

# St. Ann School Reopening Plan 2020-2021

## INTRODUCTION

As we prepare to return to school this fall, the health and safety of our staff and students is our top priority. Covid-19 has impacted many lives of the St. Ann community. While we are excited to welcome students and staff back to the building, we understand that many members of our special community may be cautious and fearful.

The purpose of the following document is to outline the protocols and procedures put in place to ensure the safety of everyone in our school community. School will look different, just as every other aspect of our lives has looked different since March. However, we are committed to still offering the best and safest possible school and work environment.

**This document will remain fluid.** As the state and city response to Covid-19 changes, how the Archdiocese of Chicago and St. Ann responds to those changes might alter this plan.

St. Ann will be in constant communication about any changes to the plan. This plan was created following the guidelines outlined in the Archdiocese of Chicago Reopening Plan. If you have any questions, comments, or concerns, please do not hesitate to reach out to school administration.

- Cohort Model
- Academics
  - In-person
  - remote learning
    - remote learning webinars
  - Template schedule
- Cleaning & Safety Protocols
  - Daily cleaning specifics
  - Masks
  - Social Distancing
  - Hygiene
- Illness Protocols
  - In the event, someone tests positive
  - Alerting the school if someone in your family tests positive
  - At home checking
- Arrival & Dismissal
- Before & After Care
- Parent & Visitor Protocol
- ELearning/Remote Learning Plan

### COHORT MODEL

Based on the state and Archdiocese of Chicago, **St. Ann will operate using the cohort model.** In this model, students are grouped by homeroom. These groups are static, keeping the same group of students together throughout the entire day.

- Students in PreK-3rd grade will remain with the same teacher, and if applicable, with the same assistant throughout the day.
- Students in grades 4-8 will remain in the same classroom with departmentalized teachers coming to them. Music and Spanish teachers will also push into rooms.
- Gym will be held outside, weather permitting for all grades.

The cohort strategy maintains a safe environment by eliminating interaction between cohorts. **It also allows a single class to be quarantined in the event of an infection, allowing the rest of the school to continue in-person learning.**

Homeroom teachers and assistants are considered part of the students' cohort and will quarantine with the class. **Even when using the cohort model, we are requiring that students socially distance as much as possible and wear masks.**

### ACADEMICS

In response to parent feedback, St. Ann will be offering a choice of full-time in-person learning or full-time remote learning. While each program may not be identical whether in-person or remote, our students will still receive a rigorous and academically excellent academic experience.

### IN-PERSON LEARNING

We remain committed to educating the whole child – mind, body, and spirit. We remain committed to developing students who serve others, are leaders of their learning, and love one another as Christ does. At St. Ann, we believe we learn better together, and we are committed to resuming in person classes this fall.

### LONG TERM REMOTE LEARNING

St. Ann will be providing a long term remote learning option that will be taught by St. Ann teachers. Because elearning and in-person learning will be happening simultaneously, remote learning will not be identical to the remote learning St. Ann offered this past spring, nor will it be identical to in-person learning. We are still committed to making remote learning as rigorous and engaging as in-person learning. Parents who choose remote learning for their child will need to be with their child (or another guardian or qualified adult) throughout the day to monitor their learning. We can promise that either way your family decides to go, your needs will be met.

## HEALTH

Throughout this document, you will find details on safety protocols and procedures that staff and students will follow throughout the school day, in addition to details in the event that a student shows COVID symptoms.

We are excited to announce that we will have a nurse and St. Ann parent, Gwen Cassidy, joining the St. Ann team as the St. Ann School Medical Director. We are thrilled to have Gwen's medical expertise available to students. Gwen is currently a Nurse Practitioner at Northwestern Memorial Hospital and received her MA of Science in Nursing from Yale University. Gwen will be an invaluable asset in providing medical knowledge and support onsite at St. Ann for students and staff.

## CLEANING, SANITIZATION AND SAFETY PROTOCOLS

St. Ann is committed to ensuring a safe and clean environment for our students and staff. The following cleaning and sanitizing will happen before school, after school, and during the day.

### *Before School + During the Day + After School - Daily Cleaning*

- Classrooms cleaned and sanitized including a cleaning crew each day after school including a focus on surfaces such as desks, tables and door knobs
- Bathrooms cleaned and sanitized daily
- Cafeteria space and tables sanitized between cohorts.
- Drinking fountains (only used for water bottles) cleaned and sanitized
- Railings, handles, and doorknobs cleaned and sanitized
- Classroom materials, lab equipment, and shared devices will be cleaned and sanitized between users.
- Students will have frequent hand sanitizing and hand washing breaks throughout the day
- Students will have clorox wipes that they will use frequently throughout the day each time they leave their desk
- Recess, playground, and PE equipment will be cleaned and sanitized between cohorts. Most recess equipment will be used one time a day and cleaned before the next day.

## MASKS

**Every person in the building must always wear a mask.** The only exception to this is when students or staff are eating or are outside and maintaining six feet of social distance. Staff may wear face shields in special circumstances for a short amount of time. Valve masks are not permitted. Masks will be placed in students' individual labeled paper bags during recess, PE, snack, and lunch.

**Families must provide masks for their children.** We will have extra disposable masks on hand for emergencies, but will not be able to provide masks to all students on a daily basis. Masks must cover the nose, mouth, and chin. Students may wear masks with designs and logos as long

as they are appropriate.

**If students are wearing reusable masks, they must be cleaned daily. We suggest having three masks per child at home.** If students are wearing disposable masks, they must have a new mask each day. Students may wear gators as long as they are three layers. See through masks are also permitted, but if you choose to use one, we suggest you research ones that do not fog up. Please make sure each student brings an extra mask with them each day.

### SOCIAL DISTANCING

**Even while wearing masks, students and staff must remain physically distant.** Students must be at least three feet separated from one another, but in most cases will be six feet away from each other. If students are seated at tables, there will be fewer students at each table to ensure social distancing. **Desks will be placed three to six feet apart.**

### SIGNAGE

Appropriate signage will be displayed throughout the building reminding students of safety protocols. Taped arrows will appear in hallways, classrooms, and stairwells ensuring students navigate the hallway the correct way.

### HYGIENE

**Hand sanitizer will be available in every classroom, every office, at every entrance and exit to the building, as well as exits and entrances to the cafeteria and after school spaces. Students will engage in handwashing multiple times a day.** Students are asked to come to school in freshly washed clothing.

**Classroom doors and windows will remain open to allow clean air flow, and fans will be used to circulate outside air into classrooms.**

### ILLNESS PROTOCOLS

**If your child, a member of your family, or a person that comes in close contact with your child on a regular basis tests positive for Covid-19, please inform the principal and their teacher immediately** by emailing [mcorrigan@stanncrusaders.org](mailto:mcorrigan@stanncrusaders.org) or calling the school at (312) 829-4153.

In the event that a child is at St. Ann and either has a fever or begins to show symptoms, **they will be sent to the nurse's office immediately to be isolated and their parent will be notified. We will then ask that that student seek a diagnosis from his/her doctor and follow return to school protocol.**

If they test positive, **the student will quarantine for 14 days at home and receive remote learning from their St. Ann teacher. Additionally, their cohort grade and any siblings will quarantine for 14 days, receiving remote learning from their St. Ann teacher and their parents will be notified immediately.** More details included below.

## ARRIVAL

Each arrival location will have two staff members conducting entry point procedures.

### **Upon arrival each day:**

1. The staff member will take the temperature of each student prior to admission to the school building. If a student's temperature is over 100.4 degrees Fahrenheit, the student will be sent home.
2. The staff member will provide a pump of hand sanitizer to each student.
3. The staff member will conduct a symptom check of each student prior to admission to the school building. Every student will be asked: "Do you feel sick in any way? Do you have a cough or fever?" If the student answers yes to either of these questions, the student will be sent home.
4. The staff member will check that the student's mask follows guidelines and is put on properly. If the mask does not meet guidelines, the student will be given a mask at school and will be asked to come with a mask that meets guidelines the following day.

### **If a student exhibits symptoms while at school:**

1. If a student has a temperature above 100.4 degrees Fahrenheit or if the student exhibits Covid-19 Symptoms while at school, the following procedures will be followed:
  - The student will be immediately separated from others, but within a line of sight of a St. Ann staff member and/or St. Ann nurse. Staff members will ensure that they are sensitive to student emotions and will separate the student from class in a way that will not draw attention or embarrass the student.
  - The student's parents will be immediately contacted so the student may be taken home.
  - St. Ann staff will attempt to call parents first. If no contact is made after 10 minutes, St. Ann staff will continue calling emergency contacts until they are identified to pick up the student.
2. The student should see a doctor to assess symptoms and/or administer a COVID-19 test.
3. Parents are encouraged to follow the CDC "If You Are Sick" guidelines for caring for oneself and others. The guidelines are at:

<https://www.cdc.gov/coronavirus/2019-ncov/ifyou-are-sick/index.html>

**When can my student return to school?**

1. If it is determined by a doctor or a test that your child DOES NOT have Covid, they may return to school after their symptoms subside and parents have provided a doctor's note confirming the negative Covid-19 diagnosis.
2. If a student either tests positive for COVID-19 or a doctor provides a diagnosis of Covid-19, the student must isolate at home and not return to St. Ann until the student meets the following criteria to discontinue home isolation:
  - a. 24 Hours with no fever (without medication) AND
  - b. A general improvement in Covid-19 Symptoms or Doctor's written permission to return to school AND
  - c. 10 days since Covid-19 Symptoms first appeared.
  - d. Parents must confirm each of the foregoing in a written note to the St. Ann nurse before sending their student back to school.
3. If a student with symptoms is not tested or seen by a doctor, or is seen by a doctor but refuses a recommended Covid-19 test, the student must isolate and not return to St. Ann until the student meets the CDC's criteria to discontinue home isolation, which currently includes:
  - a. 24 Hours with no fever and
  - b. No Covid-19 symptoms or Doctor's written permission to return to school and
  - c. c. 10 days since Covid-19 Symptoms first appeared.
  - d. Parents must confirm each of the foregoing in a written note to the St. Ann nurse before sending their student back to school.
  - e. St. Ann students will be allowed to participate in St. Ann remote learning during time away from school.

**What are the procedures for notification and quarantine regarding a confirmed case of Covid-19?**

1. St. Ann will communicate with all parents, faculty, and staff using a Covid exposure letter if there is a student or staff member who is isolating due to a confirmed case of Covid-19. Individual student names will NEVER BE USED.
2. If one student or staff member in a Cohort is diagnosed with Covid-19, that individual will be required to quarantine until such time the individual meets the return requirements or the Cohort discontinues quarantine, whichever is later. The principal will inform the regional director of the Archdiocese of Chicago.
3. The entire Cohort will receive a cohort quarantine letter and will quarantine if any student or staff member in the Cohort is diagnosed with Covid-19. The Cohort will quarantine for 14 days or until Cohort members meet the return requirements.
4. Any of the students' siblings, parents or relatives that attend or work at St. Ann in which the student has had close contact with will also quarantine for 14 days. If that family member or relative also tests positive, their class will quarantine. The student should continue to

quarantine until it has been 14 days from their positive test result, and the student meets the return requirements.

5. St. Ann will communicate with all parents, faculty, and staff if an individual and/or Cohort is required to quarantine.
6. A Cohort will shift to remote learning while in quarantine.
7. The entire classroom will be deep cleaned, disinfected and the windows will remain open to increase airflow.
8. In addition, the principal will work with the regional director to confirm when the entire cohort or parts of the cohort may return to learning in person.

### **Under what circumstances would the entire school be required to quarantine?**

1. In cases of widespread illness, such as illness affecting multiple Cohorts, the entire school may need to quarantine. If that were to happen, St. Ann would communicate the plans to St. Ann parents, faculty, and staff as swiftly as possible and St. Ann would shift entirely to remote learning. At this point, all in-person students will be familiar with the remote learning platforms.

### **If a family member or close contact has a confirmed case of Covid-19 or if their doctor believed that they have Covid-19**

1. If a family member of a student or other person in close contact with a student has either a confirmed case of Covid-19 or Covid-19 Symptoms, the student should isolate at home for at least 14 days from the last exposure to the individual.
  - a. Any siblings of the student should likewise be sent home, regardless of whether they display COVID-19 symptoms. Siblings may return for the next day of school unless the student receives a positive COVID-19 diagnosis or the siblings develop symptoms.
2. If the student/staff member has continuing contact with an individual who has either a confirmed case of Covid-19 or Covid-19 Symptoms, the student should isolate at home for 14 days from the time when the individual has met the following criteria:
  - a. 24 Hours with no fever (without medication) **and**
  - b. Other symptoms reduced substantially (by at least 75 percent) **and**
  - c. 10 days since Covid-19 Symptoms first appeared.
3. For students/staff members that see a doctor and it is determined the illness is not COVID-19, either through a test or the doctor's diagnosis, the student may return to school when symptoms subside. A doctor's note is required for illnesses that last more than three days.
4. St. Ann students will be allowed to participate in the St. Ann remote learning Program during time away from school.

## SYMPTOM CHECKLIST & AT HOME MONITORING

We know that isolation and quarantine have been difficult on everyone. We expect our families to take personal responsibility for the common good as well as their own safety. **We rely on parents to keep children home when they are sick.**

We know that sometimes it is hard to tell in the morning if a child is truly ill or just isn't interested in coming to school that day, but we ask that you use caution as well as your best judgement during this time.

Children should not come to school if they are experiencing any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In addition, we ask that you seek advice from a medical professional. **If a child comes to school ill, or answers that he or she had been feeling ill during the arrival check in, he or she will be sent home immediately.**

Arrival and Dismissal Procedures

Arrival

***For the first week of school only, there will be a special schedule.***

Grade	Monday 8/24 Student Orientation	Tuesday 8/25	Wednesday 8/26	Thursday 8/27	Friday 8/28
<b>PK</b>	<p>This required orientation for all grades will allow students to meet with their teacher directly and speak more about COVID safety procedures and academic protocols.</p> <p><b>A - F</b> Last Name 9:00 - 10:00 am</p>	<p><b>A-L:</b> Student Last Name Arrival: 7:45-8am Dismissal: 9:50am</p> <p><b>M-Z:</b> Student Last Name Arrival: 10:45-11am Dismissal: 12:45pm</p>	<p>Half Day (morning) Arrival: 8-8:15am Dismissal: 10:45am</p>	<p>Half Day (morning) Arrival: 8 8:15am Dismissal: 11:45am</p> <p>Breakfast and lunch provided*</p>	No classes
<b>K-2</b>	<p><b>G - L</b> Last Name 10:30- 11:30am</p> <p><b>M- R</b> Last Name 12:30 - 1:30 pm</p> <p><b>S-Z</b> Last Name 2:00 - 3:00 pm</p> <p><i>Please email or call Miss Debbie if you need to request a different time slot from your last name.</i></p>	<p><b>A-L:</b> Student Last Name Arrival: 7:45-8am Dismissal: 10am</p> <p><b>M-Z:</b> Student Last Name Arrival: 10:45-11am Dismissal: 12:45pm</p>	<p>Half Day (morning) Arrival: 8 - 8:15am Dismissal: 11am</p>	<p>Half Day (morning) Arrival: 8 - 8:15am Dismissal: 12pm</p> <p>Breakfast and lunch provided*</p>	No classes
<b>3-5</b>	<p><i>Please email or call Miss Debbie if you need to request a different time slot from your last name.</i></p>	<p>Half Day (Afternoon) Arrival: 11:45am-12pm Dismissal: 3pm</p> <p>No lunch provided*</p>	<p>Full Day Arrival: 7:30-7:55am Dismissal: 2:55pm</p> <p>Breakfast and lunch provided*</p>	<p>Full Day Arrival: 7:30-7:55am Dismissal: 2:55pm</p> <p>Breakfast and lunch provided*</p>	No classes
<b>6-8</b>		<p>Half Day (Morning) Arrival: 7:30-7:55am Dismissal: 11:30am</p> <p>Breakfast provided*</p>	<p>Full Day Arrival: 7:30-7:55am Dismissal: 3pm</p> <p>Breakfast and lunch provided*</p>	<p>Full Day Arrival: 7:30-7:55am Dismissal: 3pm</p> <p>Breakfast and lunch provided*</p>	No classes

Arrival after the first week of school:

1. Students opting in for breakfast at school must arrive between 7:30 - 7:40am
2. Students not eating breakfast at school must arrive between 7:40 - 7:55am.
3. The 18th Place cul-de-sac will be designated for a “kiss and go” line. Parents do not exit vehicles.
  - a. Leavitt and 18th Pl east of Leavitt can be used for parking and walking their child to the entrance. NO double parking will be permitted to honor physical distancing among parents
4. 7:30 - 7:40: Students with breakfast
5. 7:40 - 7:55: Students without breakfast
  - a. Main Entrance - PK, K, 5th, 8th
  - b. Main Building East Doors - 2nd, 4th, 7th
  - c. Main Building West Doors - 1st, 3rd, 6th
6. Late arrivals (after 7:55) - Main Doors
7. All stairwells during arrival are UP
8. Masks should be worn when students exit the car.
9. Students should then proceed to their cohort “line up spot,” and will wait their turn to enter the building. Students will be shown where their cohort spot is the first day of school.

As students enter, a staff member will do the following:

- a. Check each student's temperature using a touchless thermometer. Students with 100.4 or higher will be sent home.
  - b. Ask students the following questions (any students who answer “yes” to either of these questions will be sent home).
    - i. i. Do you feel sick in any way?
    - ii. ii. Do you have a cough or fever?
  - c. Distribute hand sanitizer
  - d. Check to ensure students’ masks are on correctly.
10. Students will proceed straight to their classroom.
11. Late Arrival: This arrival process will take longer due to Covid procedures put in place. If a student is running late, first check to see that the student’s entry door is shut. If it is, the student should enter through the main door and be greeted by a St. Ann staff member who will go through the above arrival procedures with students.
12. Please make sure students have all materials they will need for the day. Parents will not be permitted to drop off any materials or lunch at any point in the day.

#### *Inclement Weather Arrival*

1. Students are dropped at the same location.
2. Students enter the building and walk directly to their classroom.
3. Students enter their classroom and go directly to their seat, without stopping at a locker or cubby.

4. A staff member will come into the room to engage in Covid arrival procedures. After procedures are complete, students will be able to go to cubbies or lockers following the procedures set up by their homeroom teacher.

#### DISMISSAL

1. Dismissal will be staggered in 5-15 minutes increments by grade level.
2. Students will dismiss using the same location in which they were dropped off.
3. If your child walks home, the oldest child should go to the dismissal area for the younger children to pick them up before walking home.
4. Parents picking up students in grades 4-8 are encouraged to identify a meet-up spot with their child outside of the courtyard.

GRADE	Arrival	Dismissal	LOCATION
PRE-K	7:45 - 8am	2:35pm	Main Door
K	7:45 - 8am	2:45pm	Main Door
1st Grade	7:45 - 8am	2:45pm	West Door
2nd Grade	7:45 - 8am	2:45pm	East Door
3rd Grade	7:45 - 8am	2:55pm	West Door
4th Grade	7:45 - 8am	2:55pm	East Door
5th Grade	7:45 - 8am	2:55pm	Main Door
6th Grade	7:45 - 8am	3:00pm	West Door
7th Grade	7:45 - 8am	3:00pm	East Door
8th Grade	7:45 - 8am	3:00pm	Main Door

*Incident Dismissal*

If the weather is not severe (light drizzle/snow) dismissal will take place as normal. If the weather is severe (lightning, hail, pouring rain), you will receive a robo call or communication identifying that we will be waiting a few moments to dismiss. **Unfortunately, to maintain social distance, there is no easy way to dismiss during severe weather.**

### *Early Dismissal*

Parents must email Ms. Debbie and their teacher to arrange for early pick up. Email must state date, time, student name, grade/classroom and reason for early pick-up. Staff will reply to each email and confirm pick-up location (front/back door) AND instruct parent to call/email office when they arrive. Office staff will send for student and accompany student to parent. Parent email will serve as sign-out.

This does not include early pick up if the nurse arranges an early pick up due to illness. All early pickups due to illness will be handled through the nurse's office as parents may need to enter the building. Parents must follow protocol for visitors entering the building.

### *Uniforms*

In an effort to make our students as comfortable as possible, we have adjusted the uniform policy through the month of September.

Changes include:

1. Shirts do not need to be tucked in and belts are optional
2. PE uniforms may be worn any day - not just gym days.

**In an effort to remain as healthy as possible, we ask that students arrive in a freshly washed uniform each day.**

### *Lunch*

**Lunch will occur in the classroom.** If the classroom does not permit all students to maintain at least 6 feet of distance, then students will eat in the lunchroom and a lunch schedule to allow for distancing and cleaning will be arranged. Students will either wash their hands or be given hand sanitizer before eating and will remove masks to eat.

**Masks will be kept in individual, labeled paper bags that are kept with the students.** Lunch will be prepackaged and delivered to student tables. Students may not get up unless it is an

emergency situation, which will be facilitated by a staff member supervising lunch. If your child brings their lunch with them, it will be kept at their desks. Desks and tables in classrooms will be fully sanitized before and after lunch.

#### *Recess*

Students will receive hand sanitizer or wash their hands before recess. Cohorts will have recess with their cohort only. Any shared equipment and playground equipment will be fully cleaned and sanitized between cohorts.

St. Ann will do everything we can to not share recess material each day. All supplies will also be sanitized at the end of each day. Students can remove their masks for recess if they remain socially distant. No vigorous activity will be done while students are wearing masks. Students will wash their hands or receive hand sanitizer after recess.

#### *Outside Snacks, Drinks and Birthday treats*

Snacks will either be provided by the school or will be brought in by students on an individual basis. Your child's teacher will inform you as to which procedure that grade level uses. Birthday and shared treats will not be permitted at this time.

**Students are encouraged to bring a water bottle to school with them.** Students will not be able to use traditional water fountains throughout the day. They will only be able to use the water fountains to fill up their water bottles. Water fountains will be cleaned and disinfected multiple times each day. Students should wash their hands or use hand sanitizer after using the water fountain. Students may take off their masks to take sips of water but must quickly put them back on. Students do not need to be 6 feet apart if only removing their mask for seconds to take a sip of water. If a student's mask gets wet, they must immediately change their mask. Water bottles must be kept closed when not in use.

#### *Travel*

Students and staff should remain at home for at least two weeks after traveling to another country or to states experiencing significant Covid-19 outbreaks (as determined by the CDC or by the guidance of the mayor of Chicago or Governor of Illinois).

#### BEFORE AND AFTER CARE PROGRAM

**At this time, St. Ann cannot provide before care due to our staffing capacity.** Students who typically register for before care, can arrive at St. Ann as early as 7:30am. They will go through the same door designated by cohort and set of procedures mentioned above.

After going through the health check, students will go straight to their classroom where their breakfast will be delivered.

#### *Arrival to After Care*

Students in PK through 3rd grade will wait in their cohort (classroom) and be picked up by an after-school instructor and escorted to the after-school area (cafeteria) at the end of each school day.

Students in 4th through 8th will walk down to the after-school area themselves and be greeted by staff. Students must have their masks on and remain socially distant as they travel from their cohort to the after-school area.

#### *Cohort Groups in After Care*

Children will be kept in the same cohorts (grade level). Students will be in small group cohorts that will be held in the gym. They will be with the same instructor throughout their time in after care.

#### *Snack Time*

Students will still be given a small snack. Snacks will be individually packaged by an after-school instructor and served to them in their cohort room or at their table in the cafeteria. If you wish, you can send your child with food/snacks from home and they will be allowed to eat what they brought.

**There will be no sharing of food.**

#### *Time in After Care*

**Students will be outside as much as possible weather permitting while social distancing.** For example, we may have two or three small groups outside playing in their area by cohorts so that they can socially distance, then we will rotate inside to give the other groups outside time.

We will do our best to split/share time inside and outside. When students are inside they will be able to watch color/draw, play with a toy of their own that they brought from home, or students can bring some type of technology to use. Students with homework should/can use this time to complete their homework for the day.

#### *After Care Pick Up*

**Pick up for your child will be a little different this year as we are not allowing parents inside the building.** We ask that you ring the doorbell at the Main door. One of our after care staff members will greet you through the doorbell sound system.

Please state your child(ren)'s name(s), and we will then escort your child out to you through the Main Door Entrance. We ask that you socially distance in these areas if there is a group picking up at the same time. This may take a little time as they will be asked to clean up their space, get their belongings, etc. We ask for your patience during this time.

#### *Wearing of masks/bathroom use*

**Students must wear their masks at all times except for when they are eating during snack or lunch and 6ft apart, or when outside and physically distancing.** Students will be able to use the bathrooms when necessary but a limited number of students may be in the bathroom at one time. Every other stall and sink has been blocked off to ensure distancing. Students will be instructed to wash hands often and hand sanitizers will be available for their use as well.

If you intend on using aftercare, please indicate that in the survey sent out on Friday, 8/7/20.

#### *Athletics*

**Fall athletics competitions are cancelled.** A decision on whether winter and spring sports may occur has not yet been made.

Practices and conditioning for fall sports are still allowable under the following conditions:

- Schools must adhere to the state's [Fall Sports Guidelines](#), which designate which sports may participate in practices or conditioning and under what circumstances.
- Schools must abide by all other Archdiocesan health/safety guidelines (e.g., masks, distancing, etc.).

The Athletic Committee will work to arrange appropriate sport activities that will abide by all health and safety regulations provided by our governing bodies: Illinois State Board of Education, Illinois Department of Public Health, and Illinois Elementary School Association.

#### *Catholic Identity and School Mass*

Weekly school mass will be held virtually, and will be live-streamed from St. Paul Church. One grade level will attend mass each week, while the remainder of the school live-streams.

#### *Social Emotional Learning Considerations Students*

- St. Ann students will receive Social-Emotional Learning (SEL) curriculum and support through St. Ann and with the help of the Big Shoulders Fund, daily.
- Students who typically receive Title I academic counseling services will continue to receive these services

#### *Talking to Students/Children about the Coronavirus*

- Remain calm and reassuring
- Make yourself available
- Avoid excessive blaming
- Maintain a normal routine to the extent possible
- Be honest and accurate
- Know the symptoms of COVID-19
- Review and model basic hygiene and appropriate mask-wearing

#### *Parents*

- Routines are very important for young children. Creating new routines or re-establishing usual routines can help children feel safe. Keeping regular mealtimes and bedtimes, setting a daily time to play games together, read to them, or sing songs together all help.
- Support from parents or caregivers is very important during periods of stress. Parents may be physically present but not available emotionally because they are so stressed themselves. It is important to make time to reassure young children and spend time with them.
- Explain why things are different. Young children may not understand why things have changed (like why they cannot go outside or play with other children) but talking with them will help them to feel supported by you. Help the children in a way that is appropriate for their age. Keep explanations simple.
- Take care of yourself. This is very important. Even young children can recognize stress and worry in adults in the house.

#### *Student Support Services*

Academic support will continue while following the recommended social distancing guidelines. When support happens in the classroom, **a learning specialist will wear a mask and stay 6 feet away from students.**

Materials and tables will be sanitized before and after support. Students and learning specialists will be masked and remain distant while receiving their instructional support.

### *Front Office*

Access to the main office will be limited. Visitors will be limited during the school day to the greatest extent possible. The main office is open from 7:30 am to 3:30 pm. No entry is allowed before or after that time unless office staff is present. We are encouraging all families to enroll in automatic payments in their FACTS tuition account to avoid tuition payments in the office.

A plexiglass screen door has been installed for the main office staff. All staff, visitors, and volunteers will need to follow the below protocol to maintain proper distance, follow traffic flow markings, and adhere to floor decals.

### *Office Visitor Protocol*

Visitors are asked to email [debbie@stanncrusaders.org](mailto:debbie@stanncrusaders.org) or call the office to schedule an appointment to visit the main office or school. Visitors that need to enter the school building must adhere to the following or entrance to building will be denied:

1. Ring external doorbell located at the front main door. Main office staff will be able to identify the visitor and determine if their visit is essential.
2. Visitors will be required to sign in/out. Visitors will enter the following information: name, date, company name (if applicable), time in/out, and the reason for the visit.
3. Wear a mask
4. Use hand sanitizer

### *Large Gatherings and Fundraisers*

**Large in-person gatherings are canceled until we receive notice from the Archdiocese. Most fundraisers or events will be held virtually.** We are determining if some fundraisers, such as the Booster Program, can be held in person, socially distanced, and staggered.

### *Accommodation for Preschool Students*

We at St. Ann recognize that in any circumstance, the decision of choosing a preschool program for your child is significant. In past years, many families have chosen St. Ann as an extension of their home and we have been privileged to share these precious years with our students and their families.

These decisions have been based on the foundations of our program. True to the mission of our school, we will inspire and develop the whole child in an enriching environment combining academic excellence and a supportive Catholic family.

We strive to provide a well-rounded, play based approach that focuses on relationships, social emotional learning and nurturing the whole child.

We expect our students to engage in play, explore their learning environment, socialize with classmates and build trusting relationships with teachers. While our preschool teaching team will be working on different student expectations than in the past, please know that encouraging young children to try new things is our area of expertise. Creating attainable goals and moving one step at a time, it will be our job to help children experience the benefits of following the guidelines.

As a preschool program under the umbrella of the Archdiocese of Chicago, we will be following the K-12 guidelines for a safe return to school. However, some exceptions are being made so that our youngest learners will have an age appropriate and enriching learning environment.

How we will support safe in-person learning for preschool:

- Videos demonstrating procedures and routines.
- We will have a gradual approach the first week of school: smaller groups for shorter periods allowing teachers to give more support to introduce, model and practice expectations.
- We expect to have learning centers where children can use classroom materials. We will begin with attainable goals such as rotating to table centers with teacher support and hand sanitizing in between.
- As we see that children are mastering the safety guidelines, we will open up more centers; giving our students the opportunity to make more choices which is a best practice in early childhood classrooms.
- Each child will have some materials that are for their use only such as crayons, markers, and glue sticks
- Masks can be removed for snack, lunch and outdoor play. Physical distance must be kept during times when masks are removed.
- Students will be 6ft apart during nap so that masks may be removed during naptime.

## St. Ann

# Remote Learning Plan 2020-2021 School Year

### Introduction

During the Spring of 2020, St. Ann School, along with schools across Illinois, needed to close due to the COVID-19 pandemic. Within a week, we were able to provide a successful remote learning plan which was inherently designed for multiple, consecutive weeks of academic programming.

One of the reasons that we were successful is that our teachers and students knew each other, students knew school expectations and, in many cases, knew how to use the school-issued technology. While it is our intention to provide a remote learning option for families who are choosing not to send their child to St. Ann for in-person learning, we also need to remember the fact

that we are starting a new school year with new cohorts of students and with new teacher assignments.

Our teachers are not starting the year with the benefit of knowing well their students, as they did this past spring. We also need to recognize that remote learning is a full-time job for teachers, as is the traditional in-person learning. We expect there to be challenges, glitches and learning opportunities for all of us.

Parents who may be considering remote learning for this school year need to understand that the remote learning program offered simultaneously with in-person learning will be different from what we are typically able to offer when everyone is at home learning remotely.

This document has been created to explain the overall remote learning options that St. Ann plans to provide during the 2020-21 school year.

### **Guiding Principles**

- Allow St. Ann families and students to remain connected to our faith-filled, academically excellent school program should they choose remote learning for long-term needs.
- Students, Parents/Caregivers and Teachers will experience a smooth transition to remote learning should an entire cohort or the whole school need to employ remote learning.
- Remote learning students will be assigned to a cohort for the entire year in order to build and maintain appropriate school relationships and a feeling of belonging although physically separate from the cohort.
- Create a program that allows our teachers to maintain a reasonable work-life balance and professional boundaries. This is essential so that our teachers remain healthy in mind, body, and spirit during this academic year.

### **Goals of the Remote Learning Plan**

- Provide a St. Ann School education in core subjects for long-term remote learners. Core subjects for remote learning include: Religion, Math Reading/ELA, Science and Social Studies.
- Integrate both short-term and long-term remote learners into the normal scheduled school day.
- Create opportunities for remote learners to build appropriate relationships with other cohort members.
- Integrate remote learners in faith-formation, social-emotional development and special activities when it is reasonable to do so.
- Provide regular feedback regarding student academic progress and goal attainment.

### **Summary of the Remote Learning Plan**

Students who participate in the St. Ann Remote Learning Option will have access to live-casting of teacher direct instruction in the core subjects of Religion, Math, Reading/ELA, Science and Social Studies.

Science and Social Studies may be integrated into ELA or Math in the first trimester. Students in grades K-8 will use Google Meet for their primary live-casting platform. Remote Learners will follow the regular daily schedule set forth by the cohort teacher.

The learning day will begin at 8am with prayer and morning assembly. **Remote learners will be provided the daily student schedule to participate along with the in-person cohort members.** Students will be asked to submit work electronically. Some work may need to be dropped off to the main office given the type of work assigned.

**Any student may opt into remote learning at any time parents deem appropriate.** A “long-term remote learner” is defined as a student who plans to engage in remote learning for four consecutive weeks or more. Students choosing long term remote learning will have optional designated re-entry dates should they want to join in-person learning.

**A “short-term remote learner” is defined as a student engaging in remote learning from the period of one day up to two consecutive weeks.** This would occur should an in-person learner need to quarantine or be home due to illness.

Please note that should an entire cohort or the entire school need to employ remote learning for all learners, the daily schedule will be adjusted according to what is appropriate for each age level.

### **Disclaimer**

The overall goals of the Remote Learning Program are focused on instruction, practice and assessment in core subjects. The full day, in-person St. Ann program offerings simply cannot be replicated in a virtual, remote setting. Therefore, live-casting of Spanish, PE or Music, or providing guided instruction of these courses is not considered a part of the remote learning program.

The only exception to this are middle school trimester-long electives as it is reasonable to provide. The school administration reserves the right to make the final determination of middle school electives that can be offered in a remote learning setting. It is expected that the regular tuition is paid for remote learning as in-person learning given that other resources are being allocated to support this option.

Additionally, given the unique characteristics of the young child and their limited independence with technology especially at the start of a school year, **long term remote learning in Preschool, Kindergarten, and 1st grade will require additional parent responsibilities and training.**

### **Consideration and Respect for our Educators**

St. Ann educators, as well as educators around the world, are having to learn in real time how to provide in tandem excellent, compassionate and inclusive education in both in-person and virtual

settings. We do ask and expect patience on everyone's part. Our teachers will be flexible and patient with their students.

Please be patient with our teachers as we determine the best way to go for each grade level, each student, each content area. It is our intention to focus on the basics at first, and then build capacity through the year. We have an ambitious plan to allow parents to make the best decision for their child/family at any time throughout this school year, but we need patience as we build, reflect and strengthen our skills.

### **Student & Family Commitments**

- Establish and follow regular daily routines to the greatest extent possible
- Ensure students get enough sleep
- Designate a specific space to work on remote learning activities
- Set sensible time limits for students' technology use
- Log in daily when remote learning
- Review communication from us as frequently as possible
- Complete and submit assigned activities
- Discuss remote learning experiences and needs and communicate these with our staff
- Follow the code of conduct and school rules as if the student were present in school
- Be virtually present during scheduled teacher direct instruction
- Assessments administered by faculty need to be completed with full fidelity and integrity demonstrating the actual achievement of the student. Directions for assessments need to be followed completely and accurately.

### **St. Ann Faculty Commitments**

- Provide instruction through Google Meet, check on students' emotional wellbeing, and offer feedback on student learning.
- Be available to students and families through established check-ins and planned office hours. Teachers will make a reasonable effort to reach students and parents by phone, email or Google Meet for a similar amount of time as they would if school were operating normally.
- Collaborate with colleagues (teachers, inclusion facilitators, school counselor, administration, etc.) to address needs that may arise along the way.
- Connect families with educational resources that support students with IEPs/504s within reason.

### **Additional Things to Note About St. Ann's Remote Learning Plan**

- Teacher direct instruction will be provided through Google Meet
- Students have a right to confidentiality and no one will be permitted to record any session.
- The teacher will only live-cast during instruction. We are not permitted to leave the camera on during other cohort activities.
- Please remember that during classroom instruction, audio and video recordings and photography are not allowed without specific permission from an administrator or the teacher.

- The same rule/policy applies to our remote learning instruction. Do not make audio or video recordings of remote learning instruction, or take photographs of your child during instruction which will include any staff member or other students without expressed permission from the staff member delivering the instruction (or an administrator). If you receive such recordings or photographs from a source other than St. Ann, delete them and do not post or forward.
- Staff members reserve the right to end any online session at any time for any reason.
- The school rules, procedures, behavior expectations apply to all students regardless if they are participating in the schools in-person learning or remote learning.
- Our teachers are our greatest gift and we need to help them safeguard their physical, mental, and spiritual well-being so they can be effective for all learners. Students are expected to connect with their teachers and cohort classmates at the assigned times. Teachers are not expected to respond to emails or engage in other unscheduled communications outside the hours of 7:30am to 4PM Monday through Friday. Teachers will do their best to respond to emails within 24-48 hours during their working hours.

#### **What parents and caregivers need to provide:**

- Support to help the learner organize his/her day, materials and time.
- If possible, it is important to be in a quiet space that is free of distractions (including cell phone or other devices) during the instructional day. Students should not be in their bedroom if at all possible. Students need to have their camera on during live instruction.
- It is also important to use a secure internet connection rather than public or free Wi-Fi.
- Parents or caregivers are not required to be in the same room as the student during instruction, but they may monitor the live instruction to support their child's learning.
- Staff members reserve the right to end any online session at any time for any reason.

#### **Important Dates to Keep in Mind**

- Friday, August 14th - Last day to enroll in Remote Learning for the start of the school year
- Friday, Aug 28th - Remote learning orientation
- Monday Aug 31st - first day of remote learning

#### **Returning to in-school, face-to-face learning for long-term remote learners**

For students that begin the school year remotely, we will have two re-entry dates should these students want to switch to in-person learning. Students and parents will have to go through a scheduled orientation to our health and safety protocol before returning in-person instruction for the first time.

- **1st Re-entry date: October 5th**
- **2nd Re-entry date: November 30th**

### Remote Learning Components

- Live Instruction
  - Live, staff-taught instruction by St. Ann teachers from their classroom
- Ongoing Instruction
  - Content and assignments posted on an online platform like Seesaw or Google Classroom
- Office Hours
  - St. Ann staff available for one-on-one support during designated times, daily
- Online Communication
  - St. Ann staff available to answer questions and offer support via email
- Lessons and activities will be designed to support priority standards in all content areas and improve student learning.

SCHEDULE EXAMPLE - note: this is just an example of what a schedule might look like. Schedules will be communicated by the teacher weekly.

	Remote	In-Person
8:00 - 8:30	Google Meet Live - whole school assembly (10 minutes)	Stream assembly in classroom
	Google Meet Live - Morning meeting with class (15 minutes)	Morning meeting
8:30 - 9:30	Google Meet Live - Math Direct Instruction (mini-lesson) (20 minutes)	Math - Direct Instruction (mini-lesson)
	Google Meet - Check-in with teacher (10 minutes)	Get started on math rotations
	Math work at home	Math rotations
9:30	Religion - online textbook and assignments (sometimes live instruction)	Religion
9:50 - 10:35	BREAK	PE/Music/Spanish
10:40 - 11:30	Social Studies/ Science - Online (not live)	Social Studies / Science

11:30 - 12:15	Lunch / Outdoor play at home	Lunch/Recess
12:20 - 12:40	Google Meet Live - ELA Direction Instruction (mini Lesson) 20 minutes	ELA Direct Instruction (mini-lesson)
	Google Meet - Live Check in with teacher (10 minutes)	Begin ELA rotations
12:40 - 2:30	ELA work at home	ELA independent work
2:45		Dismissal
3:15 - 3:45	Google Meet - office hours with teacher	