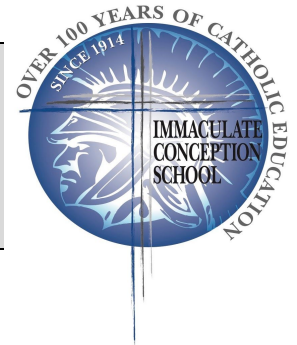


Immaculate Conception School

Return to Learn Plan



First and foremost, ICS's ***Return to Learn Plan*** is focused on our students' safety, health, and well-being. We understand the importance of establishing a positive and supportive learning environment as our students navigate the many challenges due to the disruptions caused by the pandemic. We are committed to helping our students succeed in a different yet safe environment.

This ***Return to Learn Plan*** is for the first semester of the 2020-2021 school year and is subject to change based on guidance from the Office of Catholic Schools (OCS), the Illinois Department of Public Health (IDPH), the Illinois State Board of Education (ISBE), and the Office of Governor of Illinois.

Fall 2020: Return to Learn Options

As we look forward to August, our goal is to provide families with options to the greatest extent possible while ensuring we also protect the health and safety of our students, teachers, and staff. The Office of Catholic Schools along with the ICS administration offer the following two learning options:

In-Person Learning - Select this option if you are deciding that your child will attend school in-person, starting:

August 19th

Grades Preschool 3 - 8th

Remote Learning - Select this option if you are deciding that your child will engage in remote learning at home starting:

August 24th - Grades K-8th

Detailed descriptions of these two options are provided below.

Families will not have the option to change their learning plan until the end of the 1st quarter, October 16, 2020. Students may transition to *remote* learning at any point. Families need to notify the principal no later than Friday, October 2nd, 2020, if they wish to make a change and transition to in-person learning.

Families interested in Remote learning are asked to complete the attached form by Thursday, August 6th. <https://forms.gle/81Db8r6TGwgAFmBq9>

Shared Expectations for Both Remote and In-Person Learning:

- In accordance with the Illinois State Board of Education (ISBE) guidelines a minimum of five hours of instruction or school work is required for all students. This requirement will be fulfilled in both models.
- Students will engage in instruction and assignments in all core content areas.
- Prioritizing student learning and social-emotional wellness
- Regular grading policies and procedures will be in place.
- Attendance policies and procedures will be in place.
- Use of learning platforms: *Seesaw* (P3-2) and *Google Classroom* (3-8)
- Consistent and clear communication between home and school
- Art, Music, and Physical Education will be provided either virtually or by cohort

In-Person Learning Option:

Students will attend in-person classes at ICS (5) five days a week, **beginning at 8:00 a.m. and concluding approximately 7 hours later with staggered dismissal times from 2:45 p.m. to 3:00 p.m.**

- Face masks will be worn by all students, teachers and staff throughout the day.
- Students will engage in all core content areas with their teacher(s) each day.
- Whenever possible, teachers will utilize “outdoor classroom” space.
- Technology will be integrated into the daily content areas.
- Recess/physical education, Art, and Music will be provided.
- Traditional grading policies will be in place.
- Attendance policies and procedures will be followed.

Remote Learning Option:

Remote learning is designed to achieve the same learning outcomes as the in-person learning environment. Students will work from home five (5) days a week, devoting approximately 5 hours to daily learning. The framework will be similar to how it was in the Spring with video lessons recorded and students being able to work at their own pace during the day.

In order for remote learners to be successful, it is essential that families select a dedicated remote learning space. This will enable the student to focus and give their full attention and participation to their classes.

Elementary Instruction Grades K to 4

- Students will be expected to access and engage in all subject areas through recorded lessons as well as *Seesaw/Google Classroom* platforms.
- Assignments will be submitted through the designated learning platforms. Feedback will be provided on most assignments as they are completed.
- Individual/small group support will be provided during individual teachers' office hours. Traditional grading practices will be used.

Middle School Instruction Grades 5 to 8

- Students will be expected to begin their day with an attendance check at 9 a.m., follow a set routine established by the homeroom teacher (Remote Learning teacher).
- Students will be expected to access and engage in all subject areas through recorded lessons as well as the *Google Classroom* platform.
- Assignments will be submitted through the designated learning platform. Feedback will be provided on assignments as they are completed. Students will be expected to adhere to all assigned due dates and times.
- Individual/small group support will be provided during individual teachers' office hours.
- Traditional grading practices will be used.

Other Academic Considerations

As we begin this new school year, it is important for parents to understand that students will be assessed in the various content areas, new material will be taught, and traditional grading will be used, whether you choose in-person or remote learning. Per the Illinois State Board of Education guidelines, students should devote five hours to daily learning.

In both learning options, emphasis will be in the areas of English/Language Arts, Reading/Literature, Mathematics, and Religion. Social Studies and Science will also be included in the curriculum.

ICS Preschool / Pre Kindergarten Programs

Both the Preschool and Pre Kindergarten Programs will follow all of the same guidelines, protocols and procedures as the Kindergarten through 8th grade. Classroom supplies may be shared, given the unique educational practices of early childhood education but limited to essential use only and cleaned/sanitized frequently.

Safety Protocols/Procedures

The Cohort Model

Students and staff are grouped by homerooms and these groupings are kept as static as possible by having the same group of children stay with the same teacher(s). This helps maintain a safe environment by strictly limiting the interaction between students and allows for rapid response and containment in the event of a student's becoming infected. As part of this model, schools will strive to physically separate students in the same cohort as much as possible.

Masks

All individuals in school buildings (students, employees) are to wear masks. Families are asked to supply masks for their child/children. Reusable cloth masks are allowed with the stipulation that they be washed every night in preparation for the next school day if using the same mask.

Disposable masks are preferred in the school setting with the intention of disposing at the end of every school day. Parents should send students with extra PPE in case masks are damaged during the day.

Masks should not contain messages or images that would distract from the educational environment of the school.

Schools will ensure an ongoing supply of PPE (disposable face masks, cleaning supplies) for all employees and will maintain a minimum supply of masks for students in case students forget or break their personal mask.

Masks may be removed in special circumstances, i.e., when eating or drinking or engaged in outside activities or instruction. Individuals should wash or sanitize hands before putting their face covering back on.

Schools will maintain a regular supply of gloves for cleaning surfaces and treating students with medical injuries/illnesses.

Parents/Visitors

The safety and well-being of our students, teachers and staff are our primary concerns. Therefore visitors (parents, volunteers, guests) will have extremely limited access to the school buildings during the pandemic. Parents will be limited to the main school offices only. The main offices will keep accurate records of all parents and visitors, including the individual's reason for the visit, contact information, and all locations visited, in the event contact tracing is needed.

Pre-Arrival Procedures

We ask each family for assistance in keeping our ICS community safe...

- Complete a temperature check for each child. If the temperature is 100.4 or more, please keep your child home and contact the school office.
- Parents/guardians are asked NOT to enter the school building at arrival or dismissal.

Arrival Procedures: Each morning...

- Students, faculty and staff must wear a face mask upon arrival at school.
- **School doors will open at 7:40 a.m.**
- **Tardy bell: 8:00 a.m.** (All school doors locked - Students enter through main front doors)
- Students enter through designated grade level doors and report directly to their homeroom.
 - ***3 year old Preschool - 3rd grade students need to be dropped off at main school entrance***
 - ***4th and 5th grade students need to be dropped off at Becker Hall entrance***
 - ***6th, 7th, and 8th grade students need to be dropped off on on the Northside side of building at Middle School entrance***
 - ***Please note that Archer Ave will be a one way street heading East before and after school. The street will be closed from 7:40a.m. to 3:30p.m.***
- Teachers will perform wellness/temperature checks before students enter the building when weather permitting.
- Students will immediately sanitize their hands before entering the classroom at the sanitation station.

Dismissal Procedures:

At dismissal time...

- Students will exit through the designated grade level doors they used for entry.
- Teachers will accompany students outside as they exit the buildings.
- Families are encouraged to work out a dismissal plan with their children in order to discourage congregating by parents and/or students on school grounds after school.
- **Staggered dismissal times:**
 - **2:45 - 3 year old preschool, 4 year old Pre-k, 4th grade, and 8th grade students**
 - **2:50 - Kindergarten, 3rd, 5th, and 7th grade**
 - **2:55 - 1st, 2nd, and 6th grades**

After School Program

At this point, we will not offer the ICS After School Program until after Labor Day. We will then evaluate this program's viability under current guidelines.

Promoting a Healthy School Environment

Immaculate Conception School's maintenance staff, in conjunction with our teachers, will implement enhanced cleaning and disinfecting protocols on a daily basis. This will include the constant cleaning of restrooms and high touch areas such as: door knobs, crash bars, desks, stair railings, counters, faucets, sinks, etc. throughout the school day. The maintenance staff will use EPA approved products and procedures to clean and disinfect the school daily. An electro-static fogger has been purchased for deep cleaning frequently.

The HVAC in all buildings have been inspected and serviced to ensure proper air flow in all classrooms.

Hygiene

All students will be taught how to properly wash their hands and have scheduled hand-washing breaks throughout the day. Hand sanitizer will be available throughout the buildings at all times.

Education for Students, Teachers, Staff

All teachers and staff will receive appropriate training and education in the areas of proper hygiene, mitigation strategies, classroom cleaning procedures/protocols, signs and symptoms of COVID-19. Students will also receive age appropriate training and education in proper hygiene, safety procedures, precautions, and protocols, and infection prevention.

Additional Practices to Minimize Cross-Contamination

- No sharing of snacks
- The drinking fountains will not be in use, so students are asked to bring their own bottle of water/reusable container.
- Each student will be provided their own device to use at school/home.
 - *If a family chooses Remote learning ICS will provide them with a Chromebook to take home. Students choosing in-person instruction will have devices that will stay with them at school. If we would have to transition to Remote learning for the whole school ICS would provide devices to go home with grades 2nd-8th.*
 - Dismissal times will be staggered.
 - Restroom/hand washing breaks will be staggered throughout the day.

Classrooms

- Extra furniture has been removed from classrooms to allow for maximum spacing/distance between students.
- Classrooms have been reconfigured to allow the maximum possible space between desks.
- Furniture is arranged so that students are all facing the same direction.

Daily Movement Throughout the Building:

- Signage and visual guides are in place throughout the buildings and classrooms to help students keep appropriately distanced from one another.
- Restrooms will be limited to 3-4 students at one time with visual markers in place to help students appropriately distance.

Student Travel

If an ICS student/family travels out of town, the student(s) will self-quarantine after traveling to another country or to another state that is experiencing COVID-19 outbreaks, as determined by the governor of Illinois, IDPH, and CDC guidance.

Parents should notify the school immediately if any member of the family displays COVID-19 symptoms during the quarantine period.

Special Events

At this time, all field trips have been postponed and no large group assemblies and activities will be planned.

Mass

Thursday is the new mass day for the upcoming school year. We will have two School Masses (morning and afternoon) to allow for physical/social distancing at church. Please remember on Thursdays to have your student/s wear their Mass uniforms, which are a navy blue polo with the ICS logo in the left corner and Khaki pants or skirts.

*Also as of right now to make sure we are consistent with capacity numbers School Mass will only be for the students and staff at ICS.

Recess for Elementary:

Scheduled with cohorts to minimize cross-contamination with other cohorts.

During recess with their cohort only, students will be kept socially distanced and may be allowed to remove masks for the duration of the recess.

As students re-enter the buildings, masks will be worn and hands washed/ sanitized.

Special Classes

Whenever possible, special classes (i.e., art, music, and physical education) should be held in each cohort's grade level classroom or in the middle school assigned classroom. Elementary school specials' teachers should try and go to the students, rather than students to the teacher. Specials' teachers will observe distancing in the cohort and wear a mask.

Specials' teachers will minimize shared supplies (e.g. art supplies). In any case, supplies will be cleaned between each use particularly when used by different cohorts.

Music classes will try to avoid singing or asking students to play woodwinds, brass instruments, and recorders, in order to minimize risk of cross contamination *unless* social distancing can be maintained (*more information on band below*).

Middle School Physical Education Classes - At this time the ICS middle school students ***will not change*** for Physical Education classes. We will communicate in advance if we transition to changing for P.E. so parents can purchase P.E. uniforms.

Whenever possible, classes will be moved outside, especially physical education classes.

School Lunch Program:

At this time we plan to have students eat lunch in the cafeteria, with the exception of 3-year-old Preschool and 4-year-old Pre-k students. We will be adding more tables and minimizing the seating at each table to allow for physical distancing. Students, as they have in the past, will only be seated by students in their cohort (grade level)

Extra-Curricular Activities/Athletics:

- At this time all fall IESA athletic activities (Golf, Baseball, and Cross Country) are going to be allowed. We are awaiting guidance from the Office of Catholic Schools (OCS) and the Illinois Elementary School Association (IESA) in regards to other IESA sanctioned activities.
- ICS's Extracurricular Club's (Choir, Art Club, Girl Scout, Chess, NJHS etc.) as well as Middle School Student Council have been postponed at this time.

INFECTION PROTOCOL - WHAT TO DO IF SOMEONE GETS SICK

DEFINITION OF EXPOSURE TO COVID-19 To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

PREVENTION As outlined in the Health and Safety section, temperature checks of all students and employees will be taken on arrival each morning. Any student, employee (or volunteer) who has a temperature above 100.4 degrees Fahrenheit will be sent home and encouraged to contact a doctor. Schools will provide professional development in regard to the signs and symptoms of COVID-19 as provided by OSF Healthcare, local public health departments, Catholic Mutual Group, or other medical agencies.

RESPONSE TO COVID-19 SYMPTOMS

Students: If a student is exhibiting a fever or two or more other COVID-19 symptoms, they will be immediately separated from others (preferably in a separate room within clear line-of-sight of a responsible employee). Students must not be left alone and must be supervised while maintaining necessary precautions. Parents will be immediately contacted in order for the student to be taken home. Schools should utilize other emergency contacts if parents are not reached.

If it is determined that the illness is not COVID-19 either through a test or a doctor's diagnosis, the student may return to school when symptoms subside and with a doctor's note confirming the negative COVID-19 diagnosis.

If a student tests 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:

- ✓ 3 days (72 hours) with no fever and without fever-reducing medication; and
- ✓ improvement in other clinical symptoms; and
- ✓ 14 days since symptoms first appeared.

Students will be allowed to complete and submit work remotely during time away from school.

If a student is positively diagnosed for COVID-19, follow the *Isolation Protocol* outlined below.

Employees:

If an employee is exhibiting COVID-19 symptoms, they will be immediately sent home.

Employees will be encouraged to read the CDC guidance for caring for oneself and others and contact their doctor if symptoms become worse.

Employees that test positive for COVID-19, or that do not receive a negative diagnosis, must not return until they have met CDC's criteria to discontinue home isolation, which currently includes:

- ✓ 3 days (72 hours) with no fever and without fever-reducing medication; and
- ✓ improvement in other clinical symptoms; and
- ✓ 14 days since symptoms first appeared.

If an employee is positively diagnosed for COVID-19, follow the *Isolation Protocol* outlined below.

Volunteers:

If a volunteer is exhibiting COVID-19 symptoms, they will be immediately sent home.

Volunteers will be encouraged to read the CDC guidance for caring for oneself and others and contact their doctor if symptoms become worse.

Volunteers that test positive for COVID-19, or that do not receive a negative diagnosis, must not return until they have met CDC's criteria to discontinue home isolation, which currently includes:

- ✓ Three days with no fever and without fever reducing medication; and
- ✓ improvement in other clinical symptoms; and
- ✓ 14 days since symptoms first appeared.

If a volunteer is positively diagnosed for COVID-19, follow the *Isolation Protocol* outlined below.

ISOLATION PROTOCOL

If any student, employee or volunteer is diagnosed with COVID-19, principals will immediately contact the Superintendent of Schools. While every situation is unique, the following steps will likely be implemented:

1. The student, employee or volunteer will be sent home and monitored for ongoing symptoms, as described above.
2. The principal will distribute the *OCS COVID-19 Exposure Letter* to all parents and employees. Note that it is essential that the privacy of the impacted student or employee be protected. Principals should not disclose the specific identity of the infected individual to parents or any employees who do not need to know. For example, it would be appropriate to inform a grade level teacher or classroom teacher if a student in the teacher's class has been diagnosed with COVID-19. However, the principal should not inform other teachers in the school (or any parent).
3. The student or employee's classroom/work area will be thoroughly cleaned. Windows in the area will be opened to maximize airflow.
4. The principal will carefully monitor the health of students and teachers who are part of the infected individual's cohort (in the high school, the entire school population will be notified). ***If more than three students or employees*** in the cohort are diagnosed with COVID-19, the entire cohort will quarantine and shift to remote learning. Principals will contact the Superintendent of Schools for further instructions *before* initiating a Cohort Quarantine.

When cohorts are quarantined, the entire cohort (students and employees) is sent home. 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 without fever-reducing medication; and
- ✓ improvement in other clinical symptoms; and
- ✓ 14 days since symptoms first appeared; or
- ✓ 14 days since exposure to the infected individual(s) for asymptomatic individuals.

The principal will distribute the *OCS Quarantine Letter* to all families and employees when a cohort or entire school is placed in quarantine.

The principal will work with the Superintendent of Schools to decide if and when some or all of the cohort members will return to school.

The principal 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), an entire school may be quarantined. Principals will work with the Superintendent of Schools in determining if a school-wide quarantine is needed.

Students will be allowed to complete and submit academic work while quarantined.

COVID-19 EXPOSURE OF FAMILY MEMBERS

In cases where students, employees, or volunteers have exposure to individuals (such as an immediate family member) who are COVID-19–positive in their home, the following steps will be followed:

- ✓ The individual will be asked to remain at home for at least 14 days from last exposure to their family member, or in the event the employee continues contact with their family member, 14 days from the time when their family member has met the CDC’s criteria to discontinue home isolation which currently includes:
 - Three days with no fever and without fever reducing medication; and
 - improvement in other clinical symptoms; and
 - 14 days since symptoms first appeared.

Students will be allowed to complete and submit academic work while at home.

Schools will be particularly mindful of this approach for families that have multiple siblings in a school. For example, if a child or parent in the family is diagnosed with COVID-19, the entire family should remain at home until the conditions above have been met.

***More information to come and please know this document is subject to change.**

***Updated 8/14**

