

# St. Linus School Reopening Plan

*Welcome Home Hawks!*

*United by faith, family and friendships!*

Dear Parent(s),

We are looking forward to resuming face-to-face instruction as we prepare for our new school year! The faculty and staff have been working diligently to prepare our St. Linus School Reopening Plan under the auspices of the Archdiocese of Chicago. The health and safety of your child is at the forefront of our planning. We would like to reassure you that the Archdiocese of Chicago has aligned the plan with guidelines of the American Academy of Pediatrics, the Illinois Department of Public Health and the Chicago Department of Public Health while implementing these measures. Please review the reopening plan which provides details of the various components of our school day and instructional provisions. We look forward to the start of the school year when we can gather again as a school and parish family.

Blessings,

Ms. Margaret Hayes

# St. Linus School Reopening Plan

## Instruction: In-person and e-Learning Options

### In-Person

- Over the summer, our faculty and staff have been preparing to provide students with robust face-to-face instruction. Programs, resources, materials and additional supports are being considered so that we can provide St. Linus students with a rich, quality curriculum.
- This year, we are implementing a new learning platform and progress monitoring tool for Kindergarten through Gr.5, ***i-Ready***, which adapts to the unique learning needs of our students. This is an on-line program that can be utilized in-school and remotely. The program determines student need, personalizes learning and then monitors progress to measure student gains. We are excited to implement this program and are encouraged by the research and data outcomes that support this online program. [i-Ready Information Overview](#)
- Based on the guidance from healthcare experts, students thrive academically, socially, emotionally and spiritually when physically present with educators and classmates.
- The in-person cohort model of instruction allows classrooms to limit the potential of any cross contamination and exposure.

### e-Learning Options

Although the Archdiocese of Chicago has made provisions for consistent in-person instruction in our schools, alternate options are available for families that may not be in the classroom for short-term duration or are not comfortable with on-site learning.

### Short-Term Remote/Virtual Learning Option

- Plans will be in place through St. Linus to address the short-term needs of students if they are temporarily out of the classroom for any reason. An e-Learning link will be available on the school website for easy access to classroom learning platforms.

# St. Linus School Reopening Plan

## Archdiocesan Full e-Learning Courses

- Students that may be out of the classroom for an extended period of time may be considered for an on-line virtual program. The program will be taught by teachers at St. Linus School. Livestreaming, synchronous and asynchronous learning will all be utilized. All classes including specials will be taught to eLearners. Reading, Math and Religion will be livestreamed each day. Students that are considering/eligible for this program must enroll and commit for the **entire trimester**. Additional communications will be forwarded to parents to further describe the key features and next steps of this full e-Learning course.

## Catholic Identity

- All students will participate in on-going religious instruction, through St. Linus School (Pre-K through Gr.8).
- Spiritual formation and service will be encouraged through in-person or on-line instruction.

## School Liturgies/Prayer Services

- Parish guidelines will be followed.
- Cohorts must be spaced at least 30 feet apart.
- Pews and touch-surfaces must be cleaned and sanitized between cohort use.
- Virtual gatherings may take place.

## Departmental Considerations

- Students will remain in their cohort daily and teachers will move from cohort to cohort with instructional materials.
- Teachers must wear masks.
- Teachers must be at least 6 feet away from students unless in cohort classroom.

# St. Linus School Reopening Plan

## New Protocols and Routines

### Daily Morning Wellness Checks (7:45-8:15 a.m.)

***A wellness check will be conducted for each student upon entering the school through grade level designated doors. We ask students and families to adhere to the following guidelines:***

- Students must wear masks and follow social-distancing guidelines (6 ft. distance in a single line) while waiting for admittance into the school.
- All students will be subjected to a wellness check; mask must be worn, temperature check, ask if student is ill and then dispense hand sanitizer upon entry.
- Student with temperatures of 100.4 or higher will be sent home as a precaution.
- Staff members will be present at each door entrance to assist your child upon arrival.
- **No visitors or parents will be allowed into the building.**
- **We are urging families to arrive within this ample time frame.** With the increased health and security measures in place, it will be more difficult to accommodate students that arrive late.
- We encourage families to check temperatures at home to avoid coming to school with a fever and then sent home as a result.

### Arrival/Drop-Off Procedures (7:45-8:15 a.m.)

***\*\*\*The drop-off time has been expanded to assist families having more than one child.***

Drop-off routes include four separate options:

1. Vehicles can park in the church lot and students can walk to their assigned doors.
2. Pre-School students and Grade 7 students to be dropped off on Linus Lane (vehicles are headed northbound to 103rd).
3. Kindergarten, Gr. 1, Gr. 2, Gr.3, Gr. 6, and Gr.8 to be dropped off on Lawler (vehicles are headed southbound to 104th).
4. Gr. 4 and Gr.5 to be dropped off in back Gym lot (vehicles are moving east to Lawler Ave.)

# St. Linus School Reopening Plan

**Below is a list of the door entrances to be used by each grade level:**

Pre-K: Door # 6 Linus Lane Side

Kindergarten: Door # 2 South of Main Door

Grade 1: Door # 1-Main Office Door

Grade 2: Door # 9-Red Tile Flag Pole Entrance

Grade 3: Door # 9-Red Tile Flag Pole Entrance

Grade 4: Door # 4-Gym Door Entrance

Grade 5: Door # 4-Gym Door Entrance

Grade 6: Door # 3-Kitchen Door Entrance

Grade 7: Door # 5 Linus Lane Side

Grade 8: Door # 3-Kitchen Door Entrance

## Lunch

- Students will eat with their cohorts in the lunchroom during the lunch period.
- Buona lunch will be offered as an option again this year.
- Masks must be placed in brown paper bags with student name and grade level.
- Students spacing will continue in classroom. Outdoor recess will follow (weather permitting).

## Outdoor Recess/Outdoor Instruction

- When outdoors, masks may be removed during recess or outdoor instruction, providing that students are in their cohort unit and spaced no less than 6 feet apart from one another.
- Each student mask will be placed in a brown paper bag with the student's name on it for use upon re-entry.
- When possible, a large tent near the back field will be utilized as an outdoor location for cohort use throughout the day. Students may be asked to bring in a beach towel/mat to use while they are outside under the tent.  
The fresh air and mask-free area may come as a welcome break during the day!

# St. Linus School Reopening Plan

- Any playground equipment touched by a student will be thoroughly cleaned after each cohort's use.
- Recess materials are being purchased for cohorts to limit sharing of toys.

## Health, Spacing and Safety in the Building

The Archdiocesan Schools have adopted a cohort model, keeping children in consistent groups throughout the day. Here are some of the features that we will be implementing to keep students and staff safe:

- Masks will be worn by both teachers and students during in-school instruction.
- Space students apart as much as possible.
- Student travel in the building will be clearly marked.
- Handrails/doorknobs and high-touch surfaces will be frequently sanitized.
- Each classroom will be equipped with a wall unit hand sanitizer/individual hand-sanitizer is also permitted.
- Desks will be spaced apart 3ft in the classrooms
- Classrooms will be thoroughly cleaned at the end of each school day.
- Students are encouraged to bring in their own water bottles. Refills will be available at the water fountain.

## Restrooms

- Students will be assigned to designated bathrooms.
- Student use will be staggered in the restrooms.
- Spacing will be encouraged to eliminate student clustering
- Ensure thorough hand washing with soap. Please reinforce good hand hygiene.
- Signs will be posted to reinforce good health measures.
- Restrooms will be cleaned throughout the day.

## School Supplies

- School supply lists for individual grades are on the front page of the website. All students must have their own supplies. No sharing of supplies.
- All students grade PreK-8 should have a mask and a package of brown paper bags.
- A personal bottle of hand sanitizer is encouraged for grades 3-8.

# St. Linus School Reopening Plan

## Student Illness

- We understand that not every illness is COVID.
- If your child has allergies, asthma, or other symptoms that are not COVID-related, please contact the school office and your child's teacher and inform them of your child's health-related background and needs.
- Not every illness will necessitate the need for student isolation or removal.
- Influenza-like-illness (ILI) symptoms
  - Fever, Cough, Sore throat, body aches, diarrhea, runny nose, congestion, or loss of taste/smell

## COVID Symptoms

Can be any of the ILI symptoms including any of the following symptoms

Shortness of breath

Trouble breathing

Chest pain

Wheezing

Severe/constant abdominal pain

Confusion

Loss of consciousness

## Infection Protocol

- When a child is not well, we will provide an isolation area away from cohort members until a parent is able to pick the child up. Please come through the main entrance and announce your name/child's name. We will walk your child to the front entrance if the child is well enough. We are asking parents to adhere to prompt pick-up procedures to minimize further spread of illness among other school personnel and students.
- If COVID is suspected, we request that the student undergo testing.
- Parents must notify school with testing results.

# St. Linus School Reopening Plan

- Students may not return until symptom-free, 14 days of quarantine AND at least 3 days without a fever of 100.4. As guidelines change we will notify families.
- If a student tests positive, cohorts and classrooms with siblings will be disinfected and monitored. Possible quarantine may be imposed for those classrooms.
- The Archdiocese is following state and health guidelines/CDC protocol.

## Special Classes

- Library instruction will take place in the library. Cohorts will move as a unit and follow the posted hallway travel guidelines. Students will be spaced at tables as much as possible. The library will be cleaned between cohort use.
- P.E. classes will take place outdoors as much as possible. Students must wear masks for indoor/outdoor classes unless 6ft apart outside.
- Art classes will be held in each cohort.
- Music classes will be held in each cohort.

## Student Support Services

- Students that are eligible for Learning Support, Speech or Title I services will receive them in a clean and sanitized classroom. Students will be spaced at least 6 feet apart from one another. Masks or face shields must be worn by the teachers and students. Students may not share equipment.

## Extracurricular Activities

- Students may participate in select after school clubs or activities, provided that good judgment is used regarding social distancing, location, supervision, safety guidelines and cleaning protocols are implemented. Parents will receive information detailing the activities and safety guidelines in place.
- **Sports are cancelled for the fall.**
- Band (Wind Instruments), Drama and Choir: No in-person participation/Virtual Meetings are allowed

# St. Linus School Reopening Plan

## Field Trips

- Students will not be able to participate in any off-site field trips. Virtual field trips are encouraged.

## Extended Day

There may be changes in the room placements for the students that enroll in the Extended Day Program. The following guidelines are intended to keep students safe while attending the program either before or after school. Additional information will be sent to families that register for the Extended Day program in August.

- Masks must be worn by teachers and students.
- Students will be placed in rooms that occupy the same cohort/grade level.
- Grade levels will be placed 30ft. from each other.
- Students should be distanced as much as possible.
- Equipment and toys must be cleaned after each use.
- Students must be in designated areas without clustering together.

## Dismissal Procedures

Students in PreK will be released on the Linus Lane side of the school at 2:30. All other grades will be released out their entrance doors at 2:35 and 2:40. You should drive south on Lawler to pick them up and go west in the back parking lot to pick them up. Do not drive east in the back parking lot. 7<sup>th</sup> grade pick up at 2:40 on Linus Lane at door number 5. You are welcome to park in the church parking lot and walk over to the door to pick up your student but we will not be delivering the students to the church parking lot.

# St. Linus School Reopening Plan

## Important Calendar Dates

### Welcome Back Day! –August 18

In order to drop off school supplies, a family drive-through/drop-off schedule will be arranged for your convenience. Teachers and staff will greet families from the comfort of your vehicle. Each family will receive an important packet of information detailing specific procedures and beginning of year planning details. The packet will also include parent acknowledgement of the reopening plans and policies. Staff members will take student supply bags or boxes from your trunk and will place them in your child's classroom. Please mark your child's and teacher's names clearly on supply bags or boxes.

### Pre-School and Kindergarten Parent Orientation-August 17

We would like to welcome our parents to the new school year! Virtual meetings will be planned so that all parents have the opportunity to participate in the beginning of year highlights! More details will be provided in the near future.

### Jr. High Open House-August 27th

A virtual meeting will be planned so that parents of students in Grades 6-8 have the opportunity to learn more about the Jr. High procedures, policies and protocols used. More details will be provided in the near future.

### First Half Days of School

In order to implement the new school year protocols, we will have two half-day sessions to better accommodate students and families. This plan will assist both students and staff in the process.

\*\*\*Thursday, August 20

Families with Last Name A-L: 8:00-11:30 a.m.

\*\*\*Friday, August 21

Families with Last Name M-Z: 8:00-11:30 a.m.

# St. Linus School Reopening Plan

## Parent Acknowledgement

We are asking parents to read over the reopening plan and the School Handbook carefully since many adjustments have been made to the existing policies. When you receive your Information Packet at the beginning of the school year, we would like you to sign and return the form by Monday, August 24.

## Frequently Asked Questions (FAQs)

- 1. Does my child have to wear a mask every day?** Yes, all students, faculty, staff, and visitors must have a mask that covers both their mouth and nose at all times. Masks may be removed for lunch and snack and when outside if social distancing is practiced. It is also recommended that your child have a backup mask in the event their current mask is soiled.
- 2. Can my child carry a water bottle throughout the day?** Yes, we strongly encourage students to bring a translucent water bottle filled with water each day for healthy hydration. Students may refill water bottles at the several filling stations located throughout the building.
- 3. My family has plans to travel out of state, will my child(ren) have to quarantine upon return?**  
If your family is traveling to any one of the states that are listed as a hot spot your child(ren) will need to quarantine for 14 days before returning to school.
- 4. Will there be a hybrid option available?**  
No. Families can opt for 5 day in person instruction or full time eLearning. The eLearning will be provided by the Archdiocese at no extra cost. Students must sign up for the entire trimester. They are contracting with a company that will have teachers dedicated to just eLearning. St. Linus will still instruct your student in Religion, Sacramental prep, and Specials. You will have a St. Linus homeroom teacher that will keep in touch with you. So your St. Linus connection will not be broken.

# St. Linus School Reopening Plan

## 5. Who provides short term eLearning?

If there is a short term quarantine St. Linus will provide the eLearning. Teachers have been taking classes, doing professional development and preparing all summer for the possibility of eLearning at the local level. They are up to date on Google Meets, Zoom and other ways of bringing instruction into the students' living rooms. We are prepared to deliver both synchronous and asynchronous learning.

### **WANTED: VOLUNTEERS!**

We are truly grateful for all of the help and support from our St. Linus families! This year, in particular, we will be implementing extensive safety measures that will require additional help and supervision. If you are able to donate your time to our school family, we could truly use your help! Volunteers can rotate on a weekly basis to assist with morning wellness checks and/or lunch periods. Please contact Mrs. Byrnes at: [mbyrnes@stlinusschool.org](mailto:mbyrnes@stlinusschool.org)

# St. Linus School Reopening Plan

## HOWDY PARENTS! VOLUNTEERS WANTED!



### JOB DESCRIPTIONS:

- ASSIST STAFF WITH MORNING WELLNESS CHECKS
- LUNCH SUPERVISION

### PARAMETERS:

- MUST BE AVAILABLE FOR A WEEKLY SHIFT (MONDAY THROUGH FRIDAY) TO ENSURE CONSISTENCY WITH STUDENTS/STAFF

### BENEFITS:

- 30-45 MINUTES PER DAY IN A FUN WORK ENVIRONMENT!
- INTERACT WITH AWESOME STUDENTS!
- SUPPORT ST. LINUS SCHOOL!
- TEACHERS WILL INCLUDE YOU IN PRAYERS OF GRATITUDE!

TO APPLY: PLEASE EMAIL MRS. BYRNES  
MBYRNES@STLINUSSCHOOL.ORG