



Bishop Hartley  
High School

Return to School Plan  
2020–2021 School Year



## Mission Statement

Transforming lives through the teachings of Jesus Christ within the Catholic tradition



## Belief Statements

As a Catholic school of Faith, Preparation, Community, Service, Spirit, and Leadership, we believe

Jesus Christ and the Gospel message are central to all phases of the learning process;

Our rigorous college preparatory environment cultivates a growth mindset, creativity, problem-solving, and critical thinking skills;

Our community recognizes, appreciates, and celebrates diversity, while discovering shared values that bind us together;

Our holistic school experience teaches students to be servant leaders and thoughtful mentors;

Our school creates a culture that enables students to build relationships that are life-giving and lifelong;

Our students, upon graduation, are prepared to meet the opportunities and challenges of the future by making informed, ethical, and moral decisions as faithful citizens.



Our theme for the 2020-2021 school year is from Saint Catherine of Siena:

“Be who God meant you to be and you will set the world on fire.”

As we all continue our journey to be the best version of ourselves, we hope this theme centers our attention on the need for daily prayer and reflection in order to understand who God is calling us to be. If we can figure this out, there is no telling what we can accomplish. Good luck to all of us in this endeavor during the upcoming school year.



We must remain flexible and prepared to adjust our plans

The plans presented in this document are “as of today” and will be continually re-evaluated based on the data concerning the pandemic and the recommendations, guidance, and mandates from Bishop Brennan, Mr. Dufault and the Office of Catholic Schools, the Ohio Department of Education, Governor DeWine and public health authorities.



## Return to School Plan 2020-2021 School Year

- Important Start Dates for the 2020-2021 School Year
  - Tier 1, 2, and 3 Instructional Models
- Holistic Learning Experiences: Campus Ministry and House
- Safety and Security of our Students, Faculty, and Staff
  - Facilities, Cleaning Guidelines, and Supplies
  - General Health Guidelines

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## Important Start Dates for the 2020-2021 School Year

The 1<sup>st</sup> official day of school is Monday, August 31<sup>st</sup>. This week will consist of orientation meetings for each class. Remote guidelines will be provided for times students are not in the building during this week.

- Monday, August 31<sup>st</sup> – Senior Orientation
- Tuesday, September 1<sup>st</sup> – Junior Orientation
- Wednesday, September 2<sup>nd</sup> – Sophomore Orientation
- Thursday, September 3<sup>rd</sup> – Freshmen Orientation
- Friday, September 4<sup>th</sup> – Senior Pillar Day
- Tuesday, September 8<sup>th</sup> – Academic coursework begins



## Tier 1, 2, and 3 Instructional Models

The Diocesan Executive Summary, published by the Diocesan Task Force, outlines three tiers of instruction in reopening for the 2020-2021 school year:

- Tier 1 – Normal operations, face-to-face instruction
- Tier 2 – Blended Learning – partial in-person attendance and partial remote instruction
- Tier 3 – Full Distance Learning – all instruction provided in a digital format





## Tier 1, 2, and 3 Instructional Models

Given the current pandemic, we will most likely begin the 2020-2021 school year in Tier 2 or Tier 3.

**We will adhere to six feet for social distancing to keep everyone in the building as healthy and safe as we possibly can. Given the size of our student population and instructional spaces, we must be at 50% capacity to maintain six feet of separation.**

**We all want school to be as normal as possible; however, we will not compromise the health and safety of our faculty, staff, and the students we are charged to love and educate.**



## Tier 1 – Normal operations, face-to-face instruction

- Normal operations, face-to-face instruction while following new safety, security, cleaning of facilities, and general health guidelines



## Tier 2 – Blended Learning – partial in-person attendance and partial remote instruction

- Hybrid Plan – 50% of Students in School Every Other Day. We prioritized the need to keep siblings/households together in our decision to divide students alphabetically.

GROUP	STUDENTS	WEEK 1	WEEK 2
RED	Students with last names A-K	In Person 3 days	In Person 2 days
BLUE	Students with last names L-Z	Online/Remote 2 days	Online/Remote 3 days

- Students will rotate every other day in the building.
- The Red and Blue Groups will rotate Mondays.



## Tier 2 – Blended Learning – partial in-person attendance and partial remote instruction – Quarter 1

WEEK	DAY OF WEEK					Student Days	Red	Blue
	MON	TUES	WED	THURS	FRI			
						44	20	20
8.31-9.4	SENIORS	JUNIORS	SOPHOMORES	FRESHMEN	SENIORS		1	1
9.7-9.11	LABOR DAY	RED	BLUE	RED	BLUE		2	2
9.14-9.18	BLUE	RED	BLUE	RED	BLUE		2	3
9.21-9.25	RED	RED	BLUE	RED	BLUE		3	2
9.28-10.2	BLUE	RED	BLUE	RED	BLUE		2	3
10.5-10.9	RED	RED	BLUE	RED	BLUE		3	2
10.12-10.16	BLUE	RED	TESTING	RED	BLUE		2	2
10.19-10.23	RED	RED	BLUE	RED	BLUE		3	2
10.26-10.30	BLUE	RED	BLUE	RED	BLUE		2	3



## Tier 2 – Blended Learning – partial in-person attendance and partial remote instruction

For the 2020-2021 school year, we have purchased technology (display screens, cameras, microphones) that will allow us to provide **synchronous learning** in which students are engaging in the same learning activity whether they are physically in the classroom or remote. Combining this bundle of technology with PowerSchool and Microsoft Teams (which we currently use at BH), students learning in school and remotely will be “present” in the classroom five days a week.

Our curriculum will remain the same as it has been in previous years. Students who cannot attend in-person instruction for an extended period can stay on task with their learning. However, this is not a true online learning experience as it is not self-paced. Students will be expected to follow the traditional school schedule while at home. Direct instruction recordings will be uploaded to class sites for students to refer to when necessary to aid in the learning process. Grading and learning expectations will follow our traditional grading scale for college prep, honors, and AP courses. We will not use the Pass/Fail model.



## Tier 3 – Full Distance Learning – all instruction provided in a digital format

Full distance learning will not look the same as it did during the 4<sup>th</sup> quarter of last school year. Online learning will be more structured and follow a consistent schedule. Students will be required to follow this daily schedule to take advantage of synchronous learning opportunities. Attendance and participation in both synchronous and asynchronous activities will be tracked.

Students will be expected to engage in class discussions and presentations and complete all learning activities/assignments/assessments.

Grading and learning expectations will follow our traditional grading scale for college prep, honors, and AP courses. We will not use the Pass/Fail model.



## Tier 3 – Full Distance Learning – all instruction provided in a digital format

- Full distance learning will follow a Block Schedule. We will have a **RED DAY** and a **BLUE DAY**. Instruction will vary between synchronous and asynchronous learning opportunities.
- **RED** will contain periods 1, 3, 5, and 7. **BLUE** will contain periods 2, 4, 6, and Flex.
- The Flex period will host our holistic learning opportunities led by our house director/deans, school counselors, and campus ministry team.
- Office hours will provide opportunities for students to attend SEEK with teachers and get extra help and/or clarification on assignments.

DAY	PERIODS		
<b>RED DAY</b>	1, 3, 5, 7		
<b>BLUE DAY</b>	2, 4, 6, Flex		
	<b>RED DAY</b>		<b>BLUE DAY</b>
<b>9:00-10:00</b>	1		2
<b>10:15-11:15</b>	3		4
<b>11:15-12:00</b>	Lunch		Lunch
<b>12:00-1:00</b>	5		6
<b>1:15-2:15</b>	7		Flex
<b>2:15-3:00</b>	Office Hours		Office Hours



## Our mission...

is to transform lives through the teachings of Jesus Christ within the Catholic tradition.

No matter what model of instruction we are in during the 2020-2021 school year, our administrators, faculty, and staff will find ways to adapt and innovate while striving to overcome any obstacles in our method of teaching students.

We will provide meaningful learning opportunities for students to ensure there is holistic development and opportunities to build relationships that are life-giving and lifelong.

Every member of the Bishop Hartley family will be encouraged to rely on faith to persist and persevere despite any challenges we will face **together**.





## Holistic Learning Experiences: Campus Ministry and House

Hartley takes a holistic approach when it comes to the well-being of our students and community, and 2020-2021 will be no different. To support the spiritual well-being of our students, the House System and Campus Ministry will work closely with one another to provide ample opportunities for students to encounter Christ and grow in relationship with Him as well as engage in prayer together.



## Holistic Learning Experiences: House System

Our House System will continue to focus on three guiding principles established more than ten years ago when we instituted our six houses:

1. Mentoring and relationship building among students, teachers and faculty
2. Strengthening the Bishop Hartley community by building unity within each house
3. Developing leadership skills in all students.



## Holistic Learning Experiences: House System

House Deans and the House Director are concentrating efforts on these three guiding principles to develop activities and enriching experiences within safety guidelines. Below is a list of aspects our House Deans and House Director are working on to continue the growth of our House System:

- Mentor Groups will continue with activities focusing on individual and group development. Moreover, smaller groups will be established to continue our peer to peer and teacher mentoring.
- House group activities will be organized in a safe manner to build unity within each house.
- House Days will be organized into smaller group activities that will continue to center around our school pillars and provide creative opportunities.
- House Leader selections, training, and development will take place throughout the school year.
- Service will take place through house service projects in a healthy and safe manner. We are not mandating our 25 hours per year requirement this year due to COVID-19.



## Holistic Learning Experiences: Campus Ministry

- The campus ministry team, along with the religion department, is working on new and innovative ways to bring students closer to God in the coming school year.
- **Deacon Frank Sullivan** and **Campus Minister Tera Chun** are excited to welcome newly ordained **Father Michael Fulton** to Hartley next year, along with **Ms. Rachel Dues**, who will be helping with retreat programming.
- With a priest available on campus, we are hoping to increase access to the Sacraments, and with another person to generate creative ideas for retreats and help with planning, we are hoping our retreat program grows and is even more effective.



## Holistic Learning Experiences: Campus Ministry

Plans are in place for the following in the 2020-2021 school year:

- New schedules for liturgies
- Incorporating social distance policies in the chapel and the gym during prayer services, Mass, Reconciliation, and Adoration
- Creating a three-tiered plan for all retreats which includes both social distancing and virtual plans
- Working with students and faith-based clubs on creative ways to live out our faith on campus
- Exploring various avenues to experience Catholic spiritual practices such as Liturgy of the Hours, the Rosary, Stations of the Cross, Novenas, the Divine Mercy Chaplet, Journaling, Lectio Divina, the Examen, and Praise and Worship to students.



## Safety and Security of our Students, Faculty, and Staff

There is nothing more important than the safety and security of our students, faculty, and staff. The following recommendations and guidelines related to the safety and security of the Bishop Hartley Community come from hours of discussion and research by both the Diocesan Task Force and the Bishop Hartley Task Force. *It is important for Hartley families to know that these guidelines might change in the weeks and months to come.* We might get updates or changes in the guidelines from the Center for Disease Control, the Ohio Department of Health, or the Ohio Department of Education that would change our recommendations.



## Safety and Security of our Students, Faculty, and Staff

- Masks – All teachers, staff, and students will be required to wear masks from the time they enter the school building until the time they leave.
- Social Distancing – All teachers, staff, and students will maintain a distance of six feet whether in classrooms or common areas. Social distancing can only be accomplished if we have only half of our enrolled students in school at a time (blended learning).
- Lockers – For the first several months of the school year, lockers will not be used. Students will be allowed to carry book bags for electronic devices, notebooks, hand sanitizer, wipes, pens, pencils, etc.



## Safety and Security of our Students, Faculty, and Staff

- Locker Rooms – There will be no access to any locker room facilities at Bishop Hartley.
- Parking/Entrances and Exits – All vehicles must be registered, but this will be at no cost to the student. Details regarding registration will be sent in later communications. It will take place the week of August 31st . Students will not be assigned a specific parking space but will be assigned to a particular lot – either the main lot or the back lot.
- Students parking in the main lot will enter through the main lobby. Students parking in the back lot will enter through the art wing doors. Students who are dropped off in the morning will enter through the main lobby. Departure times will be staggered, and students will exit through the same doors through which they enter in the morning.





## Safety and Security of our Students, Faculty, and Staff

- Hallways will be directional with signage posted
- Visitors – In order to minimize the number of visitors in the building, all parent meetings will be conducted over the phone or online. We will conduct face-to-face meetings only if necessary.
- If a student needs to be picked up, parents will call the main office, and a staff member will escort the student to the car. If something needs to be dropped off for a student, it will be given to a staff member at a temporary desk in the main lobby and delivered to the student.
- Lunch – Depending on the school day model, we will utilize the cafeteria and the main gym in order to safely accommodate students. Students may pack their own lunch from home or purchase one prepared by our cafeteria staff.



## Facilities

- Spacing decals will be placed at all points where students gather (office, school counseling office, nurse's station, and restrooms, as well as throughout the hallways).
- Signs promoting health and safety will be placed throughout the school.
- Classrooms - classroom furniture has been minimized to a limited number of desks. Bookshelves, filing cabinets and other items that would typically encourage shared use have been removed.
- Clear Plexiglass screens will be placed at all locations where students would engage in face to-face contact (front office, attendance desk, school counseling offices, cafeteria lunch line, between sinks in restrooms, etc.).



## Facilities

- Drinking fountains will be adjusted to ensure that only the bottle filling option will function. Everyone will be encouraged to bring a water bottle.
- Lockers - all combinations have been changed, but there will not be any locker use for the first several months of the school year.
- Sanitizing stations - Hartley has purchased over a dozen steel-plated, automatic hand sanitizing stations.
- Locker rooms will not be open, but we are working on a safe alternative.



## Cleaning Protocols

6:00 AM - Sanitize door handles, all common touch points, clean glass at all entrance doors. Begin to fill gel at sanitizing stations.

7:45 AM - Lock exterior doors and clean entrance points. Continue to refill sanitizer stations

9:00 AM - Sanitize restrooms, drinking fountains, and weight room. Restrooms will be checked and cleaned a minimum of every two hours. Dust mop hallways.

11:00 AM - Prepare for lunch time and assist cafeteria staff as needed.

12:30 PM - Collect trash, clean tables, and mop lunch area.

1:00 PM - Sanitize all restrooms and drinking fountains.

3:30 PM - Sanitize all restrooms and drinking fountains. Check sanitizer stations.

6:00 PM - Sanitize cafeteria, C-Wing restrooms, and TACC.

8:00 PM - Sanitize athletic facilities including weight room.

2nd and 3rd shift - Wipe down and sanitize the entire building. Empty all trash, and dust mop all floors.



## General Health Guidelines

Bishop Hartley is working diligently in collaboration with the Diocese of Columbus, our local health department, and the State Department of Education to ensure students and staff return to a healthy and safe learning environment. Our school nurse, Regina Hinterschied, will be leading the way to minimize transmission of illness, protect our more vulnerable students and staff, and promote overall wellness within the Bishop Hartley community.

We will follow a layered approach when addressing COVID – 19 at school.

- Daily Health Assessments: Students and staff are expected to take their own temperature before reporting to school and to stay home if temperature is above 100.0 F or if they are experiencing other symptoms of illness.
- Staff and students who are ill must stay home from school; they will be sent home if they become ill at school, particularly if they have one or more **Covid-19 symptoms – fever, coughing, shortness of breath, sore throat, nasal congestion, body aches, chills, loss of taste/smell, diarrhea, nausea, vomiting**. While waiting to go home, ill persons will continue to wear a face mask and will be in a *separate room overseen by school personnel* who will also wear a mask and monitor the ill person from outside the room.



## General Health Guidelines

- **Physical/Social Distancing:** We will strive to maintain physical distancing (recommended 6 feet apart) among all persons on school grounds. The school will post visual cues (i.e. floor markings, wall signage) and use other strategies to reinforce social distancing. We will follow protocols to facilitate social distancing in the halls and minimize congregating in common spaces including hallways, lobby, cafeteria, etc.
- **Face Coverings:** All persons on school grounds and waiting for or utilizing school transportation will wear face coverings. School nurses or personnel who care for sick persons will utilize appropriate PPE. Students and staff will be instructed on the appropriate way to wear and care for face masks. The CDC recommends face coverings for children in grades K through 12. There could be a few students who are unable to wear a face mask due to medical or other concerns in which case parents must discuss their concern as well as alternative options with the nurse and provide documentation of need from a health care provider.
- **Good Hygiene Practices:** Handwashing is encouraged upon entering the building and before lunch. In addition, hand sanitizer (60-95% alcohol based) and sanitizing products will be made available for staff and students, especially in high traffic areas, including at the school entrance. High contact surfaces such as desks, doorknobs, light switches, etc. will be sanitized frequently.



## General Health Guidelines

- The health department tells us we should expect “flare-ups” as students return to school. In anticipation of this probability, we will handle incidence of positive COVID cases by implementing additional measures beyond the ongoing precautions listed in this document. Our local health department will be notified and give direction to the school on the appropriate measures needed according to each incidence/exposure.
- During the COVID pandemic, schools will be following a strict “sick policy,” students or staff who arrive at school ill will be sent home (see Daily Health Assessment). For those sent home with COVID symptoms, Bishop Hartley will follow state and local guidelines which could require exclusion from school for 10 or more days. The nurse will use a tracking form to keep record of ill students and staff.



## More information to come

- To reiterate our earlier statement, the plans presented in this document are “as of today” and will be continually re-evaluated based on the data concerning the pandemic and the recommendations, guidance, and mandates from Bishop Brennan, Mr. Dufault and the Office of Catholic Schools, the Ohio Department of Education, Governor DeWine and the public health authorities.
- We will provide additional information about Student Orientation Week (August 31 – September 4), student technology devices, visualizations of Bishop Hartley’s campus to ensure safety and social distancing, and handbook policies in the days/weeks to come.
- May God bless every member of the Bishop Hartley family and keep us safe and loved in the coming days.

# GO HAWKS!