children so that a clean face covering can be worn each day. Shields can be sanitized daily; however, masks will need to be laundered or disposable. All students are encouraged to bring a second face covering to school each day in case theirs should get wet, tear, or break. All face coverings must be labeled with the student's name, whether disposable or not.

Per the order, schools may allow students to remove their face coverings when students are at least 6 feet apart when seated at desks or assigned workspaces, while eating or drinking, and while engaged in any activity if they are adequately distanced. As recommended, however, students will be encouraged to wear face coverings at all times, even when 6 feet of distancing is attainable. We recognize that this may be difficult for some students, and we will be flexible with students who have a need to remove their face covering when they are at a safe distance 6 feet apart from others.

Students will wash or sanitize their hands before removing their face coverings and place them in labeled paper bags provided by the school. Students will wash or sanitize their hands again before putting their face coverings back on.

Notre Dame School of Bethlehem's students will be required to wear a face covering during arrival and dismissal times, when traveling in hallways and stairwells, in restrooms and all common areas, and when moving about the classroom when 6 feet of physical distancing is not possible. Staff members will be required to adhere to the same parameters. Also, all parents and guardians will be required to wear a face covering during drop-off and pick-up periods when outside of their vehicles.

PERSONAL PROTECTIVE MEASURES

All students and staff members should avoid touching their eyes, nose, and mouth. Whenever possible, they should also wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, an alcohol-based hand sanitizer should be used. If students or staff members have to cough or sneeze, they should try to cover their nose and mouth with a tissue or the inside of their elbow.

All students will be required to sanitize their hands upon their arrival and before entering their classrooms using the hand sanitizer provided by the school. Students will also sanitize their hands before and after snack and lunch, before and after bathroom breaks, before and after leaving the classroom for any reason, and before leaving school for the day. Students are encouraged to bring small bottles of hand sanitizer and individual packs of tissues to keep at their desks or workspaces. Hand sanitizers must be alcohol-based, contain at least 60% alcohol, and fragrance free.

In addition, we have purchased micro protective barriers for every student's desk or workspace. These 23" x 24" privacy shields have clear plastic fronts and provide an additional level of protection between students. They can be sanitized and act as cough shields or sneeze guards to minimize risk and further protect students while they are seated in their classrooms.

PHYSICAL DISTANCING

Day-to-day operations will be adjusted to allow for physical distancing. An acrylic barrier will be installed on the receptionist's desk in the main office, and the number of persons in the office will be limited to achieve 6 feet of physical distancing and minimize risk. Mail or parcel drop-off will continue in the vestibule space at the school's front entrance, and signage that indicates closure and capacity limits will be posted.

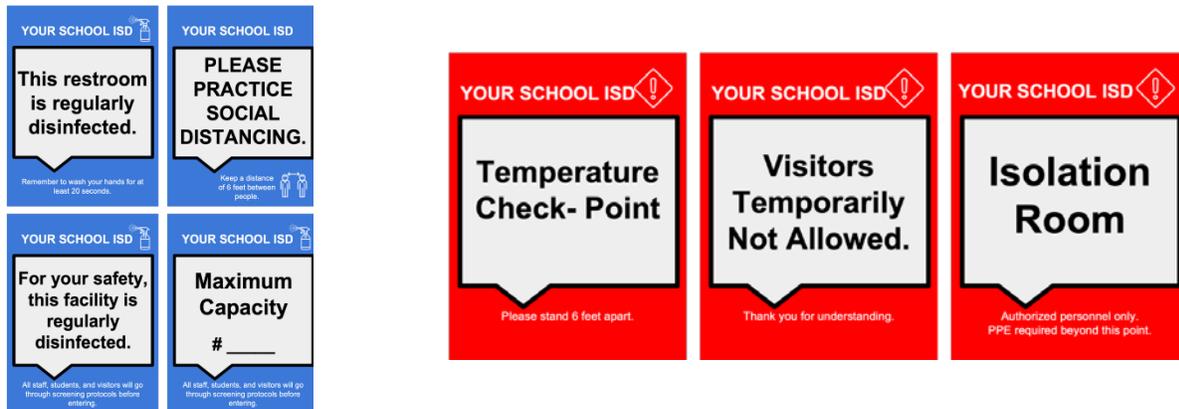
Students, staff members, and families should practice staying approximately 6 feet away from others. Note that physical distancing should still be practiced even when wearing a face covering. To the extent feasible, classroom and learning occupancy will be based on 6 feet of separation among students and staff members.

FLOOR & STAIRWAY DIRECTIONS

During the day, traffic patterns in hallways and stairwells will be one-way on the right side, and movement will be limited. The number of passengers on the elevator will be limited to two.

SIGNAGE

Signage and floor stickers that communicate physical distancing measures and how to prevent the spread of germs will be posted in highly visible locations throughout the school to reinforce health and safety practices, guide traffic flow, and keep the required spacing between students and members of the staff.



HEALTH PROTOCOL

There are many common reasons other than COVID-19 that could explain why someone does not feel well. Parents and guardians should communicate with the school's administration ahead of time if their child has allergies or another chronic medical condition that often causes symptoms similar to COVID-19 so that a plan may be established with you and your child's physician.

If a student or staff member is exhibiting symptoms of COVID-19 while at school, he or she will report immediately to the school's isolation room, and a *Suspected COVID-19 Case Form* will be completed. As the situation warrants, students may need to be picked up by a parent or guardian, preferably within 30 minutes. Students or staff members with elevated temperatures will need to leave the school regardless of cause. Staff members will be instructed either to go home or to the nearest health center.

Any other person attending to the suspected student or staff member must wear personal protective equipment. The isolation room and suspected student or staff member's work area and classroom will be thoroughly disinfected along with any other surfaces that he or she may have touched. Members of the staff will be notified; however, they must maintain confidentiality.

Everyone must take the appropriate steps to prevent the spread of the virus. Symptomatic individuals are asked to contact their physician or healthcare provider for further directions. Staff members will arrange for quarantined students to transition to Live Connected Learning for classroom instruction.

Scenario	Exclude from School	Return to School
<p>#1 No Symptoms</p>	<p>No</p>	<p>Not applicable</p>
<p>#2 COVID-19 Symptoms</p>	<p>Yes</p>	<p>Individuals should contact their physician or healthcare provider to determine if they should be tested for COVID-19.</p> <ul style="list-style-type: none"> ➤ Individuals who are prescribed a COVID-19 test are required to remain at home until the results of the test come back. ➤ If a COVID-19 test is not prescribed or the test is negative, return to school if the individual has not had a fever for at least 24 hours without fever reducing medicine. If a COVID-19 test is not prescribed, the individual must provide a physician's note stating the test was not prescribed upon his or her return to school. ➤ Per school policy, any individual absent for three or more days must provide a physician's note upon his or her return to school. ➤ If the test is positive, follow return to school guidelines under Scenario #3.

<p>#3 Positive COVID-19 Test with Symptoms</p>	<p>Yes</p>	<ul style="list-style-type: none"> ➤ Individuals who have tested positive for COVID-19 cannot return to school until they have been isolated at home for at least 14 days after the onset of symptoms. Individuals must be fever free for at least 24 hours without fever reducing medicine and provide a physician's note on the day of their return.
<p>#4 Close Contact with or Household Member of Someone with COVID-19</p>	<p>Yes</p>	<p>Individuals should be tested for COVID-19.</p> <ul style="list-style-type: none"> ➤ Close contact is defined as having been within 6 feet while not wearing personal protective equipment of an individual who has tested positive. ➤ A household member is defined as someone residing in the same home as an individual who has tested positive. ➤ Any student or staff member must remain at home and follow the quarantine directives issued by the Department of Health.
<p>#5 Travel Quarantines</p>	<p>Yes</p>	<ul style="list-style-type: none"> ➤ If a family travels outside Pennsylvania to another state or area designated by Pennsylvania as high risk, the family should notify the school's administration. Family members will be expected to adhere to Pennsylvania's established quarantine period. ➤ The school's administration and district nurse will maintain frequent contact with the PA Department of Health to identify close contacts of confirmed COVID-19 cases and obtain the PA Department of Health's recommendations for notifications, exclusions, and closures.

GUIDANCE IF EXPOSED

While we hope to avoid exposure to COVID-19, we need to be prepared for that possibility. If a student, staff member, or someone with whom he or she has been in contact has been exposed to COVID-19 or tests positive for the virus, the school's administration must be notified immediately.

NURSE [NON-COVID SITUATIONS]

All classrooms will be equipped with no-touch thermometers and first aid supplies usually obtained from the nurse's office to limit students' movement throughout the school. Students will travel to the office only if their symptoms pose a risk to other students. The school nurse or a member of the administrative support team may be called to the classroom if needed.

FACILITIES CLEANING

Upon reopening, all areas within our school and Parish Center will have been thoroughly cleaned and sanitized. We will supplement our already rigorous cleaning routine throughout the day and continue to adhere to all necessary safety precautions. The general measures outlined below will be followed daily to protect students and staff members and reduce the risk of illness. All staff members and employees of the school's contracted professional cleaning services will adhere to these cleaning and sanitizing standards per the frequency below.

All high touch surfaces and objects will be cleaned and disinfected regularly throughout the day. These procedures will include, but not be limited to, all materials and restrooms. The school owns a Vital Oxide Electrostatic Spraying Machine, which will also be used to sanitize bathrooms and other high touch surfaces throughout the building. The school's contracted professional cleaning service will further clean and disinfect the entire building each night.

GENERAL SANITIZING MEASURES

Category	Area	Frequency
Personal & Common Areas	Classrooms, offices	After each use by staff members and at the end of the day by contracted professional cleaning service
Electronic Equipment	Copy machines, computer keyboards, remote controls, telephones	After each use by staff members and at the end of the day by contracted professional cleaning service
Frequently Touched Surfaces	Doorknobs, handrails, light switches, sink handles, restrooms	On a routine schedule by staff members and school custodian and at the end of the day by contracted professional cleaning service
Buses	Handrails, seats, seat belts, window controls	Subject to each school district's established safety measures. Students will use hand sanitizer before entering school.
Other Common Areas	Cafeteria, library, conference rooms, gymnasium, common areas	After each use by staff members and at the end of the day by contracted professional cleaning service Note: At this time, all lunch periods will be in the classroom or outdoors when weather permits, and the library will not be open to students.

DEEP CLEANING & DISINFECTION PROTOCOL

Deep cleaning and disinfection measures will be performed throughout the school if a student or staff member has tested positive for COVID-19. Notre Dame School has its own Vital Oxide Electrostatic Spraying Machine, which will be used to sanitize the building. The school's contracted professional cleaning service will further clean and disinfect the entire building each night.

PERSONAL & SHARED WORKSPACES & COMMON SPACES

The school has positioned alcohol-based hand sanitizing dispensers at the main entrance to the school and the Parish Center. The school office, each classroom, and all common areas have an ample supply of alcohol-based hand sanitizer, Clorox wipes or spray bottles of peroxide-based cleaning solutions, and paper towels to disinfect frequently touched surfaces. The school's custodian and contracted professional cleaning service will clean and sanitize all workspaces at their designated cleaning times.

Staff members are encouraged to avoid using others' desks, supplies, materials, and equipment whenever possible. Staff members will also encourage students to do the same. Any workspaces, supplies, materials, or equipment that is shared will be cleaned and disinfected before and after each use.

CLASSROOM ARRANGEMENTS

Learning spaces and schedules will be adjusted to allow for physical distancing among staff members, students, and smaller groupings. All desks will be arranged to face in the same direction, and students will have assigned seating in their classrooms. Each student's belongings will be separated from other students' belongings and labeled in individual containers, cubbies, coat closets, and lockers. Unnecessary furniture will be removed to maximize space and keep students from congregating too closely together.

The school will use a cohort model in all grades and attempt to restrict interactions between groups of students and keep as many homogenous populations together throughout the day to minimize risk. Students will remain with their homeroom cohorts whenever possible, and teachers will travel from classroom to classroom.

Specialty teachers [art, library, music, Spanish, technology] will travel to students' homerooms to provide instruction for students in all grades. Until further notice, students in all grades will not be permitted to visit the library or check out books.

To give students a break from their regular classroom environment, teachers will be encouraged to consider instructional opportunities that allow for engaged learning to take place outdoors on campus when time and weather permits.

VENTILATION

Classrooms and common areas will be ventilated with an additional circulation of outdoor air when possible using windows and doors. If safe and feasible, classroom doors will be propped open to minimize contact with door knobs and handles.

SHARING OF MATERIALS BETWEEN STUDENTS & STAFF MEMBERS

Students will be expected to have their own supply of materials to eliminate the sharing of materials between students in the classroom and minimize cross-contamination. Any family who is unable to supply materials for any reason, should notify the student's teacher to discuss other accommodations.

Each student's personal belongings will be distanced from other students' belongings and stored in containers, cubbies, coat closets, and lockers. Students will not be permitted to share supplies, snacks, or other food or drink.

The use of shared objects for student reinforcement will be avoided whenever achievable. Any materials or equipment used in technology, art, music, or physical education classes will be limited and disinfected immediately after each use.

HYGIENE PRACTICES FOR STUDENTS & STAFF MEMBERS

All members of the school community are asked to ensure that hygiene practices, particularly the manner and frequency of handwashing and hand sanitization, are followed throughout the school day. Hand washing strategies include washing with soap and water for at least 20 seconds, especially before eating or drinking, after using the bathroom, and after blowing the nose, coughing, or sneezing. Students and staff members will also use an alcohol-based hand sanitizer that contains at least 60% alcohol throughout the day.

RESTROOM USE

The number of students using a restroom will be limited to the number of sinks in the restroom to establish a maximum capacity for physical distancing. Staff members will monitor restroom use by younger students and assist with hand washing and sanitizing. Older students will be given instructional procedures, and maximum capacity signage will be posted on all restroom doors. Stickers that communicate physical distancing expectations will be affixed to floors outside restrooms.

LUNCH PERIODS, SNACK TIME & WATER FOUNTAINS

In addition to using hand sanitizer before consuming food or beverages, students will be allotted time to wash their hands at a sink using soap and water.

No dining will occur in the Church Hall until further notice, and students will eat lunch in their classrooms or outdoors when weather permits while adhering to physical distancing guidelines. Students who order hot lunch from Pro-Lunches will have their options pre-packaged and delivered to their homerooms in disposable containers.

Staff members will wear face coverings and gloves while helping individual students with their snacks, lunches, and drinks.

Water fountains will be turned off in the school. Students who regularly use the water fountains will need to bring bottled water to and from school each day. Bottles may not be refilled from any source of water on the school's campus; therefore, students and families should plan accordingly.

RECESS

Our school's philosophy is that recess is a necessary break in the day from concentrated work in the classroom as it optimizes a child's social, emotional, physical, and cognitive development.

Outdoor recess will be scheduled on a staggered basis, limited to one group of cohorts at a time, and will follow physical distancing guidelines. To minimize cross-contamination that may result from students touching playground equipment, the fenced-in area of the playground will be closed until further notice. The school's inventory of balls, jump ropes, hula hoops, and sidewalk chalk will not be available for use during recess.

When weather limits recess to be indoors in the classroom, students will be spaced according to physical distancing guidelines. Staff members will pay particular attention to keeping each student's belongings separated from other students' belongings.

GYM CLASSES

The goal of gym classes will be to conduct them outdoors whenever possible and keep students active without using shared equipment. Students will be encouraged to plan accordingly and dress appropriately for weather conditions. The approach to instruction will be to plan physical activities that keep students engaged while still allowing for physical distancing. When gym class is held indoors, physical distancing will be maintained.

Extra time will be allotted between class periods to clean and sanitize any shared equipment.

PARENTS & VISITORS ON CAMPUS

We will not permit regular visitation to the school in order to prevent the spread of the virus and reduce the risk of exposure to our students and staff members. Whenever possible, visitations will be conducted outside of regular school hours and by appointment only. Parents or guardians who drop off late-arriving students, belongings that were forgotten, or who need to pick up a student early for any reason, will be restricted to the vestibule space at the school's front entrance and will be required to wear a face covering that meets CDC guidelines before entering the vestibule space. This space will be cleaned and sanitized regularly throughout the school day.

Any essential visitor will be subject to a temperature check using a no-touch thermometer, asked to complete a brief screening questionnaire, required to use hand sanitizer upon entry, and required to wear a face covering that meets CDC guidelines. Volunteers will be limited to those solely used for educational purposes and utilized only in extenuating circumstances. Essential volunteers will be pre-screened and trained in procedures related to their purpose.

FIELD TRIPS, LARGE GATHERINGS & TRAVEL RESTRICTIONS

All field trips and large group activities, including assemblies and performances, will not occur until restrictions are lifted, and participation can occur without accommodations. All student retreats, in-person professional development for staff members, and school-related travel to off-site locations are suspended until further notice.

If a family travels outside Pennsylvania to another state or area designated by Pennsylvania as high risk, the family should notify the school's administration. Family members will be required to adhere to Pennsylvania's established quarantine period. Please see Health Protocol #5.

WEEKLY LITURGY

A limited number of classes will attend mass each week to allow for proper social distancing. Students attending Mass in church will wear masks and be spaced appropriately. Mass will be recorded and shared with students in their classroom.

STUDENT & STAFF MEMBER TRAINING

Students and staff members must understand all health and safety expectations, requirements, procedures, and protocols to reduce the risk of COVID-19 and protect our entire school community.

Before returning in August, staff members, the school's custodian, and the contracted professional cleaning service will be trained remotely to ensure understanding and preparedness for the measures outlined in this Health & Safety Return-to-School Plan.

Students will be trained by staff members on the first day of school and must demonstrate their understanding of the school's health and safety measures, in particular, those procedures which pertain to face coverings, handwashing, and hand sanitization.

COMMUNICATION METHODS

To stay up-to-date on the most current information, students and their families will need to check their email often for messages posted via Option C or within their Google Classrooms [Grades K-8]. Students and families should also routinely visit the Notre Dame School of Bethlehem website and follow the school's social media platforms. If a student or staff member tests positive for COVID-19, the school will follow the recommendations from the Departments of Health at the local and state levels and confer with the Diocese of Allentown.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS & STAFF

The Colonial Intermediate Unit 20 [CIU20] employees housed within our school will work with students and staff members to address any well-being concerns or needs.

OPTIONAL LIVE CONNECTED LEARNING

During this global pandemic, we believe that live in-school learning is the best mode of education for students. However, we recognize that some families may wish to keep their children home from school. As a result, we need to provide a way to educate every student and keep families connected to our faith-filled school community.

Notre Dame School will offer a connected learning option for students whose families choose not to have their children present in the school building due to underlying health conditions or other personal reasons. Live Connected Learning for the 2020-2021 school year will be a high-quality, rigorous education aligned with our faith-based curriculum and regular classroom instruction. Students will be required to sign in to their homeroom and their classrooms for live lessons each day, and instruction will include specialty classes. Live Connected Learning will allow for a simple transition back to in-person instruction when families and students are ready.

Any family who chooses in-person instruction for their child may switch to Live Connected Learning at any time. However, families who elect Live Connected Learning must allow two weeks of transition time before returning to the classroom.

Who can participate?

Live Connected Learning is available for any student in grades K-8 who cannot attend school for an extended period. Reasons may include self-quarantine, exposure to COVID-19, positive COVID-19 test results, underlying medical conditions, or being uncomfortable with the global pandemic.

What will be expected?

Teachers, students, and parents must sign a *Live Connected Learning Agreement*, which includes the responsibilities of the teacher, parents, and student. Please refer to the form below.

What will be needed?

Students will need internet access and technology that includes a device with a camera, speaker, and microphone to participate in the Live Connected Learning option. Families may use their own personal devices or borrow technology from the school. Please contact the school for more information regarding loaned devices. Students will need an appropriate workspace for their daily educational needs and have all the necessary books and materials at their workspace. Before beginning the Live Connected Learning option, students will need to obtain all the required materials from the school.

What will Live Connected Learning include?

Students will need to be dressed in their school uniform, sign in to their homeroom each morning at 8:20 AM for prayers and attendance, and follow their class schedules. The camera on their technology device will need to be turned on, and remain on, to participate fully in each class. Teachers will direct students to turn off their devices during various breaks in the school day.

The Diocese of Allentown's Acceptable Use Policy for Computing and Internet Access and the school's Discipline Code apply to Live Connected Learning. Appropriate disciplinary action will be in accord with all written policies.

LIVE CONNECTED LEARNING AGREEMENT

Teacher Responsibilities

1. Provide a schedule for classes.
2. Welcome the student who has signed in to Live Connected Learning.
3. Record attendance for students participating in Live Connected Learning.
4. Provide assignments and assessments for lessons.
5. Communicate to students when they may turn off their devices.
6. Update grades weekly on Option C.

Student Responsibilities

1. Must be dressed in school uniform during instruction.
2. Device must be operable and ready for use at the start of each school day.
3. Must sign in to homeroom at 8:20 AM for prayer and attendance.
4. Must be present for every class. [Exceptions will be made for illness.]
5. Must be seated at a desk or table during instruction.
6. Device's camera must be turned on, and student must be visible for the duration of each class.
7. Device's audio must be muted, except when asking questions.
8. May not eat during instruction.
9. Must ask the teacher to be excused for a bathroom break.
10. May not use cellphone or any other device during class instruction
11. May not use cell phone to take assessments
12. Will take tests and quizzes online.

Parent Responsibilities

1. Ensure that student is accessing Live Connected Learning on time and for the duration of instruction.
2. Responsible for student's behavior during instruction. [This includes not using a cellphone or playing video games on a device.]
3. Notify school office if student will be absent.
4. Ensure that student is submitting assignments on their due dates.
5. Check grades weekly on Option C to ensure student has not fallen behind.
6. Contact teachers if student is having technical or academic issues.
7. Parents may not assist student with quizzes or tests.

The Diocese of Allentown's *Acceptable Use Policy for Computing and Internet Access* and the school's *Discipline Code* apply to Live Connected Learning. Appropriate disciplinary action will be in accord with all written policies.

Please sign below to indicate that you agree with the above responsibilities.

Parent: _____ Date: _____

Student: _____ Date: _____

Teacher: _____ Date: _____

DECISIONS REGARDING SCHOOL CLOSURE

While keeping Notre Dame School of Bethlehem open for the entire academic year is our goal, we will follow any mandated closures. If any area of the school needs to be closed down and it is possible to keep other areas open by cleaning and sanitizing spaces quickly and separating students, we will attempt to minimize disruptions as much as possible. Any closure triggered by the spread of COVID-19 cases will follow the guidelines from the Pennsylvania Department of Health [PDOH] and the Centers for Disease Control [CDC.]

DISTANCE LEARNING

We also realize that after we begin in-person classes for the school year, we may again need to transition to distance learning. This instruction will be more demanding than the online lessons delivered in spring of 2020. Students will be required to sign in to their homeroom and classes each day at designated times and actively participate in the classroom. This instruction will provide a comprehensive continuity of education and include specialty classes. Staff members have been planning ways to improve distance learning instruction using daily live lessons for all grades and the better use of scheduled video conferencing meetings for whole and small group instruction.



Thank you for your continued patience and support of our school. We realize this is a tremendously uncertain time. Please know that our foremost goal is to make sure that our students—your children—return for the 2020-21 school year in a safe and supportive manner.