

# St. John the Evangelist School Reopening Plan

Last Edited 08/09/2020



# St. John the Evangelist Catholic School

513 Parkside Circle, Streamwood, IL 60107

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Dear St. John the Evangelist Families,

We are very eager to welcome the students of St. John the Evangelist School back for the start of the 2020-2021 school year. We are also excited to welcome all the new families who are joining us this year. While we know the school year may look a little different this year, there are many things that will remain the same. We will continue to have an exemplary curriculum that focus on the development of the whole child; academically, emotionally, physically, and spiritually. We will continue to offer a safe, loving environment where emphasis is placed on the family. We will continue to place God first in our lives.

This year, St. John the Evangelist will be offering two platforms for learning. The first is in-person learning. After surveying the families, we found an overwhelming number of families at 85% that want in-person learning. However, we also will offer an e-learning platform for those families who are not ready to return to in-person. The e-learning will be done in collaboration with the in-person learning so students will be ready to transition back to in-person when ready. The staff has spent their summer preparing to offer both options at the high quality which made St. John the Evangelist a blue-ribbon award-winning school.

We will continue to make all choices with the safety of our students and teachers in mind. We will also look to our faith to guide and comfort us.

Please reach out to Mrs. Wennerstrom at [bwennerstrom@mystjohns.org](mailto:bwennerstrom@mystjohns.org) with any questions or concerns.

Sincerely,  
Mrs. Beth Wennerstrom



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## Reopening Introduction

This plan was created collaboratively with 2 designated teams.

### Safety Team:

Beth Wennerstrom, principal  
Father Gregg Gorczyca, pastor  
Mary Alice Benoit, business manager  
Dave Stimek, custodian  
Renee Lijewski, teacher representative  
Doraly Witt, parent  
Kelly Weynschenk, parent

### Academic Team:

Beth Wennerstrom, principal  
Karyn Johnson, early childhood teacher representative  
Kim Kunstman, K-2 teacher representative  
Carol Meranda, 3-5 teacher representative  
Christina Sekoguchi, 6-8 teacher representative  
Ryan Binder, specials teacher representative

## School Reopening Plans Communication

Mrs. Wennerstrom held 2 parent sessions via Zoom in June. Additionally, we created a reopening plan video which is on our school's web page. We are posting all things such as E-learning plan, reopening plan, etc on our school webpage under our Covid Section. Additionally, there are weekly newsletters going home with highlight updates, changes, policies, and documents.

## Start Schedule

Our start day has been moved to Wednesday, August 26th for K-8 and August 31 for Preschool. K-8 will have 3 half days to allow our students to transition back to school as well as have time to learn and practice new school protocols.



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## Reopening Schedule for 1st Week of School

Monday, August 24	K-8th Drop off school supplies and meet the teacher (outside) 9:00-11:00	Weather permitting, each class has a table outside, families pull up. Rain day: Tuesday, August 25.
Tuesday, August 25	<u>No School</u>  <u>Kindergarten Round Up</u> 1:00-2:00	Teacher Professional Development Day
Wednesday, August 26 <b>1st Day!!!!</b>	<u>2nd, 4th, 6th, 8th</u> 8:00-10:00 <u>K</u> 9:00-11:00 <u>1st, 3rd, 5th, 7th</u> 12:30-2:30	*Focus will be on drop off/pick up procedure and mask training. All teachers on hand all day.
Thursday, August 27	K-8th 8:00-11:30	*Mr. Binder will begin computer distribution *E-learning supply pick-up 1:00pm  *Preschoolers will have opportunities to drop off supplies and meet the teachers.
Friday, August 28	K-8th 8:00-11:30	*Mr. Binder will complete computer distribution  *Preschoolers will have opportunities to drop off supplies and meet the teachers.
Monday, August 31	K-8th 8:00-2:45  *Preschool 1st Day *E-learning 1st Day	Special Classes Begin



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## **ACADEMICS & ENRICHMENTS**

### Learning Management System

We will be utilizing 2 LMS for consistency among our students.

PreK-2nd: Seesaw

3rd-8th: Google Classroom

### Curriculum Plans

We have created and will be implementing the use of math, reading, and religion curriculum maps for kindergarten through 8th grade. These maps align the skills to grade levels. They give the administration and staff a comprehensive view of a class's requirements, how we'll meet those requirements, and if any additional resources are needed to address different standards.

### Assessment Plan

Kindergarten through 8th grade will be utilizing I-Ready. There will be three assessments a year in the fall, winter, and spring. Additionally, students will work on I-ready for 45 minutes a week in reading and math to supplement and support individual learning.

### E-learning Plan

All parents should have received the e-learning plan through an email. Additionally, it is posted on the school's webpage. Parents have the option to enroll in in-person or e-learning after receiving the plan. All parents who opt into the e-learning plan must commit to e-learning for the first trimester. As we approach the end of the 1st trimester, we will evaluate the plan and work with families to either continue e-learning or transition to in-person learning.

### Extracurriculars Athletics

We will offer athletics as is allowed by the state, IESA, and Archdiocese of Chicago. We will keep families informed throughout the year as to which athletic programs will be allowed to run and the protocols that will go along with them.

### After School Enrichment Programs

Any after school enrichment programs, including band, will begin virtually.

Similar to athletics, we will determine if we can provide after school enrichment opportunities.

### Field Trips

All field trips have been canceled for the 2020-21 school year.



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## **PHYSICAL SPACES**

### Classroom

All extra furniture has been removed from the classrooms to allow for the maximum space for desks. All desks will be set up in front-facing rows. While the goal is to get the desks 6 feet apart, due to classroom sizes, desks may be 4 or 5 feet apart. No desks will be closer than 4 feet apart. Students will wear masks in the classroom. Students will not eat in their classrooms unless they are spaced 6 feet apart (preschool and kindergarten). Arrows will be placed on the floor to control the flow of traffic in the classroom. Additionally, decals will be placed on the floor where appropriate for students to stand while waiting so they maintain safe social distancing spaces.

### Isolation Space

The extra room in the office has been transformed to a "Nurse's Station". Students will be able to be isolated in the nurse's station when needed.

### Office Space

Plexiglass has been installed where our administration assistant sits. We have removed all pens so families will be given a sanitized pen when needed, and we will then sanitize the pen after use. There has been an UV handheld light purchased for the computer and other areas of the office to be sanitized daily.

### Teacher's Lounge

Due to our small space in the current teacher's lounge, we have repurposed room 102 (innovation center) to a teacher's lounge. The teacher's lounge now only houses the mailboxes and bathroom.

### Hallway Plan

Classes will be assigned times for students to access lockers. Students will only be using their lockers at the start and finish of the day. Additionally, decals will be placed on the floors of the hallways to direct the flow of traffic.

### Restroom Plan

Cohorts in preschool through 3rd grade have bathrooms in their classroom. The 4th and 5th grade cohorts will be utilizing the downstairs bathrooms. They will be going as a class to eliminate too many students in the bathroom. The 6th through 8th grade cohorts will be utilizing the parish bathrooms. They will be going as a class to eliminate too many students in the bathroom.



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## Special Classes

Spanish, Gym, Computer, and Music classes will be held in the students' homeroom. The special teachers will hold classes outside as much as possible to give students times to remove masks.

## Outdoor Classroom

An outdoor classroom is being constructed outside the front of the school. It will be a tent with sides to be dropped down if needed for weather. Inside will be 8 foot plastic tables and metal chairs that will be sanitized between use. Teachers will have the option to use this classroom as an additional resource.

## Snack/Lunch

Preschoolers and Kindergarteners will eat both snacks and lunch in their classroom. Students will be more than 6 feet apart for these meals. Teachers may opt to split the classes so half the students are eating while half are outside playing for more space.

First through Eighth grade will be utilizing Kyle Hall for snacks (1-5) and lunch (1-8). There will be two cohorts in the lunchroom at a time, one on the east side of the room and one on the west side of the room.

## Recess

Students will all have two opportunities for recess and mask removal when outside. There will be two cohorts outside at a time, separated by 30 feet of cones. Cohorts will be assigned equipment for the week which they may use, but will not be shared between cohorts. Additionally, hula hoops will be available to cohorts (and sanitized between uses) to help students maintain socially-appropriate distances.

## Air Filtration

Our classrooms do not have shared duct work. Each class has their own air circulated, air is not circulated from classroom to classroom via shared duct work. Fans will be utilized in classrooms to keep air flowing when the air conditioning or heating is not being used. Additionally, classroom windows will be opened as much as possible to support air clean air flow. Additionally, we have contacted the HVAC team to replace our air filters with HEPA filters.



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## Water Fountains

All water fountains have been turned off and covered. Students are asked to bring in a clean, fresh water bottle every morning. These water bottles can be reusable or disposable but must be labeled. It will be each classroom teacher's responsibility to determine where water bottles are placed and how often they are accessed. Prior to supply drop off, as well as when needed throughout the school year, parents will be asked for optional donations of a case of water. These cases will be distributed among the classrooms for access when students run out of water or forget their water bottle.

## Before Care

Before Care will be held in the annex and will be supervised by a classroom teacher. There is a designated Before Care Classroom where students will remain 6 feet apart and will be seated with families only.

## After Care

After Care will be held in Kyle Hall. Cohorts will remain at their individual tables for the duration of after care unless they go outside. Each aftercare student will have a box with individual materials (cards, games, markers, etc) supplied from home in combination with school.



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## **ACCOMODATIONS**

### Microphones

Each teacher was given a Geicy multi-functional Portable Voice Amplifier microphone. This microphone attaches to a speaker that they can wear. This will help both teachers who now do not have to yell through their masks as well as students who can not see lips and may need additional support. Additionally, students who may have difficulty hearing can be placed closer to the front of the classroom.

### Cameras

Nexigo AutoFocus FHD Webcams with 1080 FHD have been purchased for junior high teachers as well as 2 placed in the e-learning spaces. Teachers who are streaming (junior high math and e-learning teachers) can access these for improved visual and auditory reception. Teachers who are streaming live from the classroom must have all parental permission from students in class. The camera is ONLY placed on the teacher, students are not visible on the camera unless they walk in front of it. Teachers will go over the procedures before the camera is on so students do not walk in front of the camera. For those e-learning, they will be teaching from our e-learning classrooms which are specific classrooms designated to be used only when teachers are streaming with students at home. Classroom teachers can also access their classroom computer video monitor for their 15 minute daily check-ins with their e-learning students via Zoom.

### Asthma

Parents of students with asthma or other conditions which may be affected by wearing a mask need to discuss concerns with classroom teachers. Accommodations will be made on a case-by-case basis. Masks, however, must be worn at all times in the classroom.

### Doctor Note Regarding Masks

All students must wear masks. If a doctor has recommended a child not wear a mask, that child must enroll in e-learning. If this recommendation comes after the beginning of school, the staff will work with the student to transition into e-learning.



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## PROCEDURES

### Drop-Off Plan 7:40-8:00





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## **CAR DROP OFF**

**All parents will start down the ramp. From the ramp, they will have 3 options of stops. A video has been created to help visualize the new procedure.**

### **K, 1st, 2nd, 3rd: Door 7**

Parents will pull down the ramp and stop at Stop 1. Car pulls up to sign, child exits car and has temperature taken. When the teacher gives thumbs up, the parent pulls forward. If they are done dropping off, they will go back up the ramp where they came. If they have another student, they need to stay in the line.

### **4th, 5th, Preschool: Park Place Door**

Parents will pull down the ramp. Car go through Stop 1 and pulls up to Stop 2. (If they have a child in Stop 1, they stop there first, then continue to stop 2). Child exits the car and has their temperature taken. When the teacher gives thumbs up, the parent leaves. If they are done, they go up the same ramp they came down. If they still have a junior high, they make a right and go up the ramp and then make a right on Parkside Circle.

### **6th, 7th, 8th: Parkside Circle (Main Street)**

Parents will go down the ramp and go through Stop 1 and Stop 2. (Again, they will make stops where appropriate. They will follow the traffic up the ramp towards Parkside Circle. They will make a right onto Parkside Circle (when there is room) and drive up to Annex doors. Students will have temperatures checked outside the car, then enter the building (1 at a time) and go directly to the classroom.

### **Staff Assignment Locations:**

Door 7: Mrs. Wennerstrom, Spanish/Music Teacher

Door Park Place: Preschool Team

Door Parkside Circle: Mr. Binder, Jr High Teacher Support

Office (Walkers, Bike Riders): Mrs. Szpila

In Classrooms: Teachers

Traffic Control: Maintenance

## **WALKERS AND BIKERS**

Walker and Bikers will enter through the main office. Bikes are locked up in front of school. When students enter, they will be met at the door and will have their symptoms checked and all entry procedures followed. Their phones will be left with front office staff where they can be retrieved at the end of the day.



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## Pick-Up Plan 2:40-3:00



At 2:40, all kids going to aftercare will be released. They must walk with their cohort and enter with their cohort only. Teachers will take attendance in seats. They will be seated with cohorts. They will be able to remove masks while eating which is similar to the lunch room.

**2:40: 6th, 7th, 8th** exit through church doors and into church parking lot. Parents remain in cars. Parents who have additional kids will then drive down the ramp to the lower parking lot. Those without additional kids can exit the parking lot.

**Preschoolers** with no other siblings at SJE can be picked up in front of school.

**2:45:** Parents are lined up in sections (**K-5th**). K is dismissed 1st. K teacher walks kids to the K section. Parents remain in cars and cars remain in their assigned sections until ALL kids in K-5 are released. After K is in cars, 1st is dismissed. Teacher walks the students to the 1st grade row. After 1st, 2nd is dismissed and so on. Parents should park in the row of their YOUNGEST. Teachers will drop off students at rows along their walk if the student has a younger sibling. Once 5th is in cars, cars may exit. 5th will release their cars 1st, then 4th, and so on.



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## Symptom Check/Entrance Procedure

Students will be met at the car door by 3 designated teachers along with 3 assistants who will be trained and will step in when needed. At the car door, the teacher will quickly implement the **MATH** system.

**M:** Check mask. Is it on tight and over our nose and mouth?

**A:** Ask questions. “Do you feel sick in anyway? Do you have a cough or fever?”

**T:** Temperature. There will be a thermometer at each station, with 3 back ups in the office. Students with 100.4 or higher will be sent home. If a student walked to school, biked to school, or is exiting a car without air conditioning on a hot day, students can be moved into the isolation room where they can cool down for 10 minutes and then have their temperatures retaken. Parents of these students who have driven will be asked to wait in their car until their child has been rechecked and cleared to enter school, at which time the parent will be called by the office via cell phone.

**H:** Hand Sanitizer. Students will be given hand sanitizer.

When students have passed all four parts, the teacher will give a thumbs up to the parents, close the car door, and the parents will exit the parking lot. All children will enter directly into their classrooms. Teachers will then have classroom procedures for unpacking backpacks, washing hands, beginning work, etc. **PARENTS MAY NOT ESCORT STUDENTS INTO BUILDING.**

## COVID 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



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## Response to COVID Symptoms

If a student is exhibiting a fever or two or more other COVID-19 symptoms, they will be immediately separated from others in the nurse's station. Parents will be immediately contacted so the student may be taken home. The student should see a doctor to assess symptoms and/or administer a COVID-19 test. Parents are encouraged to read the CDC guidance for caring for oneself and others.

- For students 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 with a doctor's note confirming the negative COVID-19 diagnosis.
- If the student has symptoms but has tested negative on a COVID-19 test, they should remain at home until symptoms disappear. They must provide a doctor's note or the documented COVID-19 test results before being allowed to return to school.
- If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met CDC's criteria to discontinue home isolation, which currently includes:~ Three days with no fever and~ Other symptoms improved by 75 percent and~ 14 days since symptoms first appeared.
- Students will be allowed to complete and submit work remotely during time at home.
- If a student is positively diagnosed for COVID-19, the Isolation Protocol outlined below will be followed.

## Isolation Protocol

If a student, employee or volunteer tests positive for COVID, a COVID-19 Exposure Letter will be distributed to all parents and employees in the cohort. **Note that it is essential that the privacy of the impacted student or employee be protected. The specific identity of the infected individual will not be disclosed to parents or any employees who do not need to know.** The entire cohort will quarantine and shift to distanced learning. Students are asked to remain home until they have met the CDC's criteria to discontinue home isolation, which currently includes either 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 individual(s) for asymptomatic individuals. St. John the Evangelist school will continue to closely monitor the health of all non-quarantined students and employees. In cases of widespread infections in a school (particularly multiple cohorts), the entire school may be quarantined. This is at the discretion of Mrs. Wennerstrom, as well as the support team from the Archdiocese of Chicago. Students will be allowed to complete and submit academic work while quarantined. The student or employee's classroom/work area will be thoroughly cleaned. Windows in the area will be opened to maximize airflow.