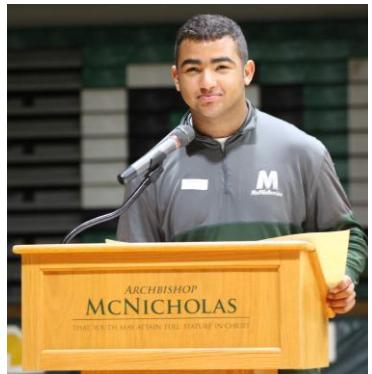


Bonded Together!



Welcome to the 2020-21 McNick Experience!

Launch Manual for the School Year

Maximizing time together on campus will depend on everyone -- students, parents, faculty, and staff -- following the expectations set forth in this guide. Our mission to grow toward Full Stature in Christ this school year includes following Jesus' example of denial of self in order to focus on compassionate service to others. For this school year, compassionate service includes following public health guidelines to stay healthy and to protect others from contagion. During this school year, we ironically will keep our community close-knit by keeping at least six feet away from each other whenever possible.

Welcome to the 2020-21 McNick Experience!

When McNick students and educators suddenly couldn't meet on campus last spring, we shared an emotion summed up by the tune *Big Yellow Taxi*, originally released by Joni Mitchell in 1970 and since then covered by many artists: "Don't it always seem to go / That you don't know what you've got / Til it's gone." We realized how much we missed being together for the **McNick Experience**.

- Our close-knit community
- In-person access to the broad range of club and team opportunities available on campus
- Being "in the mix" with each other in person
- Our small-school community in which everyone can be an active participant

Our plan for 2020-21 is to enjoy the McNick Experience on campus as much as possible...and to sustain it as well as possible if circumstances prevent us from being on campus in the days ahead. Maximizing time together on campus will depend on everyone – students, parents, faculty, and staff – following the expectations set forth in this guide. Our mission to grow toward Full Stature in Christ this school year includes following Jesus' example of denial of self in order to focus on compassionate service to others. For this school year, compassionate service includes following public health guidelines to stay healthy and to protect others from contagion. During this school year, we ironically will keep our community close-knit by keeping at least six feet away from each other whenever possible.

Calendar for Opening Days

August 14, 17, 18—Faculty and Staff Meeting Days

Wednesday, August 19—Freshmen Orientation Day 1—Welcome to McNicholas!

Arrive by 7:40 a.m. dressed in Class of 2024 T-shirts and uniform shorts or skirts—Senior Peer Mentors will greet freshmen in the courtyard. After a grand welcome in the main gym, freshmen will meet their Crew and adult and peer mentor leaders. The freshmen will walk through their schedules, meet each of their teachers, and set up lunch accounts in the café. Pizza lunch provided! Bring your best smiles for a class picture on the football field in the shape of a '24, and the day will conclude at 1:30 p.m.

Thursday August 20—Freshmen Orientation Day 2—People to help you succeed!

Arrive by 7:40 a.m. dressed in school uniforms—Freshmen will report to their Crew rooms with their mentors for donuts and juice! This morning, freshmen get to know their counselors, the McNick technology department, the theology department, and the directors of student life and curriculum. The day will end at 11:45 a.m. and will NOT include lunch.

Friday, August 21—First Day of School

All McNicholas students will need to be in their Crew rooms at 7:40 a.m.

Academics: The McNick Advantage

Our small-school community and spacious campus provide a distinctive advantage for us: we have enough classroom space to accommodate all students with six feet of social distance in the vast majority of classes. We are prioritizing in-person attendance in classes on campus, yet we are also enabling students to attend classes from home when necessary. Here are the details:

On-Campus Classes: Every teacher has a suite of two classrooms. In the vast majority of classes, students will be six feet apart, usually no more than twelve students in a classroom. For classes with more than twelve students, the teacher will arrange for some students to work in one classroom and the remaining students to work in the adjacent classroom. For some lessons the teacher will teach during half of the class period face-to-face with students in one classroom while students in the adjacent classroom work on projects that don't require immediate assistance from the teacher; for the second half of the period, the teacher will move to the other classroom. For other lessons, the teacher will deliver the same lesson to students in both rooms, with students in one room participating via Microsoft TEAMS. A few classes have a few more students than can fit in classrooms with six-foot distancing. The Health Department permits schools to operate with as little as three feet between students. For these few classes with more than 24 students, there is enough room for students to sit more than three feet apart.

Remote Learning for Individual Students: Students might need to participate in classes from home via Microsoft TEAMS for two reasons:

1. The student or members of the student's family have special concerns about risks from COVID-19. Parents wishing to authorize class attendance from home for this reason should make arrangements in advance with Mr. Dan Rosenbaum, Director of Curriculum, drosenbaum@mcnhs.org. Such arrangements should be for a sustained period of time, not one day in school and the next day at home.
2. The student is ill or quarantined but well enough to participate in classes. Parents of students temporarily attending class from home for this reason should contact Mrs. Jill Cheek, Attendance Officer, at jcheek@mcnhs.org with information about the duration of study from home.

Students who have been authorized to participate in classes from home via TEAMS for these two reasons will not be considered absent. Expectations for these students will be the same as expectations for those on campus. Teachers will take attendance. Students are expected to log in to class on time, participate fully, and submit assignments on time. *Please note: It is important for students to stay home whenever they are feeling sick, when they are self-monitoring because of possible exposure or symptoms, or when they and their parents are concerned about the risk of being in a group setting. There will be no awards for perfect attendance for the 2020-21 school year. When in doubt, stay home. When home and when able, attend classes via Microsoft TEAMS.*

Remote Learning for the Whole School: If required by authorities because of an area-wide or local health emergency, McNicholas will shift to remote learning for all students via Microsoft TEAMS. Classes will take place on the same schedule used for on-campus classes.

Remote Instruction by Teacher: A few veteran McNicholas teachers whose families have high risk factors for COVID-19 will deliver instruction from home to their students seated in a classroom on campus. Like all McNicholas teachers, these teachers have completed substantial training in best practices for live remote teaching and learning. An adult will be near the students to monitor engagement and respond to concerns.

Class Day Schedule

We intend to use the same class day schedules no matter whether classes take place on campus or at home. The set of four schedules appears as Appendix A. The schedules include:

- Regular Schedule
- Wednesday Schedule (2:15 dismissal to provide time for weekly faculty planning meetings)
- Morning Meeting Schedule
- Afternoon Assembly Schedule

Days with bells A-D and days with bells E-H will alternate.

Instructional Technology: Doing Learning – Not Just Watching Learning

Face-to-face interaction between teachers and students is the heart of the McNick Experience. All of our health precautions serve to maximize the opportunity for on-campus learning. That said, McNicholas teachers, with more than ten years of experience with guiding students to use tablets as learning tools, have expertise in using technology to advance learning on campus and, when necessary, from home.

Faculty Training

Every teacher devoted time this summer to substantial training in best practices for live online teaching and learning through Minerva University, a leader in quality online education. Teachers participated in online classes with each other in order to "walk in the shoes" of an online student.

Microsoft TEAMS

Our online learning platform, Microsoft TEAMS, has enhanced features. For example, all class participants appear in video panes. Teachers can quickly move students into breakout groups with clear tasks and assessments.

Bandwidth

We have tripled our bandwidth to provide smooth online learning experiences.

Social and Emotional Wellness: The Close-Knit McNick Community

These stressful times call for daily intentional care for students. McNicholas is launching Rocket "crews" -- daily meetings of groups of about twelve students led by the same mentor teacher, who will serve as an advisor and advocate for the crew. First-year students will be in crews with their classmates. First-year crews will focus on building bonds among the Class of 2024 and orienting them to the traditions of McNick and skills for adapting to high school. Sophomores through seniors will be in crews mixed across class years. These crews will focus on spirit, leadership, service, goal-setting, and other soft skills. Students will go to their crew classroom as soon as they arrive at school.

Health Precautions: Keeping Everyone in the Mix

Everyone at McNick benefits when every Rocket is in the mix. We are putting measures in place to minimize the risk of contagion and thus maximize our opportunity to be on campus together for the McNick Experience. Parents, we call on you to partner with us.

Physical Distancing

We expect everyone to practice the habit of staying six feet from others whenever possible. Please note that the school cannot guarantee that six feet of distance between people will always be able to be maintained. These measures will aid physical distancing:

- The use of two-classroom suites, with desks arranged six feet apart in the vast majority of classes.
- Assigned seating in classes (which will assist with contact tracing)
- Reduced capacity in common areas such as the gym, theater, library, and cafeteria
- Modifying procedures for in-class group work in order to maintain physical distance
- Reducing the use of shared learning materials
- Making greater use of outdoor areas for classes, as weather permits
- Occupancy limits for offices, with reminders about physical distancing
- Acrylic panels installed at the desks of staff members who encounter many visitors at their work spaces
- When students arrive, they must go immediately to their crew classrooms and stay at least six feet apart
- Students waiting for pick-up shortly after the end of the class day must wait outside, weather permitting. They may not gather in lobbies.
- Students may not gather or sit anywhere (such as corridors and lobbies) where seating is not provided. The primary gathering places for students not in class will be the Café and designated outdoor areas.
- Students needing to wait a substantial time for rides home after school must wait in the Café, with appropriate physical distancing. All students not participating in a supervised after-school club meeting or team activity must leave the building by 5:00 p.m. The library will close at 3:00 p.m.

Food

- Indoor and outdoor eating areas with adequate provisions for physical distancing will be designated. Eating in other areas will not be permitted.
- Students will be encouraged to bring their own lunches and not share items.
- The Café servery will provide a limited selection of mostly packaged "grab and go" items.
- Café customers will be expected to maintain adequate physical distancing in waiting lines.

Masks

- Everyone (including visitors) will wear properly fitting masks in the building at all times except while eating in designated spaces or while engaging in supervised athletic activities. An exception is that employees working alone in a private office need not wear a mask, but as soon as the employee leaves the office or as soon as another person enters, the employee must immediately put on a mask.

- Cloth or surgical masks may be worn. Vented masks should not be worn because they do not adequately protect others. Bandanas may not be worn. A properly worn two-ply cloth gaiter is acceptable. Here are expectations for face coverings:
 - They must fully cover the nose and mouth
 - They must fit snugly against the sides of the face so there are no gaps
 - Cloth face coverings should be washed regularly
- People are expected to provide their own masks and clean them regularly. Masks will be available for purchase. Masks should be "McNick appropriate": no words; no inappropriate images.
- Face shields are permitted, but used alone they do not provide adequate protection. A properly fitting mask must be used with a face shield.

Hand Sanitizing

All are expected to sanitize their hands frequently. Hand sanitizer pumps will be available in every classroom, public space, and office.

Rest Rooms

During the class day, students will use rest rooms only during class periods. Rest rooms will be off limits between classes and during lunch (except for emergencies). The purpose of this policy is to prevent crowded rest rooms and the consequent risk of contagion.

Daily Health Screenings at Home

Students and staff are required to self-assess for COVID-19 symptoms (and symptoms of other illness) every morning before leaving for school. Anyone with a fever of 100 degrees or higher should stay home. In addition, anyone with the following symptoms that are not usual health experiences should give strong consideration to staying home for the sake of themselves and others.

- Nausea, vomiting, or diarrhea
- New loss of taste or smell
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Chills
- Muscle pain

Anyone who has been diagnosed with COVID-19 either through a positive test or by a physician's assessment of symptoms should stay home.

Daily Health Screenings at School

Students go to their crew classrooms immediately after arriving at school. The crew mentor will take each student's temperature with a remote thermometer every morning and will be alert for COVID-19 symptoms. Parents will be notified and students will be sent home if they have a temperature of 100 degrees or higher or if they have symptoms that in the opinion of the school nurse could indicate COVID-19 or another illness. When students or employees at school report symptoms of COVID-19, they will be cared for in a designated isolation room supervised by a trained staff member who will conduct screening and contact the family. A McNicholas staff member will provide guidance about steps to take with health professionals prior to returning to school.

Return to School

Students who need to stay home, and their families, will receive guidance on what they need to do in order to return to school and when. For some, this may include a student getting a COVID-19 test or seeing a physician. For others, it may include staying home, isolating, and self-monitoring for a defined time period. We will rely upon guidelines from medical professionals and public health officials to make these determinations on a case-by-case basis.

Building Cleaning and Disinfecting

- Hand sanitizer, surface disinfecting spray, and paper towels will be available in each classroom and office.
- The custodial staff will disinfect high-touch surfaces during the school day and at the end of the school day.
- Drinking fountains will be modified so that only the spigot for filling bottles remains on.
- Air hand dryers in rest rooms will be turned off. Paper towels will be supplied.
- Reminder signs for social distancing and hand washing will be installed.
- Classrooms will have kits with remote thermometers, emergency extra masks, disinfecting wipes, and disposable gloves.

We will call on every member of the school community to assist with sanitizing areas that they use.

Response to a Positive Case of COVID-19 in the School Community

It is likely that some members of our school community will contract COVID-19. Whenever a student or a member of a student's household receives a confirmed diagnosis of COVID-19, the student's parent or guardian should inform Mrs. Jill Cheek, Attendance Officer, at jcheek@mcnhs.org

Cooperation with Health Authorities

The school will follow reporting requirements of the Hamilton County Public Health office upon learning of a positive case of COVID-19. We will remain in communication with these officials about procedures and guidance as we care for our students and families.

Contact Tracing

We expect that local health officials will carry out their own contact tracing procedures. The school will carry out its own procedures as well. If a student, employee, or other person who has been in the building tests positive for COVID-19:

- School staff will conduct a brief interview to help determine close contacts among the school community
- Among close contacts to be considered will be the student or community member's close contacts, such as teammates and classmates in nearby seats.
- Families of students who have been in close contact with the COVID-19 positive individual will be contacted by the school and asked to self-monitor. This may include a requirement to stay home from school for a period of time.

Communications and Privacy

Privacy considerations, as well as the health security of the entire school community, will be the primary factors in communications. We will make communication decisions in consultation with local health officials.

School Closure

As has been emphasized throughout this guide, our goal is to maximize on-campus education and to minimize closures. Decisions about closures will be based on the guidance of health officials regarding regional circumstances as well as school community circumstances.

Student Growth in Responsible Use of Freedom

Students, we know that keeping six feet away from classmates and wearing a mask run counter to your good instincts to connect with each other. High school is the time to grow toward responsible use of freedom so that after high school you are ready to handle the freedom of life on your own. For the sake of your classmates and teachers and their families, we expect you to take giant steps in responsibility this year. For the common good, consequences for irresponsible behavior will progress more quickly than usual this year. For example, the consequence for disruptive behavior that impedes you or your classmates from learning will likely be a detention rather than a demerit. Refusal to comply with rules about social distance and wearing masks will quickly lead to consequences. We are confident that you will respond to this call to compassionate leadership!

From Big Yellow Taxi to Shiny Green Convertible

This guide began with an allusion to the song *Big Yellow Taxi*. Our emblem for 2020-21 is the shiny green convertible that provides the same sweet ride whether it's sunny or rainy. The top goes up and down seamlessly. We are committed to FLEXIBILITY in response to family needs. Because presence on campus is so important to the McNick experience, we prioritize students and teachers being together in classrooms. Yet we expect that some families will need to opt against on-campus attendance because of health concerns. With parent authorization, students will be able to participate in on-campus classes from home via their tablets. If circumstances require school buildings to close for a time, we will shift nimbly to remote learning for all. The shiny green convertible will give us the sweetest ride through whatever weather comes our way to the extent that we ride in it responsibly, with steadfast attention to others' safety. Bonding together as a close-knit community focused on the destination of Full Stature in Christ will ensure a sweet ride!

We are grateful to members of the McNicholas community and colleagues at other schools who have contributed to this guide.

Class Day Schedules

REGULAR SCHEDULE	
BLACK DAY	GREEN DAY
Crew 7:40 – 7:55	Crew 7:40 – 7:55
Bell A 8:00 – 9:25	Bell E 8:00 – 9:25
Bell B 9:30 – 10:55	Bell F 9:30 – 10:55
Lunch 1 11:00 – 11:40	Lunch 1 11:00 – 11:40
Bell C1 11:45 – 1:10	Bell G1 11:45 – 1:10
Bell C2 11:00 – 12:25	Bell G2 11:00 – 12:25
Lunch 2 12:30 – 1:10	Lunch 2 12:30 – 1:10
Bell D 1:15 – 2:40	Bell H 1:15 – 2:40

MORNING MEETING SCHEDULE	
BLACK DAY	GREEN DAY
Meeting 7:40 – 8:15	Meeting 7:40 – 8:15
Bell A 8:20 – 9:40	Bell E 8:20 – 9:40
Bell B 9:45 – 11:05	Bell F 9:45 – 11:05
Lunch 1 11:10 – 11:50	Lunch 1 11:10 – 11:50
Bell C1 11:55 – 1:15	Bell G1 11:55 – 1:15
Bell C2 11:10 – 12:30	Bell G2 11:10 – 12:30
Lunch 2 12:35 – 1:15	Lunch 2 12:30 – 1:10
Bell D 1:15 – 2:40	Bell H 1:15 – 2:40

WEDNESDAY SCHEDULE	
BLACK DAY	GREEN DAY
Crew 7:40 – 7:50	Crew 7:40 – 7:50
Bell A 7:55 – 9:15	Bell E 7:55 – 9:15
Bell B 9:20 – 10:40	Bell F 9:20 – 10:40
Lunch 1 10:45 – 11:25	Lunch 1 10:45 – 11:25
Bell C1 11:30 – 12:50	Bell G1 11:30 – 12:50
Bell C2 10:45 – 12:05	Bell G2 10:45 – 12:05
Lunch 2 12:10 – 12:50	Lunch 2 12:10 – 12:50
Bell D 12:55 – 2:15	Bell H 12:55 – 2:15
Teacher Meeting 2:20-3:00	Teacher Meeting 2:20 – 3:00

AFTERNOON MEETING SCHEDULE	
BLACK DAY	GREEN DAY
Crew 7:40 – 7:55	Crew 7:40 – 7:55
Bell A 8:00 – 9:00	Bell E 8:00 – 9:00
Bell B 9:05 – 10:05	Bell F 9:05 – 10:05
Bell C 10:10 – 11:10	Bell G 10:10 – 11:10
Lunch 1 11:15 – 11:55	Lunch 1 11:15 – 11:55
Bell D1 12:00 – 1:00	Bell G1 12:00 – 1:00
Bell D2 11:15 – 12:15	Bell H2 11:15 – 12:15
Lunch 2 12:20 – 1:00	Lunch 2 12:20 – 1:00
Meeting 1:05 – 2:40	Meeting 1:05 – 2:40