



St. Hubert Catholic School

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St. Hubert Catholic School

Reopening Plan

2020-2021 School Year

Table of Contents

Introduction 2

Health and Safety Protocols 3

Infection Protocols 10

Academics and Programming 13

Introduction

This reopening has been developed by St. Hubert Catholic School, following the guidelines set forth by the Archdiocese of Chicago in the document *Reopening with Trust: A Planning Framework for the 2020/21 School Year*. Additionally, the protocols being implemented will follow the *Transition Joint Guidance* document created by the Illinois State Board of Education and the Illinois Department of Public Health.

In preparation of this plan, and the reopening of St. Hubert School, two teams were formed. Our Health and Safety team worked together on items pertaining to the safety and health of students and staff. These members include the pastor, principal, assistant principal, business manager and two school parents. Our Academics team worked on the portions of reopening pertaining to curriculum, academics, and instruction. Members of this team are the principal, assistant principal, early childhood teacher, primary teacher, junior high teacher, and technology teacher.

This plan will be submitted to the Archdiocese of Chicago, Office of Catholic Schools along with the completed Reopening Requirements Checklist, in order to receive the required certification of preparedness approval to reopen.

As new information and guidance are provided by the Archdiocese of Chicago, ISBE, IDPH and health care professionals, this document will be updated.

Health and Safety Protocols

Working with the St. Hubert Reopening Health and Safety Team, and following the guidelines set forth by the Archdiocese of Chicago Office of Catholic Schools and ISBE/IDPH Transition Joint Guidance, the following protocols have been established.

The Cohort Model

Students and staff are grouped by homeroom at each grade level. Cohorts will remain together for the entire school day and will not be broken or mixed. Students will remain with their cohort while teachers rotate between classes as necessary (Specials and Jr. High teachers will rotate).

Masks and Personal Protective Equipment

- All individuals (students, staff, visitors) in the building are required to wear a mask at all times. Exceptions to this rule are when students are eating/drinking at set times and when outside and a minimum of six feet apart.
- Students should come to school with two masks each day - one that the student wears and an extra in their backpack.
- If wearing a reusable mask, this should be washed nightly.
- If wearing a disposable mask, this should be thrown out after school each day.
- Masks should not contain messages/ images that are distracting or inappropriate.
- Extra masks will be available, in case of emergencies, for both students and staff.
- Face shields will be utilized by early childhood educators, under specific circumstances during instruction.
- Masks may be removed when:
 - Eating lunch and snack, drinking water
 - Engaged in outdoor activities and socially distanced
- When masks are removed, they will be placed in an individual paper bag with the child's name. Hands will be washed or sanitized before putting masks back on.
- A regular supply of gloves will be maintained for cleaning surfaces and treating students with medical injuries/illnesses.

Arrival Procedures

- All students (car and bus) will be dropped off in the center parking lot.
- Specials teachers, resource department and administration will serve as monitors to assist outside with arrival.
- Students should have masks on when they exit their car/bus.
- At 7:15, K-8 cars will be permitted to enter the center lot.
- At 7:40, PreK cars will be permitted to enter the assigned lots.
 - Full Day - Center Lot
 - ½ Day, MWF - Early Childhood Lot
- Late arrivals should arrive through Door #21 near the media center.
- Parents are not permitted to leave their car or walk students to their classroom doors.
- Students will enter through their cohort classroom fire door each morning.
- When waiting to enter the classroom, students should use the markings on the ground to remain distanced.
- A 'Wellness Check' will be required of each student and performed upon entering their classroom each morning. We will utilize the MATH acronym to check each student:
 - Mask - Teacher will visually observe that student is wearing a mask
 - Ask - Teacher will ask the following questions:
 - Do you feel sick in any way?
 - Do you have a cough or fever?
 - Temperature - Teacher will check the student's temperature. Any student with a temperature over 100.3 degrees fahrenheit will be sent to a holding room and a parent/guardian will be called to pick up the student.
 - Hand Sanitizer - Student will be given hand sanitizer; teacher will observe student use this to disinfect hands.
- All employees and volunteers will be required to take their temperature before coming to school each day.
- Students that arrive via bus will be required to distance, by leaving an empty row between themselves and the next child.
- **Tardies:** - Students arriving after 7:45 will be asked to come to the doors by the library. They will buzz and office staff will come to them. If weather permits office staff will walk student to their classroom outside fire door.

Dismissal Procedures

- Students will depart each day via their classroom fire door.

- The center parking lot will be utilized.
- Cohort teachers should remain at their classroom fire door and assist with student dismissal until all students have exited.
- Specials teachers, resource department and administration will serve as monitors to assist outside with dismissal.
- Parents/guardians will remain in their cars, unless they need to get out to assist a child with buckling a car seat.
- Dismissal times/ groups will be announced on the PA each afternoon (except PreK).
- The following schedule/locations will be utilized:
 - **1:45 (1:15 Wednesdays)** - PreK
 - Parents pull in around exterior of lot along sidewalk
 - **1:55 (1:25 Wednesdays)** - Kindergarten - 2nd Grade and After Care
 - After care students use hallway to walk (socially distant) to the gym
 - Parents/guardians pull around the exterior of the lot along sidewalks. Students enter vehicles independently. As students board cars, vehicles wait for cars in front of them to move before all cars move forward to allow more cars to enter the lot.
 - **2:05 (1:35 Wednesdays)** - 3rd-5th Grade
 - Parents/guardians pull around the exterior of the lot along sidewalks. Students enter vehicles independently. As students board cars, vehicles wait for cars in front of them to move before all cars move forward to allow more cars to enter the lot.
 - **2:15 (1:45 Wednesdays)** - 6th-8th Grade
 - Parents/guardians pull around the exterior of the lot along sidewalks. Students enter vehicles independently. As students board cars, vehicles wait for cars in front of them to move before all cars move forward to allow more cars to enter the lot.
 - For families picking up children in multiple grades levels at staggered times, they will exit the lot and hold in the church parking lot before re-entering the center lot for the next group pick up time.

- Hallways will be used for classes to travel to their secondary classroom, when the space is clear of other classes.
- Classes will travel via hallway to the bathroom, at their assigned time.
- Hallways will not be used for arrival or dismissal, to eliminate the mixing of cohorts while inside.
- Each class will be given an additional learning space without desks as a breakout room for stretch breaks and gross motor movement.
- Outdoor learning spaces will be utilized, by individual cohorts, when weather allows.
- Students are encouraged to bring a standard size towel or yoga mat to school for use in alternative learning or outdoor environments. These should be brought home and cleaned nightly.

General Building Cleaning and Hygiene

- St. Hubert will follow the guidelines set forth on page 35 of the ISBE/IDPH's Transition Joint Guidance document.
- Students will bring their own school supplies for use while in the classroom. These supplies will be kept in an individual, marked container and only accessed by the student to which the items belong. No school supplies will be shared.
- Technology equipment will be provided to students in Grades Kindergarten through 8 (iPad, Logitech Crayon, earbuds). These items will only be used by the student to which they are assigned and will not be shared.
- Each classroom will be equipped with hand sanitizer and disinfectant.
- Spray bottles of disinfectant will be provided to every classroom for use throughout the day of common areas.
- Common school-wide surfaces will be cleaned throughout the day, on a set schedule (bathrooms, light switches, doorknobs).
- Plexiglass barriers will be installed in the front office. Each classroom will also have one plexiglass barrier that can be used on the teacher's desk, podium or at a table.
- Food and drink should never be shared and will remain covered when not being consumed.
- Drinking fountains will be covered and temporarily closed. It is suggested students bring in two water bottles for use throughout the school day.
- Windows should remain open in every classroom during the school day, unless the weather does not permit.
- Air conditioners should be on when the weather is warm.

- Ceiling fans should remain off.
- Backpacks will remain with students carrying their individual belongings.
- Lockers and coat hooks will be assigned with social distancing in mind.
- Visits to lockers or coat rooms will be staggered with 3 students allowed at a time.

Core Classrooms

- Homeroom teachers are considered part of their class' cohort. They will remain with their class throughout the day, including during recess and lunch. The only exception is when another teacher will transition into this space for teaching.
- Cohort teachers may move throughout the classroom, but should attempt to maintain distance when possible.
- Shared learning spaces (reading nooks, group tables and circle time areas) will be eliminated.
- Classrooms will be decluttered with all non-essentials being stored in another location.
- Desks are arranged in rows facing the same direction and staggered. A distance of 3-6 feet will be observed between desks.
- Desks will be cleaned before and after lunch.
- No indoor learning spaces will be used by more than one cohort.
- When coming back into primary classrooms from outdoors or alternative learning spaces, students and staff will sanitize their hands.

Specials Classes

- Teachers for these classes will travel to the students' cohort classroom for their lessons.
- Special teachers will remain distanced from students and keep their mask on the entire time they are in the classroom. They should not rotate around classrooms.
- Teachers will sanitize their hands upon entering each room.
- Music classes will refrain from singing or sharing any instruments.
- P.E. classes will take place outdoors, weather permitting. If weather does not allow, P.E. will take place indoors, in the cohort's alternative learning space.

Bathrooms

- Each cohort will be assigned bathroom break times twice per day. Students will be encouraged to use the bathroom at these times only.
- If students need to use the washroom when it is not their cohort's assigned time, they may do so if no other cohorts are using the bathroom. These students will be required to sign out of their classroom, in order to track bathroom access.
- No more than 3 students may use the washroom at one time.
- Signs will be posted outside each bathroom with maximum capacity.
- Decals will be placed on the floor outside the bathroom, six feet apart, where students can wait their turn to enter.
- Bathrooms will be assigned for cohort use as follows:
 - PreK - Bathroom inside their classroom
 - Kindergarten - Bathroom inside secondary room
 - 1st-3rd - Primary hallway bathroom
 - 4th-6th - Intermediate hallway bathroom
 - 7th-8th - Jr. High hallway bathroom

Lunch, Snack and Water

- Lunch will be held in classrooms, supervised by cohort teachers.
- Students will be spaced 6 feet apart.
- Hot lunches will be delivered to each classroom, by lunch staff for those that order.
- Before and after eating, students will sanitize or wash their hands.
- Before and after eating, desks will be disinfected with spray and wiped.
- Snacks must be brought from home and are not allowed to be distributed.
- Food items should be allergy-friendly; nut products will not be allowed.
- Each student should bring two filled water bottles to school each day. These should be kept closed when not in use.
- Drinking from water bottles will be permitted in ten second intervals.

Recess

- Recess will be conducted at an assigned time each day, for every cohort.
- Cohorts will not mingle with other groups; cones will be used to split the large playground area into two recess spaces.
- Students will be discouraged from strong physical exertion.

- Masks may be removed, if students remain distanced. When masks are removed, they will be stored in paper bags with the student's name.

Main Office and Work Areas

- Plexiglass barriers will be installed at the main office counter, and on each desk.
- A 'STOP' sign and floor decals will be utilized to limit capacity and distance visitors.
- Counters, desks, doorknobs and copy machines will be cleaned after each use.
- Parent-Teacher conferences and meetings will be conducted virtually.
- If face-to-face meetings are necessary, these will be conducted in the conference room, #19 with social distancing protocols in place.

Medical Care

- Administration of approved medicines for students with a doctor's note and prescription will continue to be administered through the main office staff. The student will walk to the office at a set time to receive their medication. If medication is administered on an as-needed basis, the classroom teacher should call down to the office via PA and let staff know a student is to be expected.
- Basic first aid will continue to be administered through the front office, as needed.
- Staff members will remain as distant as possible and wear gloves when treating students.

Visitors and Volunteers

- All events that traditionally take place with visitors present will be cancelled.
- If parents/guardians must come to school for necessary visits, they must remain at the front office only.
- Volunteers will not be utilized at this time.
- The office will maintain a record of any visitors entering the building, including reason for visit, contact information and all locations they visit.

Student Travel

- At this time, we are discouraging travel out of town.
- If a student visits another country or any states experiencing significant CoVid-19 outbreaks, they will be required to quarantine at home for a period of 14 days.
- Students will inform school administration immediately if they display CoVid-19 symptoms during their 14 day quarantine after travel period. We will follow Infection protocol, as outlined below.

Special Events & Community Gatherings

- All large-group events, that mix cohorts or would normally require visitors, will be cancelled or conducted virtually (including back to school meetings, Curriculum Night, conferences).
- PSAB meetings will be conducted virtually, via Zoom.
- Off-site field trips will not take place. We encourage the use of virtual field trips to enhance learning.
- At this time, mass will not be conducted in person. Pre-recorded mass will be utilized until further notice.

Emergency Drills

- Per ISBE guidelines, emergency drills will be conducted. Rather than whole-school, these drills will be done by each cohort teacher to minimize large gatherings of students in one place at the same time.

Extended Care

- Students and staff will wear masks and maintain distance during before and after school care.
- Supplies will not be shared by students during extended care. Each student will be given one bag of art supplies for their sole use. They will be encouraged to bring additional novels, coloring books, etc. for use during this time.
- Before-school care will take place in the school media center, with students sitting at individual desks (assigned to one student for the week).
- After-school care will take place in the multipurpose room. Students will be spread out and seated by area with other students in their cohort.
- When possible, students will go outside during after-care.

Extracurricular Activities

- Band will be conducted virtually.
- All after-school activities provided by outside vendors (Chess, Lego Robotics, Sewing Club, iCook) will be cancelled or conducted virtually, if given an option by the vendor.
- Athletics will be postponed until more guidance is received.

Infection Protocols

Prevention

- As outlined in the Health and Safety section, temperature checks of all students and staff must be taken on arrival at school each morning. Any student or employee who has a temperature above 100.4 degrees fahrenheit will be sent home.
- Masks will be worn at all times, except under the specific instances noted in the Health and Safety section.
- All community members are asked to be familiar with and mindful of CoVid-19 symptoms.

Response

- If a student is exhibiting a fever or one other CoVid-10 symptoms:
 - He/she will be immediately separated from others. The student will be brought to our contained health room and supervised by one assigned individual.
 - The parent/guardian, or other emergency contact, will be immediately contacted and asked to pick up the student via the assigned door/driveway. The parent will sign the student out. Siblings of that student will also be sent home.
 - The student should see a doctor to assess symptoms and administer a CoVid-19 test. We encourage parents to read the CDC guidance for caring for oneself and others.
 - For students that see a doctor and it's determined the illness is not CoVid-19, the student may return to school when symptoms subside with a doctor's note confirming the negative CoVid-19 diagnosis.
- If a student has symptoms, but tests negative for CoVid-19, they should remain at home until symptoms disappear. He/she must provide a doctor's note and the documented CoVid-19 test results before being allowed to return to school.
- If a student tests positive for CoVid-19, he/ she must isolate and not return to school until they have met CDC's criteria to discontinue home isolation, which includes:
 - three days with no fever and
 - other symptoms improve by 75 percent and
 - 14 days have passed since symptoms first appeared.

- Students will be allowed to complete and submit their work remotely during their time away from school.
- If an employee is exhibiting a fever or one or more other CoVid-19 symptoms:
 - The staff member will immediately be sent home.
 - He/she should see a doctor to assess symptoms and/or administer a CoVid-19 test. We encourage everyone to read the CDC guidance for caring for oneself and others.
 - For staff members that see a doctor and it's determined the illness is not CoVid-19, he/she may return to school when symptoms subside with a doctor's note confirming the negative CoVid-19 diagnosis.
- If an employee has symptoms, but tests negative for CoVid-19, they should remain at home until symptoms disappear. He/she must provide a doctor's note and the documented CoVid-19 test results before being allowed to return to school.
- If an employee tests positive for CoVid-19, he/ she must isolate and not return to school until they have met CDC's criteria to discontinue home isolation, which includes:
 - three days with no fever and
 - other symptoms improve by 75 percent and
 - 14 days have passed since symptoms first appeared.
- If a student or staff member is positively diagnosed for CoVid-19, isolation protocols will be followed, as outlined below.

Isolation Protocol

- If any student or staff member is diagnosed with CoVid-19, administration will immediately contact our regional director. The following steps will be followed:
 1. The student or staff member will be sent home and monitored for ongoing symptoms, as outlined above.
 2. The Covid-19 Exposure Letter will be distributed to all parents and employees.
 3. The cohort of the infected individual will be quarantined and moved to distance learning. The Cohort Quarantine letter will be distributed to all families and employees within the cohort.
 4. In case of widespread infections (multiple cohorts), the entire school will quarantine and move to remote learning.

- When cohorts are quarantined, the entire cohort will be sent home (students and teachers). They are asked to remain home until they have met the CDC's criteria to discontinue home isolation, which currently includes:
 - Three days with no fever and
 - General symptoms improved by at least 75 percent and
 - 14 days since symptoms first appeared or
 - 14 days since exposure to the infected individuals for asymptomatic individuals

Academics and Programming

Learning Format Path 1 - In-Person Learning

In-person learning is offered, following the safety and health protocols outlined above. Cohorts have been created by grade level (Grades K-7 will have one cohort, Grades PreK and 8 will each have two cohorts). All registered St. Hubert students will be enrolled in in-person learning, unless parents notify the school and register their child(ren) for e-learning by Friday, August 7.

Students registered for Path 1 (In-Person) will begin the week of August 17.

Learning Format Path 2 - E-Learning

E-Learning will be provided, if families choose. Families must complete the e-learning opt-in form by August 7. For students that register for e-learning, he/she must remain on this path for the duration of the first seven weeks of the school year, until October 7. Beginning the week of October 12, students may choose to rejoin their cohort for in-person learning. This temporary e-learning path will be implemented as follows:

- Students will receive 30 minutes of live instruction from a St. Hubert staff member in the areas of Math and Reading. (The assigned e-learning teacher will follow the lesson plans of the classroom teacher).
- Attendance will be taken daily, by the remote learning teacher.
- Students will work independently for the remainder of the day on learning tasks in all other content areas.
- The grade-level classroom teacher will be responsible for work submission and grading of student work.
- All learning tasks will be posted on the St. Hubert E-Learning Website.
- Daily, classroom teachers will host a set time for a live check in, after school.

Students registered for Path 2 (E-Learning) will begin online instruction the week of August 24. An initial check-in/ welcome and material pick-up day will take place the week of August 17.

Technology and E-Learning Preparation

Learning Management Systems	SeeSaw and GoogleClassroom
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Video Conferencing Tool (Live Instruction)	Zoom
1-1 Device Plan	<ul style="list-style-type: none"> ● K-8 students - receive their own iPad ● Teachers - receive their own iPad ● PreK students - check out device if needed (iPad or Chromebook)
Email	K-8 provided with school-issued Gmail account
Cloud-Based Storage	GSuite (accessible via student email account)
Training	<ul style="list-style-type: none"> ● Staff-run training during PD week (Zoom, Seesaw, Google Classroom) ● Student technology training - week of August 24 ● Manual created for parents with logins and app/platform tutorials

Curriculum

Social-Emotional Learning	<ul style="list-style-type: none"> ● Grades PreK-6 will utilize Sanford Harmony Curriculum ● Grades 7-8 will utilize Everfi Curriculum <p>SEL will be the primary curriculum focus the week of August 17 and will continue weekly for every grade level.</p>
Catholic Identity	<ul style="list-style-type: none"> ● Spring 2020 sacraments completed by mid-August ● At the start of the year, mass will be cancelled or held virtually. ● During mid-first trimester, we will gradually return to a modified mass schedule by cohorts.
Curriculum Mapping/ Year-Long Plans	Curriculum maps will be created by teachers in every content area. These will include learning options for in-person and e-learning for each unit.
Assessments	<ul style="list-style-type: none"> ● iReady will be used as our primary diagnostic assessment tool. Students in grades K-8 will be assessed three times throughout the year. ● ACT Aspire will be administered in the Spring to students in grades 3-8.

Re-Entry	<ul style="list-style-type: none">● ‘What to Expect’ videos created and distributed to families before the first day of school.● Week of August 17 will focus on safety/ health procedures and protocols in the classroom.● Teachers will create videos or classroom posters to model expectations for students.
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Gradual Re-Entry

- August 17
 - Meet the Teacher/ Supply Drop-Off Day
- August 18
 - Early Dismissal Day
- August 19
 - First full day of in-person learning
- August 20/21
 - E-learning material pick-up
 - Virtual meeting with e-learning group and teacher
- August 24
 - First day of e-learning instruction