

# Our Lady of the Wayside School

Parent Information for 2020-2021 School Year  
Reopening with Trust -Updated 8/17/2020



# We are Called

## School Theme for 2020-21

*In this school community, we believe that we are made for each other.*

*We believe that we are better together, because we are a family; we are many parts of one Body of Christ. We are called to support each other and to put others before ourselves.*

*We believe that we can grow in our relationship with God by learning about and loving all of God's creation: the world, the people in it, and ourselves. We are called to support each other and want the best for each other.*

*We believe that we learn better together. We are called to act with the highest regard for the health and safety of others to ensure that we can learn together.*

*We believe that God has a plan for each of individually and as a community. We are called to be patient and understanding of a plan that we don't understand.*

*We believe that we each have unique gifts. We are called as a school to prepare these children to flourish. We are called as parents to want the best for each child in the school community.*



# OLW's re-opening plan is based on the 23 page *Reopening With Trust* framework provided to principals from the Archdiocese's Office of Catholic Schools.

The School Reopening Plan for all the schools in the Archdiocese was developed over the course of several months with the guidance of a diversified team of contributors and various expert inputs including:

- An expansive sampling of 900 parents across the Archdiocese
- A cross section of thoughtful principals from Cook and Lake Counties, inner-city and suburban schools • Archdiocese School Board members
- A panel of distinguished medical experts to review the plan and provide feedback based on their firsthand knowledge of our current medical environment.

Plans were created and are revised to meet the most recent published guidelines of the American Academy of Pediatrics (AAP), COVID-19 Planning Considerations: Guidance for School Reentry, and made it consistent with guidance from the Illinois State Board of Education, the Illinois Department of Public Health and the Chicago Department of Public Health.



# NEW START DATE

OLW's first day of school will now be August 2st. This will be a half day of school. Dismissal at 11:50 for AD PK and K-8. Half day programs will dismiss at regular times.

August 24th will also be a half day of school.

August 25th - First full day of school for all grades.



# Good News Updates - Air Conditioning

Thanks to very generous donations we will be able to complete electrical work to allow OLW to install window units in all 14 of the elementary homerooms (Pk-5th).

When the weather is reasonable, teachers will still open classroom windows and doors to allow for increased airflow and ventilation.



# Good News Updates - Class Sizes

**While OLW has accepted new students for the 2020-2021, our average class sizes remain consistent with previous years in order to maintain safety and differentiated instruction. As of August 6th, OLW class sizes are as follows: (Classes with waitlists will not accept additional students above these numbers.)**

- K - 19 students per class with teacher and aide (waitlist established)
- 1st - 15 students (waitlist established)
- 2nd - 15 students per class (waitlist established)
- 3rd - 17/18 students per class (waitlist established)
- 4th - 17 students per class (waitlist established)
- 5th - 17 students per class (waitlist established)
- 6th - 19 students per class
- 7th - 23 students per class (waitlist established)
- 8th - 20 students per class (waitlist established)
- Preschool enrollment varies by program and day of the week. We are setting the maximum at 16 students with a teacher and aide for all programs.



# The Cohort Model

## What is a Cohort Model?

- Students and staff are grouped by homeroom.
- In middle school, cohorts may share a room for some instruction (math and another subject), but maintain 6 feet of social distancing between cohorts or use plexiglass and masks when six feet is not possible.
- These cohort groupings remain consistent by having the same group of students stay together with the same staff/teachers.
- Homeroom teachers are considered a part of the cohort.
- Teachers that interact with a cohort but that maintain six feet of distancing at all times are not considered part of the cohort.
- This model helps us to maintain a safe environment by eliminating interaction between cohorts.
- Should a child or staff member contract COVID-19, that cohort would be quarantined instead of the entire school. Siblings of the student testing positive would also be quarantined, but not the siblings cohort unless the sibling tests positive.
- Students will maintain their cohorts at lunch and recess time.



# New Daily Procedures





# Uniforms & Masks

- Locker rooms will not be used during the day so all students in K-8 will be allowed to wear gym uniforms throughout the day on their designated gym days. Gym uniforms should adhere to normal handbook guidelines.
- During August and September, students will be allowed to wear spirit wear or solid color t-shirts without logos. Approved colors are white, blue (any shade), gray, and black. T-shirts should be worn with uniform bottoms. **Mesh gym shorts with OLW logo from Dennis Uniform or previous Prowl incentives may be worn with t-shirts as part of the uniform any day of the week through August and September.**
- Masks are now part of the uniform per state mandate and **MUST** be worn. No exceptions have or will be granted.
  - Should not contain messages or images that will cause distraction to learning or are inappropriate.
  - The school will have a supply of disposable replacement masks if needed.
  - Masks can be removed while eating or social distancing outdoors during recess.



# More about Masks

- Masks may be reusable (washed daily) or disposable.
- Disposable masks should be discarded daily. If using disposable masks, please send an extra with your child(ren) in case of damage.
- Pull up masks “gaiters” may be worn if they have three layers of fabric and can remain over the mouth and nose at all times.
- Valve masks should not be used.

The wearing of masks is an essential part of our safety plan. If a student is unable or chooses not to follow mask expectations, parents will be called to come pick up the student.



# New Daily Procedures - Arrival

Upon entering any building on campus, every student will undergo a wellness check. **Please do not bring your child to school if they are ill and presenting any COVID symptoms.**

A staff member and parent volunteer will be looking for MATH:

**M** - Masks

**A**- Ask about Symptoms

**T** - Temperature Check (100.4°F or higher will be sent home)

**H** - Hand Sanitizer Application



# New Daily Procedures - Arrival continued

**We strongly encourage students to not line up at doors before 8:00. When lining up, students must maintain 6 feet of social distancing along the sidewalk/parking lot in front of each entrance. Staff or floor markings will be used to help with distancing. Outside of wellness check volunteers, NO parents will be allowed in the building during arrival.**

**Preschool Building** - Door 2D (Ridge St. Parking lot)

**Elementary** - If dropping off on Mitchell St., PK-2nd grade will use main entrance 1A and 3rd-5th will enter through 6A (North entrance)

If dropping off in the Ridge St. parking lot, students will enter through door 2A (West Entrance).

**Middle School** -6th grade - Door 2C (North side of Park St. lot), 7th grade - Door 1C (Ridge St.), 8th grade - Door 3C ( South side of Park St. lot)



# New Daily Procedures - Outside the Classroom

- Hallways will be divided in half with blue tape. Markings will show students which side of the hall they may walk on (right side).
- Teachers and staff will escort students down to recess or when taking them anywhere in the building.
- Bathroom capacity has been set to 2 or 3 students at a time based on the size of the restroom. Teachers will take their classes for bathroom breaks on a more regular basis throughout the day. Teachers will also review bathroom procedures with students should they need to utilize the bathroom outside of a class visit.
- Students will apply hand sanitizer every time they leave or enter their classroom.



# New Daily Procedures - Classroom

- Students will go immediately to assign seats when entering the classroom.
- Teachers will stagger use of lockers to promote social distancing.
- Desks will be set up to provide for at least 3 feet of social distancing. If a room utilizes tables, plexiglass dividers have been ordered and the number of students at each table will be limited based on table size to provide 3 feet of distance between students.
- Face shields will be provided to teachers to be used with masks when working one-on-one with a student.
- Rooms have been decluttered to allow for proper social distancing. This involved removing rugs, couches, bean bags, pillows, chairs with fabric covering, and dramatic play areas.
- Students will use only their own supplies and materials. Individual handwriting manipulatives (Pk-K) and math manipulatives (K-5) have been ordered and will arrive in the first few weeks of school.
- Students may keep refillable water bottles at their desks. Water fountains may only be used to refill water bottles. Mouth spickets will be taped off.



# New Procedures - Outdoor Learning

Teachers are encouraged to take students outside for lessons when the nature of the lesson makes this feasible. Teachers will be able to sign out grassy areas around the campus.

When outside and six feet apart, students will be able to remove masks for these lessons. Students will keep masks in their brown paper bags when removed.



# New Daily Procedures - Lunch

- Elementary Students (K-5) will eat lunch in the multi-purpose room. All middle school students will eat in the gym.
- Lunch in the elementary will be served in 4 shifts to allow for 6 feet of distancing between students while they eat with their masks off. Middle school will have three lunch shifts.
- Students will apply hand sanitizer both before and after lunch.
- While students eat, masks will be kept in brown paper bags provided by the school.
- Students will have assigned seats for lunch.
- Classroom aides and teachers will monitor students in the lunchrooms
- Additional time has been built in between lunch and recess to allow for a slower and safer transition.
- Preschool - All Day students will divide between two classrooms when daily number necessitates. Pray and Play numbers will be limited to allow for proper social distancing at lunch.



# New Daily Procedures - Lunch Schedule

- 11:15-11:35 Kindergarten and First (room 218)
- 11:45-12:05 First (room 219) and Second Grade
- 12:15-12:35 Third Grade and Fourth (room 122)
- 12:45-1:05 Fourth (room 120) and Fifth Grade
- 11:05-11:35 6th Grade
- 11:35-12:05 7th Grade
- 12:05-12:35 8th Grade

Tables and chairs will be wiped down with a disinfectant spray between each group.

Hot lunch will be delivered to students as they enter the lunch room. Lunch menus have been simplified to ease distribution. Milk will still be available.



# New Daily Procedures - Recess

- K-8 Students will receive 20 minutes of recess at lunch time. Masks may be removed if students engage in play where they can maintain six feet of social distance.
- Preschool teachers may take students out to recess as often as needed throughout the day. Elementary teachers may also choose to incorporate additional recess time, especially at the start of the school year, to allow for more mask free time and to model appropriate play.
- Playground equipment will be sanitized each morning and only used by one cohort each day. The four preschool rooms will rotate the use of the preschool playground and K-2 will rotate use of the larger playground.
- Lunch recess will be provided in 4 shifts using the same groupings as lunch. Students will play only with other students in their cohort.
- Each class will have its own dedicated balls and play space.



# New Daily Procedures - Specials

- All specials except for PE will be taught in the homeroom classroom. This will limit student movement in the hallways.
- PE will be taught in the gym or outdoors. Students in upper grades may go to Pioneer Park for some PE lessons to allow for social distancing in a larger grassy area.
- Specials teachers will teach from a dedicated, marked off space in each classroom that allows them to maintain at least 6 feet of distance from the students.



# New Procedures - Dismissal (Half Day Programs)

Preschool building - Students will dismiss, one class at a time, from Door 2D.

Mrs. Brennan's class will dismiss from Door 2A (West Side of Building)

Half - Day Kindergarten will dismiss out of front doors (1A) on Mitchell St. Families will pull up in cars and teachers will bring students to you.



# New Procedures - Dismissal

Dismissal is 3:10 unless otherwise noted.

All Day Preschool will dismiss at 3:00 from Door 2A.

Kindergarten will dismiss at 3:05 from Door 1A (Mitchell St.)

First Grade - Door 3A (one class at time)

Second Grade - Door 4A (one class at time)

Third and Fourth - Door 6A (one class at time)

Fifth Grade - Door 5A (one class at a time)

Middle School - Sixth (2C), Seventh (1C), and Eighth (3C)



# New Procedures - Dismissal

Parents waiting in parking lot by dismissal doors MUST practice social distancing.

Parents of older students are encouraged to wait in cars in the Ridge St. Parking lot.

Due to PE classes taking place outdoors, the Ridge St. lot will not open until 3:00.

The exit gate of the Ridge St. Parking lot will be closed until 3:15 or the majority of foot traffic has cleared.

Families are asked not to linger on school premises at dismissal. Students may not play on playground equipment after school.



# Athletic Update

Fall athletics competitions are cancelled. A decision on winter and spring sports has not yet been made.

Practices and conditioning for fall sports are still allowable under the following guidelines:

- Schools must adhere to the state's Fall Sports Guidelines.
- Schools must abide by all Archdiocesan health/safety guidelines.

The school administration, athletic director, and members of the Athletic Board (Boosters) will work together to determine if practices and conditioning will be offered and to what degree.



# Student Learning





# Faith

- Monthly Mass attendance in K-8. With church capacity currently at 125 attendees, students will attend Mass in person once a month on Wednesdays in the following groupings:
  - First, Second, and One Kindergarten Class
  - Third, Fourth, and one Kindergarten Class
  - Fifth and Sixth
  - Seventh and Eighth
- New equipment has been ordered for the church that will improve live streaming experience. Classrooms (K-8) will watch a live streamed Mass at least once a month.
- Buddy program continues through virtual meetings and projects.
- Sacramental preparation will continue in 2nd and 8th grade. Confirmation and First Communion Masses from 2019-2020 are taking place in August and September.
- Prayer services in gymnasium with smaller groups(50 or less) at Advent and throughout the year
- Service projects when possible and modified as needed.



# Technology

- 1:1 iPads in Grades 1- 8
  - iPads allow opportunities to differentiate and provide different modes of instruction.
  - Middle school students will continue to bring their school iPads home daily.
  - Grades 1-5 will use their school iPads in school, unless remote learning is required, then they will take them home to use.
  - Platforms for communication and work will be on Seesaw (PK-4) and Google Classroom (5-8).
  - In the event that remote learning occurs, each student will have a Student Log-In Reference Sheet which will provide the students and parents with easy access to all of the log-ins and passwords needed.
  - **Kindergarten or preschool families may request an iPad for remote learning if needed. We do have a limited supply available for those grade levels.**



# Remote Learning Due to Class Quarantine or by State Mandate

- If local, state or federal authorities mandate that the school needs to move to Remote Learning at any time during the year, your child's teacher will be their remote learning teacher.
- If a class is quarantined due to a positive test result, the teacher will take over remote learning unless they are too ill to teach. In that case, a substitute teacher would be utilized.
- Remote learning instruction in all day K-8 will require five hours of work each day. This will be a mix of synchronous (zoom lessons) and asynchronous (independent work provided by teacher) learning. . Students will have access to workbooks, individual manipulative kits, and iPads (1st-8th) to provide a variety of instructional strategies.
- Remote learning for half-day kindergarten will be reduced to no more than their traditional three-hour day.
- Preschoolers will have more frequent opportunities to engage online with teachers.

**Classroom teachers will be working with the administration during our August Professional Development days (August 13th, 14th, 19th and 20th) to create their Remote Learning Schedules. These will be shared by classroom teachers by Back to School Night or sooner (if needed).**



# Long Term Remote Learning by Family Choice

- Some families may choose to participate in a remote learning option at the start of the school year instead of returning to the classroom.
- Plans for remote learning are being designed based on survey results from the July 31st Intent Survey. Out of 222 responses 6 families (2.7%) are definitely planning on remote learning and 14 families (6.31%) are leaning towards remote learning.

Families considering remote learning should click on the link below to learn more about OLW's tentative remote learning plan for those families opting out of in person instruction.

[Tentative Remote Learning Plan](#)



# The Well-Being of Our Students





# Committed to the Social Emotional Well-Being and Development of Our Students

- First Days of School
  - Teachers will be taking extra time to teach and practice new routines/procedures.
  - Additional time will be taken to check in with students. They have been away from school a long time, so we will be checking in on them emotionally.
    - Incorporating read Alouds to guide discussions
    - Using a 'Morning Meeting' in Elementary/part of religion in Middle School
    - School counselor and nurses visiting classrooms.
- Instruction may not seem as rigorous in the first few days of school as we will be operating at a slower pace to acclimate students and focusing on making sure that safety procedures are well established.



# COVID Symptoms- Students

- Students exhibiting a fever or two or more other COVID-19 symptoms will be immediately separated from others until parents or the emergency contact can pick them up. Siblings will likewise be sent home, regardless of whether they display Covid-19 symptoms. Students may return the next day if they have no symptoms and their sibling has not received a positive test.
- Student should see a doctor to assess symptoms and/or administer a COVID-19 test.
- 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 and no fever has been present for 24 hours.
- If students receive a positive test result or do not seek medical attention, they must isolate and not return to school until they have met CDC's criteria for discontinuing home isolation.
  - 24 hours with no fever (without use of medicine)
  - Improvement in other symptoms(75% or better)
  - 10 days of isolation since symptoms first appeared.



# Protecting Others

It is essential that students and staff stay home when they are feeling ill. Many symptoms of COVID-19 are the same as the flu or other illnesses. It is important not to assume that it is another condition. If you have any doubt, the best choice is stay home to protect other members of your child's cohort. **Students will likely need to stay home more frequently for illness than they may have in the past, so it is important to have a plan for child care.**

Symptoms to Consider: Fever (100.4 or higher), cough (not due to allergies or asthma), difficulty breathing, new loss of taste or smell, sore throat, headache in combination with other symptoms, nausea, vomiting, or diarrhea, fatigue when combined with other symptoms, nasal congestion or runny nose (not due to allergies or chronic nasal drip)



# COVID Symptoms- Teachers/Staff

- If a teacher is exhibiting COVID-19 symptoms, they should stay home. If they exhibit symptoms during the day, they will be sent home.
- Teachers/Staff should see a doctor to assess symptoms and/or administer a COVID-19 test.
- For teachers/staff that see a doctor and it is determined the illness is not COVID-19, either through a test or the doctor's diagnosis, the staff member may return to school when symptoms subside and no fever is present for 24 hours.
- If a teacher or staff member receive a positive test result or do not seek medical attention, they must isolate and not return to school until they have met CDC's criteria for discontinuing home isolation.
  - 24 hours with no fever (without use of medicine)
  - Improvement in other symptoms(75% or better)
  - 10 days of isolation since symptoms first appeared



# Isolation Protocol

When a COVID case appears in a Cohort (student or staff):

- Student presenting symptoms while at school will be sent to the nurse's office, which will be in a larger classroom size space (room 116). Staff members will be sent home immediately.
- Parents will be called and expected to pick up the student and siblings.
- Principal contacts Regional Director at Office of Catholic Schools.
- Communication is distributed to cohort and full school of confirmed case. Privacy of individual will be kept and students will not be named in communications.
- Extra cleaning and venting of the cohort space will occur.
- Remaining cohort members will be vigilantly monitored.
- If a case is reported in a cohort, the full class will be quarantined for at least 14 days. Students will engage in remote learning during the quarantine period. If the teacher is too ill to provide remote instruction, a substitute will be utilized.



# Quarantine Protocols - Travel

- Families are discouraged from traveling out of town.
- Students should remain home for two weeks after traveling to states experiencing significant COVID -19 outbreaks (as determined by the CDC and Illinois Department of Public Health).
- Parents should inform the school immediately if the student(s) display COVID-19 symptoms during the two-week quarantine period.



# Office of Catholic Schools - School Reopening Requirements





# School Opening Requirements Structure per the Office of Catholic Schools

- Form two Reopening Teams: Health and Safety and Academics.
- Complete detailed “checklist” of required tasks in various categories.
- Require all staff participate in training.
- Apply for reopening certification from the Archdiocese of Chicago.
- Acquire necessary safety supplies.
- Follow the Archdiocese of Chicago plan for responding to outbreaks if/when they occur.



# Health and Safety Team

- Attended a webinar on July 16th to receive training on responsibilities.
- Made up of school administration, school nurses, school maintenance, parish business office member, and a school parent designated by Principal.
- Responsibility of team is to help in formation and implementation of school safety plan and sign off that all portions of checklist required by the Archdiocese for certification have been properly completed.



# Academic Team

- Attended a webinar on July 20th to receive training on responsibilities
- Made up of school administration, curriculum coordinator, technology teacher leader, and marketing director. Teacher leaders will also be consulted during planning process
- Areas of plan include:
  - reviewing curriculum for first trimester to restart in person instruction,
  - adjusting assessment administration as needed,
  - training students in health and safety procedures
  - planning the development of Catholic Identity under current safety restrictions
  - implementing Social and Emotional Learning strategies
  - evaluating learning for students with learning plans
  - implementing health and safety protocols in student activities.



# Checklist Categories/Certification

The Health and Safety and Academic Teams will sign off that OLW has met the reopening requirements in the following categories:

- Traffic flow, Cohorts, and Building Preparation
- Classrooms
- Office and Teacher Lounges
- Recess Area/Playground
- Staffing
- General Guidelines
- PPE/Equipment Requirements

OLW will apply for reopening certification once the checklist is complete. Deadline for certification submission is August 10th.



# Safety Supplies

The Archdiocese of Chicago has assisted schools in securing the needed safety supplies.

- OLW will have:
  - one-gallon gel hand sanitizer per room – entryways, classrooms, gym, cafeteria and outside restrooms.
  - six non-contact thermometers
  - 20 face shields
  - 150 cloth masks for teachers/staff/faculty
  - disposable back-up masks (500 adult size, 500 children size)
  - 2,000 lunchroom style gloves
  - safety posters
  - 12 “Wash Your Hands” posters for restrooms
  - 100 social distancing floor decals



# Safety Supplies

The Archdiocese of Chicago has assisted schools in securing the needed safety supplies. OLV will have:

- CDC approved suite of cleaning/disinfectant concentrate.
- 50 spray bottles for cleaning/disinfectant classrooms. Every classroom will have a bottle for teacher use.
- Approved microfiber cloths to be used with cleaning/disinfectant supplies.

The Archdiocese of Chicago has also obtained a vendor for supply replenishment.



# What can you do before school starts to get ready?

- Have your child practice wearing their mask at home.
  - Make sure the fit is correct and that it stays above the nose.
- Use positive communication with your students.
  - Read the plan first as the parent or caregiver.
  - Make sure you understand the plan before talking about it with your students.
- Explain the changes with your children and why they are happening.
  - “We wear the masks to keep us safe and to keep our family and community safe.”
  - Hand washing and/or hand sanitizer keeps germs away.
- Pray for people who are suffering from COVID and also pray for those who are searching for a vaccine.
- Stay vigilant about your own health and habits.



# Final Thoughts

- Student and staff safety is our top priority.
- Communication from the Administration will be ongoing. Class assignments and additional information will be provided on August 12th.
- Please be patient if information changes. The current plan is fluid and may change depending on guidance from the State and the Archdiocese.
- Many questions can be answered in the Reopening Parent FAQ document from the Archdiocese of Chicago Office of Catholic Schools.
  - Parent FAQ Document
- Submit your questions for Mr. Wood at [reopening\\_questions@olwschool.org](mailto:reopening_questions@olwschool.org).