

Frassati Catholic Academy Reopening Handbook 2021-2022



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Arrival

School arrival will take place from 8:00am-8:30am. All students will enter through the front door. Anyone arriving after 8:30 will report to the office to be checked in. A parent needs to sign the student in if they arrive after 8:30am.

Upon arrival students will be dropped off at the main entrance of the school. All students will enter here, unless coming prior to 8:00am through our EDP program at door #4. Students will enter the building and should report to their classroom directly. They will have the opportunity to use hand sanitizer at that time.

Due to the fluid situation of increasing COVID and variant cases, we will not be allowing parents in the building in the morning for drop off. There will be staff available to walk with, or monitor students going to class.

Dismissal

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

- Frassati Bus operated by Durham: These students will be called first from their classrooms after announcements to walk down the hall and board the bus.
- District 118 buses will leave next. Students will be called from their classrooms and will board the bus for dismissal at that time.
- Students registered for EDP will be called to transition to the lunchroom for their afternoon programming.
- Parents who are picking up will 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. **(This group will be called at the end of car line, closer to 3:25)**
 - 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. The car line will begin on Mill St. near the intersection of Church St. We ask that the first person in line pull all the way up. Also, we will be calling students in groups this year, so please do not “cut” in line or your car will be missed and you will have to wait until the end to pick up your student(s).

- Walkers will be called last and allow for all students to go through the carline and safely depart the building.

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 a mask to ride the bus daily as this is a CDC and IDPH mandate on all public transportation.
- Frassati Bus (Durham Bus):
 - This bus will only be picking up in the morning and dropping off in the afternoon 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 mask to ride the bus daily as this a CDC and IDPH mandate on all public transportation.

EDP

- 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.

Leaving School Early

- If you need to pick your student up early, please call the office at least an hour prior or send a note in the morning. 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 sign them in at the main office. Students arriving after 8:30am will be marked tardy.

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 or slide papers in to speak with a secretary.

Volunteering

- We will be welcoming volunteers back to our school community. Volunteers will need to follow all school protocols and be compliant with all Archdiocese required trainings, forms and background checks.

Student Areas

Cohorts

- We will not be using Cohorts this year. Students will be able to move about the building and work in groups. We will be tracking student seating charts, so should a student test positive we can minimize and target who will need to quarantine.

Hallways

- Floor signs have been maintained to remind students and staff about distancing, however, there currently is no protocol to limit groups of students in the hallway.

Classrooms

- Student workstations have been restored to pre-COVID set up. While desks and tables provide closer seating for collaborative work students are still distanced from their peers. In most seating arrangement students will be able to maintain a 3ft distance, but in some areas that isn't possible.

Lockers

- Students will be able to use their lockers. We will continue to ask students to be efficient while at their lockers and return to their classroom quickly to limit congestion in the hallways.

Supplies

- Students will be able to return to shared supplies. Based on the setup of the class, teachers will manage student supplies in the best way for the classroom. Often in early-childhood and primary grades there are shared supplies for centers and activities, and in elementary and middle school they tend to have their own supplies.

Bathrooms

- We will continue to monitor the traffic flow and try and limit the number of students in the bathroom at any given time.

Lunch

- Students will return to eating lunch in the lunchroom. Seating will be maintained at 3 ft distance, but students are able to sit on both sides of the table.
- Hot lunch will continue to be offered for students. The state of Illinois is offering lunch free to all students again this year.
- 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 discontinued for students. If a student forgets their lunch we will provide them with an extra hot lunch or a supplemental meal (sandwich and side)

Recess

- Students will have recess connected to their lunch period daily. Should the weather be inclement, students will have recess in the gym or in their classroom based on availability.

Uniform

- We are returning to all pre-COVID uniform policies.
- Daily uniform requirements: polo, dress pants/shorts, or uniform skirt/skort/jumper
- As part of our pre-COVID uniform policies we will be returning to students needing to have gym uniforms. Students in K-2 will wear their gym uniforms on gym days (schedule to come) and students in 3-8 will change for gym at school.
- Please see the uniform tab on the school website to check out the dress code.
- Out of uniform days will be scheduled and communicated throughout the year.

Academics

- Pre-School through 3rd grade will use the Learning Management Platform (LMS) 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.
- These platforms will be used throughout the year for students and parents to see the work that is due and what is being assigned.
- 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, Prayer Service and Sacraments
 - We will return to pre-COVID practices and attend mass weekly. We will have prayer services throughout the year and sacraments will be offered through the parishes and supported by the school as in the past.

Remote Learning

- If a student is traveling, they will be marked absent for the duration of their vacation. Students can check their LMS and stay on top of things if they choose, but the teacher will not be providing live sessions during a vacation. Students will have 1 day for every day they are absent to make up the missing work.
- If a student is ill or on quarantine for 5 school days or less:
 - Teacher(s) will provide materials via the LMS
 - Parent/Student can ask teacher questions via email.
- If a student is ill or on quarantine for 6 school days or more:
 - Teacher(s) will provide materials via the LMS
 - Teacher(s) will provide office hours to check in with students and answer questions but will not be providing full remote teaching.

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 non-edible treat. (pencils, stickers etc)
 - As we near classroom parties (Halloween, Christmas, Valentine's) we will release specifics for what we can do to celebrate during those times.
- Athletics
 - Outdoor sports will resume as normal. Masks will not be required outdoors, but reminders for athletes and spectators to distance will be important.
 - Indoor sports will resume; however athletes and spectators will be required to wear masks and distance. We will have home and away spaces in the bleachers to try and maintain the crossover of school communities.

Health and Wellness

Masks

- All students, staff, and visitors to Archdiocese buildings regardless of vaccination status will be required to wear masks when indoors.
- It is recommended that students have at least two reusable masks to allow for laundering each day. Students in 4th through 8th grade 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.

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 cannot return to school until they are fever free without medication for 24 hours.
- 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 (provide alternate diagnosis) or provide results of a negative COVID test.
- If a student has other illnesses not COVID related they will need to remain home for 24 hours 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 24 hours without medication, symptoms have reduced by 75% and 10 days have lapsed since the onset of symptoms.

Cleaning

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

Positive Test Quarantine

- Isolate for 10 days from onset of symptoms or from positive COVID diagnosis

Close Contact Quarantine.

- Notify the school if you have had a close contact
- Remain home until quarantine period has been defined
- 14-day quarantine from close contact
- Complicated quarantine if student cannot be **FULLY** isolated from the positive person (this can be 24 days or more based on situation)
- Students or staff who have a close contact within the school and are not vaccinated will be contacted for a quarantine.

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, the following policies will be in place.
 - Fully vaccinated individuals will not be subject to quarantine
 - Non-vaccinated individuals will have to produce a negative COVID test within 72 hours prior to returning home, or prior to returning to school.
 - Ex: travel to Colorado for a week and returning home on Saturday. Non-Vaccinated individual can test on Thursday-Saturday prior to

leaving Colorado, or upon returning home on Saturday or days after. Once a negative test result is obtained the student can return to school.

- Any student traveling internationally will also need to provide a copy of the COVID test that was required for them to board the plane to fly 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.