

Frassati Catholic Academy Reopening Handbook



Table of Contents

Arrival and Dismissal

Transportation

Arriving Late

Leaving Early

Communication with Home

Visitors

 Bringing items to school

 Volunteering

Student Areas

 Cohorts

 Hallways

 Classrooms

 Bathrooms

 Lockers

Lunch

Recess

Uniforms

Academics

 Faith Formation

 E-learning

 Schedules

Activities and Athletics

 Celebrations

 Volunteers

Health and Wellness

 Masks

 Social Distancing

 Student Illness

 Cleaning

 Quarantine

Travel

Arrival

School arrival will take place from 8:00am-8:30am. Anyone arriving after 8:30 will report to the front door to be checked in there.

Upon arrival students will be dropped off at one of 6 check in points. While we recognize that some families have students in multiple grade levels, we ask that parents follow a 1 way path around the building (see map in the appendix) to drop their student at the correct door.

Students will be asked to stand on the socially distanced spots and wait for their turn to be checked in. Students will adhere to four (4) steps for the entry process:

- M- Mask- do they have a mask on that covers their nose and mouth?
- A- Are you feeling well today?
- T- Temperature Check
- H- Hand Sanitizer

Once they pass all those steps they will enter the building through their designated door and meet their teacher at the room, to get their bag unpacked and ready to start the day.

Dismissal

There are a number of ways our students go home each day, so there will be a process for us to safely distance and dismiss our students.

- Frassati Bus operated by Durham: These students will be called first from their classrooms after announcements to distance and walk down the hall and board the bus.
- Students riding the Wauconda 118 Bus
 - These buses will leave second just after 3:15 as they have in the past. When Wauconda returns to school these times will be adjusted.
- Students registered for EDP will be called to move to the multipurpose room (lunchroom) and check in for EDP
- Any students who are walking home will be released at this time to leave the building and walk.
- Parents who are picking up their students by car have 2 options:
 - If your child will need help getting into the car or a car seat, please park in the Mill Creek Lot and wait for a staff member to come to your car and call your student to be escorted out.

- Families whose students can enter the car and get buckled quickly can be part of the car line. Parents will enter through the gate on Church St. by the playground and travel through the parish parking lot and then line up on Mill St. There will be a cone for the first car to stop. Families can line up after that car down Mill St. As the line grows it will create overflow into the parish parking lot to avoid congestion on Mill St. Once your car is in line a staff member will call for your student(s) to come out and get in.

Transportation

- Wauconda District 118 Bus:
 - There will be two buses operating for District 118. They will only be taking 49 students on each bus. Students will have assigned seats. Students will need to have a certification form each morning to get on the bus.
- Frassati Bus (Durham Bus):
 - This bus will only be picking up at 3 bulk stops. The bus will also only have 49 seats available on the bus. Students will have assigned seats. Students will need a certification form each morning to get on the bus.

Extended Day Program (EDP)

- In order to social distance, we will be allowing 25 students daily to attend before and after care. Families will have to pre-register to ensure they have a spot. Students will need to continue to wear their masks and distance during the before and after care program. We will attempt to get students outside as much as possible, while keeping them distanced.
- If we have an overwhelming number of students looking to register we will explore different options for a second location within the building.
- There will be a monthly sign up for families to register for the days and sessions (AM or PM) that they will need. Families will be required to pre-register to ensure there are spots available on the days you are looking for. If students aren't registered there may be a chance that all spots are filled and will be unable to accommodate your request. The sign up link will remain open for families to be able to make adjustments. If you are requesting EDP for the same day in the afternoon, please call the office to ensure we can confirm the availability.

Leaving School Early

- If you need to pick your student up early, please call the office or send a note. We will ask that you sign your student out through the service window between the two doors and your student will come out to you.

Late arrival

- If your student arrives after 8:30am you will need to drop them off at the front door. They will go through the check in process at that time.

Communication w/Home

- Should students need to reach out to their family for items forgotten or a question regarding dismissal, a staff member will be reaching out to limit students using an office phone

Visitors

Bringing items to school/coming into the main building

- If you need to bring an item for your student, you will be allowed in the first door, but we will ask that you drop the item in the box or on the table in the area between the two front doors. We will be limiting people into the main office.
- There will also be a service window where you can sign a student out, drop off paperwork or speak with the secretary.
- If you need to speak with a staff member, please make an appointment and be sure to wear a mask when you arrive.

Volunteering

- During this time of the pandemic, we are trying to limit people in the building. We will be reaching out and asking parents who can help during lunch time to supervise classes, so teachers can have a break. With that being said, we will eliminate volunteer requirements for the 2020-2021 school year. We do hope that when we need volunteers for items or parent volunteers, people will be able to help.
- Volunteers will be subject to the same check in as students and staff. (Mask, Are you feeling well, Temperature, Hand Sanitizer)

Student Areas

Cohorts

- Pre-school through fifth grade cohorts are single classroom groupings.
 - Students will remain in their classroom for specials (Art, Music, and Spanish).
 - Students will travel for P.E., Library and possibly Technology
 - Lunch will take place in the classroom for most cohorts

- Junior High will operate as three cohorts. Students will be broken down by grade into small groups, but should there be two positive COVID cases in junior high the entire junior high (sixth through eighth grade) would be quarantined.
 - Students will be in small groups (10-18) for all classes except ELA. During ELA the grade level will be together. (20-28 students)
 - Students will be on a block schedule, having 6 classes a day. They will have 4 core classes and 2 specials.
 - Students will move between some classes.
 - Desks, door knobs and any other materials will be cleaned between cohort movement.
 - Lunch will take place in the junior high classrooms.

Hallways

- Students will be moving through the hallway during limited times. There will be arrows on the floor indicating which side of the hall to walk on to maintain distance.
- There will also be distancing dots to let students know where to stand when they are waiting for the office, bathroom, etc.

Classrooms

- Desks have been spaced apart in each room to provide maximum distance between student work spaces. Students will use their own desk throughout the day and refrain for sitting in other student spaces.

Lockers

- Students will be able to continue to use their lockers. Students will only go to their lockers in smaller groups to avoid being right next to each other. (For example: a classroom might use woodland animals as locker tags. All the rabbits can go to their lockers and then when they are done the turtles can go)

Supplies

- Student materials will be placed in small bins with lids or large Zip Loc bags for them to keep their own supplies. Classroom manipulatives are being bagged or sorted for students to have their own manipulatives.

Bathrooms

- We have 3 sets of student bathrooms on the main level. We have assigned cohorts to each set to try and limit congestion. ISBE and IDPH have recommended no more than 3 people in a bathroom at a time. We have attached hooks on the exterior hallway bathroom doors. Students will have a classroom tag to hang on the hook, if there are 3 tags hanging on the door, they will need to wait in the hallway on the socially distanced spot until someone comes out and they can hang their class tag and go in.

Lunch

- Hot lunch will continue to be offered for students. It will be delivered to their classes during their lunchtime.
- Students bringing cold lunch should consider bringing all lunch items that are disposable (paper bag, plastic silverware, bags vs. containers, throw away drink container). This will help lessen items going back home. If the student uses a reusable lunch bag or other items, the expectation is that it is being wiped down or washed daily.
- Outside food delivery will be suspended during this time.
- If a student forgets their lunch they should let their teacher know as soon as possible, if a parent isn't able to drop a lunch off, our lunch supervisor will provide them a lunch.
- Students will be 6ft apart during lunch times when masks are removed.

Recess

- We are working on a rotating schedule so students will have the opportunity, weather permitting to socially distance throughout the day and have the opportunity to have recess without their masks on outside. In the past most students had recess connected with lunch; this will likely not be the case, but throughout the day different classes will go outside at different times.
- Playground equipment will be disinfected between cohort uses.

Uniform

Kindergarten-5th Grade

- Students will wear the daily school uniform.
 - Khaki or navy pants/shorts
 - Plaid Jumper or skirt
 - Maroon or White polo
- Spiritwear should be reserved for out of uniform days.
- Frassati hooded sweatshirts are only part of the junior high uniform, the crewneck sweatshirt is available for K-5.

- Fridays will be casual out of uniform days.

Junior High

- Students will wear the daily school uniform.
 - Khaki pants/shorts/skirt
 - Maroon or White Polo
 - Frassati hooded sweatshirts with the school logo (mountains) are acceptable as part of the uniform.
 - Fridays will be casual out of uniform days.

General uniform reminders

- Shoes should not have lights or wheels
- Leggings are not permitted
- Socks should be white or black
- Students in 3rd-8th grade should have a belt on with pants/shorts that have belt loops

Academics

- Pre-School through 3rd grade will use the Learning Management Platform Seesaw. This is how teachers will communicate with families and students and this also creates a digital portfolio for student work to be assigned and submitted.
- 4th-8th grade will use Google Classroom as their Learning Management Platform.
- These platforms will be used both during in person learning and if we have to move to remote learning to provide a smooth transition for students.
- iReady will be used for diagnostic testing as well as student lessons for growth.

Faith Formation

- Faith formation through daily classroom lessons, and prayer.
- **Mass**
 - We will be following one of three options for mass weekly. This may change over time based on current conditions.
 - Live stream weekly for all classes
 - Recorded weekly for all classes
 - Hybrid- a few cohorts go to mass while others get live stream or recording. Different groups would go weekly then.
- **Prayer services**
 - We will be recording different prayer services or having cohort prayer services throughout the year as we would in the past.

- **Sacraments**

- Sacramental preparation will continue to take place throughout the year.

E-Learning

- Students looking for long term e-learning (full grading period or longer) will register with Frassati Catholic Academy and will receive e-learning in the core subjects from Frassati teachers.
- If a cohort has to transition to e-learning for a short quarantine this will be taught by Frassati teachers similar to our spring instruction.
- If the school has to quarantine or is shut down for a long term this will also be taught by Frassati teachers.

Elearning expectations should your student need to be quarantined

- Students/families at any grade level when quarantined will be contacted by the classroom teacher within 24 hours, unless on a weekend and then on the next school day.
- If physical materials need to be picked up, a time will be arranged with parents to do that in a contactless way.
- If your student is ill, the teacher will make adjustments and provide minimal work during that time, to allow the student time to recover.
- If a student is quarantined for possible exposure, but isn't necessarily experiencing symptoms, the teacher will roll out curriculum electronically.
- The teacher(s) along with the student and parent will create a plan for check in and direct instruction time, minimally every other day.
- Students will have 1 day to return materials for each day out so if 14 day quarantine, they have 14 days post quarantine to turn work in. It will be important for students to try and stay on track as their peers will be moving forward with curriculum and academics.
- During a short quarantine for exposure or illness a student will be exempt from specials classes.

Student Schedules

These will be provided prior to the start of school.

- Special schedules
- Jr high schedules

Activities and Athletics

- Celebrations
 - Students enjoy celebrating their birthdays at school. We would ask that if they would like to celebrate their birthday during school they can continue

to have an out of uniform pass for the day. If they want to bring a treat to celebrate it needs to be a sealed treat that can be taken home or a non-edible treat to share with their classmates.

- As we near classroom parties (Halloween, Christmas, Valentine's) we will release specifics for what we can do to celebrate during those times.
- Fall athletics have been cancelled. Winter sports are still being determined.

Volunteers

- During this time of the pandemic, we are trying to limit people in the building. We will be reaching out and asking parents who can help during lunch time to supervise classes, so teachers can have a break. With that being said, we will eliminate volunteer requirements for the 2020-2021 school year. We do hope that when we need volunteers for items or parent volunteers, people will be able to help.
- Volunteers entering the building will be subject to the MATH check as well.

Health and Wellness

Masks

- It is recommended that students have at least two reusable masks to allow for laundering each day. Students can wear gaiters as long as they cover their nose and mouth. If possible please try to label your students' masks.
- If you are using disposable masks students should have an extra in a brown paper bag daily in case their mask gets damaged.
- Students should be practicing wearing their masks for longer periods of time while at home to get comfortable with wearing the mask.
- We are working on creating outdoor spaces where students will be able to socially distance and unmask throughout the day.
- Student masks will be stored in labeled paper bags.
- Students should be able to safely put on/take off their own mask.

Student Illness

- It is extremely important to discuss with your child how to communicate they aren't feeling well.
- If a student wakes up not feeling well, please keep them home. When calling in their absence the secretary will ask for their symptoms.

- If a student has a fever (100.4 or greater) they can not return to school before 3 days have passed. Students must be fever free for 3 days without medication.
- If a student has a fever or 2 or more COVID symptoms, they need to remain home and you need to contact their doctor.
 - The student will need a doctor's note to return to school stating either the child doesn't have COVID or provide results of a negative COVID test.
- If a student has other illnesses not COVID related they will need to remain home for 3 days fever free without medication, as well as a reduction in symptoms by 75%.
- If a student tests positive for COVID please contact the school immediately. The student may not return to school until they have been fever free for 3 days without medication, symptoms have reduced by 75% and 14 days have lapsed since the onset of symptoms.
- If a student comes to the office ill, we have set up an isolation room where students can be monitored, but also isolated while waiting for their pick up person.

Cleaning

- The school will be cleaned nightly.
- During the day, high touch areas: bathrooms, doorknobs, handrails will be cleaned frequently.
- Shared areas will be cleaned between cohorts
- Shared materials will be cleaned between uses.

Quarantine

- If there is one positive COVID case in a cohort, the cohort will have to quarantine for 14 days. Remote learning will be run by Frassati teachers.

Travel

- The Archdiocese is adopting the hot spot state list put out for Chicago quarantine. That list is updated each Tuesday. If your family is traveling to a hot spot state, students will have to quarantine upon return home for 14 days prior to returning to school.
- Any student traveling international will also need to quarantine 14 days upon return home.

During the pandemic, updates on health, wellness, policies and procedures are changing rapidly. Updates will be communicated to families via School Messenger if there are additions or corrections to this handbook.