Dear St. Benedict Preparatory School Parents and Caregivers:

St. Benedict gives us a model for how we can live our lives to serve Christ and neighbor. St. Benedict’s guidance provides us a map for how we can navigate through rough, unchartered waters. Three of the ten Benedictine values provide us a helpful mindset for how our St. Benedict Prep family should approach this new school year together: Community, Stability and Love of Christ and Neighbor.

The Benedictine value of community asks us to hear the call to serve the common good. Our teachers and staff understand the value of in-person learning as well as connecting our remote learners to our Catholic school community. This will be a great task we are asking of our teachers. We are grateful for their efforts and professionalism. Parents will help build this community through their respectful patience for our teachers as they learn to integrate their in-person and remote-learning educator skills. The strength of our community has been the hallmark of a St. Benedict experience. Let us use this gift to serve each in caring and compassionate ways. We are stronger together!

The Benedictine value of stability reminds us to be committed to seeking God in that is around us and all we do. It also reminds us to be committed to each other, to our faith-traditions and to our mission. This year, we are all called in a special way to build this stability during a time of much uncertainty. This stable, committed and caring environment is what is best for children and for each other.

Finally, the Benedictine value of Love of Christ and Neighbor calls us to be prudent in our actions and decisions, especially when they may affect the health of those around us. When we honor the school policies, wear a mask and practice consistent health precautions, we are not only protecting ourselves and our families, but also other people’s sons and daughters.

This year we will all be asked to do things very differently. We will need to embrace this new year, with all its joys, challenges and blessings. I know that there will be good days and not-so-good days. I am confident that if our St. Benedict Preparatory School family employs the wisdom of St. Benedict and his values of community, stability and love of Christ and neighbor, we will continue to work toward our mission.

We greatly look forward to seeing our school students and their families – whether in-person or virtually – in the coming weeks. We thank you for choosing St. Benedict Preparatory School for your children. We are honored to partner with you.

Please have a healthy and safe school year,

Rev. Stephen F. Kanonik,  
Pastor

Ms. Rachel Gemo,  
Head of Parish School
RE-OPENING PLAN FOR PARENTS, CARE-GIVERS, AND STUDENTS

Re-Opening in the Tradition of St. Benedict Focusing on the Benedictine Values of Community, Stability and Love of Christ and Neighbor

AUGUST 2020 | VERSION ONE
OVERVIEW

This is an Executive Summary of the protocols and procedures for reopening St. Benedict Preparatory School for in-person learning. SBPS’s reopening Plan complements the Parish Reopening Plan and has been developed by using guidance from the Office of Catholic Schools/Archdiocese of Chicago who created their guidelines in consultation with national education experts, the Chicago Public Schools, and state and local public health officials. The SBPS plan involves the work of school faculty, administration, facilities personnel, school nurse, secretaries and school board members. This plan will continue to evolve as our knowledge of best practices in health, safety and education during a crisis increases. We ask for your patience this school year, as we do expect items in our re-opening plan to change.

CONSIDERATION AND RESPECT FOR OUR EDUCATORS

SBPS educators, as well as educators around the world, are having to learn in real time how to provide in tandem excellent, compassionate and inclusive education in both in-person and virtual settings. We do ask and expect patience on everyone’s part. Our teachers will be flexible and patient with their students. Please be patient with our teachers as we determine the best way to go for each grade level, each student, each content area. It is our intention to focus on the basics at first, and then build capacity through the year. The old saying, “Rome wasn’t built in a day,” rings true when it comes to the vision of education in 2020 COVID-19 here at SBPS. We have an ambitious plan to allow parents to make the best decision for their child/family at any time throughout this school year, but we ask your patience as we build, reflect and strengthen our skills.

FOUR GUIDING PRINCIPLES OF OUR RE-OPENING PLAN

1. We must be a united front (all students, families and staff) to provide a safe, faith-filled, joyful, excellent Catholic education for all students regardless if they are learning in-person or remotely. We must also be committed to the safety protocols to protect the health of our faculty and staff. Calling people to exercise faithful citizenship will be key. Each family must take personal responsibility for the common good as well as their own safety.

2. It cannot be business as usual this year. There are some aspects of the school program (in-person and remote learning) that we need to put aside for now. The decisions we make will prioritize the following important aspects of our program in the following order:

   • Physical safety and health of each person
   • social-emotional well-being of each person,
   • faith-formation of our students and parents
   • student academic progress in core content areas of religion, math, English/language arts, reading, science and social studies keeping in mind the unique needs of individual learners

3. We must create flexible options for students to engage in remote learning for both short and long-term needs. We realize that these are challenging times for parents to make the “right” decision. By creating a program that allows for seamless transition from in-person learning to remote learning in order to protect the community of learners and school staff will help mitigate transmission of COVID-19.
4. The 7C’s of a St. Benedict Education (collaboration, communication, critical thinking, creative innovation, rigorous and relevant content, confidence and Catholic formation) still remains the foundation for our curriculum and student activities. Even in a socially-distanced classroom or remote-learning environment, these 7 C’s should frame the student experience. Our students need to develop these skills now more than ever. Whether in normal times or a pandemic, our students need to learn fearlessly, lead responsibly and serve joyful. These current times give our students real-life opportunities to grow in our mission.

**IMPORTANT NOTICE**

This plan assumes that Chicago is in Phase 4 of Reopening and that the local and state government allow us to host in-person learning. We realize that the conditions of this pandemic are continually changing, and that we may at some point during this year need to close the school to in-person learning. At this time, we would transition to remote learning. Please see the guidelines for 2020 SBPS Remote Learning in the separate publication as it does provide a general overview for remote learning. We continue to prepare for the reopening of school the week of August 24, 2020. Should there be a decision to start the year with remote learning from the Superintendent/Cardinal, local or state government prior to the start of school, we will move the official school start date a week later so that we can prepare our students, teachers and families for full remote learning.

**ACKNOWLEDGEMENTS**

This summer has truly been like no other. Preparing for both in-person learning and remote learning during this pandemic involved many, many hours of planning, discussions, problem-solving and physical work. We are truly, truly blessed to have so many faculty and staff members who care very much about our school. We’d especially like to acknowledge and thank the members of our School Reopening Team. We could not be successful without their gifts, talents and dedication:

**Faculty and Staff:** Amy Carlino, Carol Dodovich, Tim Dowling, Kristi Enriquez, Jazel Gabriel, Janet Gallagher, Megan Harris, Kristen Hayes, Jen Hoban, Erin Kelly, Emily McGuinn, Kathy Moore, Roland Morgen, Rachel Nemes, Cathy Nota, Marnie O’Daniel, Dawn O’Farrell, Christa O’Keefe, Heather Perez, Lorenzo Ramos, Jackie Stancin, Kaylee Tarris, Maria Tubay, Dr. Karen Heaton-Walsh, Zora Voynovich and our maintenance staff.

**Members of Parish and School Administration:** Joe Accardi, Mary Deletioglu, Father Stephen Kanonik, Louie Karagiannes, Geoff Pautsch, Rachel Waldron

**Executive Board Members: Advisory Board Co-Chairs:** Therese Grohman & Jenny Roock, Michael Gerlach, Lindsey Milanowski

**Parent Volunteers:** Andy Saur, Tim Irwin, Jeff Aldridge, Todd Carr, and Tom Anzur

Most importantly, we give thanks to God for his numerous blessings on this St. Benedict community. Without God, we can do nothing.
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SECTION ONE: ACADEMIC PROGRAMMING

CATHOLIC IDENTITY

Faith formation of our students remain the primary reason for our school mission. Religion is considered a CORE subject for all our learners, regardless if they are attending school in person or virtually. Teachers and administration will find ways to integrate and celebrate Catholic traditions and the liturgical year in a safe manner. We plan to continue education and preparation in the sacraments. Students in grades K-8 will virtually attend Mass once a week from their cohort classroom. Teachers will find ways to participate in service-learning activities as it relates to the curriculum.

RE-ENTRY ORIENTATION

There are many new safety procedures that our students, faculty and staff need to practice throughout the day. All grade levels will be dedicating ample time at the beginning of the year to instruct our students on these new procedures, as well as reinforce this learning throughout the year. We will be creating student-friendly instruction videos in order to help with this education. These new procedures will also be shared with parents so that they can also know the procedures and help their children understand their importance in keeping everyone safe and healthy. We expect to also have program-specific virtual parent orientations for preschool, kindergarten and middle school which will explain in more detail what the program and school day will be like. This document tries to focus on more high-level approaches to safety and academic programming.

TECHNOLOGY

This year, students and teachers will continue to use Microsoft Teams to support their learning. Grade levels will do this differently based on their needs and capabilities, but they might utilize it to host meetings, share recorded content, organize lesson materials, submit assignments and much more. Teachers will start out the year by sharing with students the ways in which their grade levels will be using Teams, and they will give students plenty of opportunities to practice accessing the necessary elements of the platform. Students in grades 1-8 will be provided a school-issued PC laptop. Please see the forthcoming Acceptable Use Policy for more information, policies and procedures.

SOCIAL-EMOTIONAL LEARNING

This year teachers will be implementing a morning meeting into their day to check in with their students. This will allow for conversation and reflection for teachers to understand their student’s social emotional needs. Teachers will then be able to incorporate lessons based upon their cohort. We do plan to build in time during the day for mental breaks given that students will be mostly in the same room all day. In middle school, we will continue to build the middle school advisory program to support the social-emotional needs of our adolescent learners. We will be partnering with United Stand Counseling Services for additional student support, as well as diagnostic services. We are fortunate to have a full-time school counselor on staff to also assist with teacher professional development and curriculum design. The social-emotional needs of our students are a key priority for our staff this year.
SECTION ONE: ACADEMIC PROGRAMMING

CURRICULUM PLANNING
At the start of the year, after our teachers have provided proper safety and health training for our students, as well as make time to build a sense of “family” in the cohort, we will then integrate our academic programming. Teachers will be starting with the typical grade level content they would normally use at the beginning of the school year. When the teachers discover that a prerequisite skill from the previous year needs to be taught or reinforced, they will address this need at that time. National education leaders believe this approach is a more effective way to cover any topics that may not have been mastered from the previous year. This way, the curriculum pacing should “catch up” naturally without delaying grade-level content.

ASSESSMENT
Teachers will carry out a variety of assessments at the start of the school year. This will help them to establish a baseline for each student, as well as to create targeted and effective lesson plans. Each grade level will conduct an independent writing assessment based on its assigned Aspire genre. Grade levels will also administer math and reading assessments. Many of these assessments will be repeated at other points in the school year to show growth and to continue to inform planning.

INCLUSION AND DIVERSE LEARNERS
Our primary focus for inclusion will be on the CORE subjects of Reading, ELA and Math. Given the cohort model and inability to mix cohorts, we know this will be the most effective use of our inclusion specialists’ time. We do intend to have a parent inclusion orientation at the beginning of the year, as well as other parent support opportunities. Cohorts will consist of heterogenous student groupings; we will not be assigning all grade level diverse learners to one cohort per grade level. This approach protects the integrity of our inclusion program.

EXTRACURRICULAR ACTIVITIES
For now, all extracurricular activities need to be postponed or conducted virtually. This also includes athletics.
SECTION TWO: THE COHORT MODEL

GENERAL OVERVIEW
All Archdiocese of Chicago schools must operate under a “Cohort” model when buildings reopen this fall. Under a Cohort model, students and staff are grouped by homeroom. These groupings are as static as possible by having the same group of children stay with the same staff (all day for young children and as much as possible for older children).

This strategy maintains a safe environment by eliminating the interaction between cohorts, which allows single classes to be quarantined in the event of infection, rather than closing the entire school building. Homeroom teachers are considered part of the same cohort as their students, but other teachers (including special area teachers) and staff are considered outside the cohort.

Even while utilizing the Cohort model, we will strive to physically separate students in the same cohort as much as possible. Such separation will help mitigate risk. Classroom furniture will be arranged to maximize space between students. Students will have 3 to 6 feet of separation between them.

We are an inclusive school. All students should have access to the 7C’s of a St. Benedict Education. Our cohorts will consist of heterogenous groupings of students. This means that there will be an intentional balance of gender, academic ability, personality, race, ethnicity, and diverse learners. Research shows time and again that inclusive education positively impacts ALL learners. We will not be grouping students according to academic ability as this would undermine our inclusion philosophy. When teachers are ready, they will begin to differentiate (or personalize) learning options for students who may need either remedial or enrichment opportunities.

Please see SECTION SEVEN: GENERAL FACILITY CLEANING, HYGIENE, & SHARED SCHOOL SUPPLIES for specific cohort safety protocols.

THE COHORT MODEL IN EARLY CHILDHOOD GRADES (PRESCHOOL AND KINDERGARTEN)
Each child will have a cubby assigned just to them. In their cubby they will have an XL Ziplock bag to keep their belongings in (for full day PS students, they will have a second Ziplock for nap items). Students will sit at tables with other students during work time, but will have flexible seating options and will still use manipulatives and center time. Students will go outside for recess (1X for PS; 2X for K), and remain in their classroom for the remainder of the day. The maximum class size is 20 students.

The Cohort Model in Grades 1-5
In grades 1-5, students will each have a desk. Desks are separated by at least 3 feet apart. Each student will either have a locker, cubby or bin to keep his/her items. The maximum class size is 20 students, including in-person and remote learners.

The Cohort Model in Middle School Grades 6-8
In grades 6 – 8, students will be seated two students per table with plastic partitions in between the students. Tables will be separated 3 to 6 feet apart. Each student will have a designated assigned locker with a school issued lock. Lockers will be assigned by cohorts to ensure cohorts do not mix when going to their lockers.
These locker times will be scheduled to minimize students in hallway at any given time.

Teachers will be rotating classrooms and utilizing in person instruction in conjunction with TEAMS and other online resources.

Students will remain in their cohorts for all regular common grade level classes. In order to provide student choice in electives those will occur virtual on Tuesdays. Students will be physically in their classrooms and participating in their electives virtually via TEAMS during the school day.

The maximum class size is 20 students, including in-person and remote learners. If a middle school cohort has more than 20 students, this cohort was assigned an extra-large learning space to ensure proper safety and social distancing expectations.
SECTION THREE: GENERAL SAFETY MEASURES

MASKS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All individuals in school buildings (students, employees, visitors/volunteers, etc.) must wear masks at all times unless they are younger than two years of age.

- Schools will ask families to purchase masks for their child/children (see section on school supplies that need to be provided by parents/caregivers for more explanation).

- If families are utilizing reusable masks, families should purchase at least 10-14 masks, and masks should be washed by parents before being worn again by the student (see section on school supplies that need to be provided by parents/caregivers for more explanation).

- If parents are utilizing disposable masks, masks should be discarded after every school day. Parents should send students with extra disposable masks in case they are damaged during the day.

- Families may opt to provide transparent masks for their children. PLEASE NOTE THESE ARE NOT FACE SHIELDS. FACE SHIELDS do not count as a face mask. FACE SHIELDS may be worn in conjunction with a face mask if the parent desires.

- Please be aware that face masks with built in air filters or “cooling vents” may offer some protection to the person wearing the mask, but when the person exhales, it completely bypasses the mask. These masks are common and should not be worn as they do not provide adequate protection against virus spread.

- “Gaiters” (pull-up face coverings) are permissible as an alternative to masks, provided they have three layers of fabric and can remain over the mouth and nose at all times.

- Masks should not contain messages or images that would distract from the educational environment of the school. The administration has the right to make the final decision on the appropriateness of a face mask.

Masks may be removed in special circumstances. These include:

- When students are eating lunch or snacks. If possible, send children with snacks that can be slipped under the mask and eaten comfortably.

- When engaged in outside activities or instruction (we will still be 6 feet apart).

- When removing masks, students and employees must remain socially distant by at least six feet in ALL SITUATIONS.

- When removed, masks should be stored in an individual paper bag (not plastic or cloth) that is labeled with the individual’s name. Individuals should wash or sanitize hands before putting their masks back on.

- Masks may be moved aside for short sips of water bottles. In such cases, six feet need not be maintained.

- All students and employees must receive training on proper mask-wearing. An archdiocesan-approved video will be shared for use with staff and/or students.
SECTION FOUR: ARRIVAL PROCEDURES - WELLNESS SCREENING AND MATH CHECKS

- PLEASE SEE ARRIVAL PROCEDURES SHORT VIDEO IN THE BUZZ FOR EXPLANATION OF LOGISTICAL DIRECTIONS (Coming soon)

- St. Benedict will utilize five exterior entryways for students to enter school. This will help limit cross-contamination between cohorts. We will also have signage to help avoid congestion of any form around school entrances. It is vital that parents and caregivers do not congregate around school entrances during this time.

- All students, parents, caregivers, volunteers, employees must wear facemasks on arrival whether walking, in a vehicle or biking.

- School employees and adult volunteers will perform “MATH Checks” of all students BEFORE students enter the building.

- Employees and volunteers are likewise responsible for taking their temperature every day. Any individual with a temperature over 100 degrees Fahrenheit must remain home.

- Parents and guardians should not enter the building to escort students to/from classrooms at arrival and dismissal for any reason.

- As a precaution, if a sibling displays a temperature at arrival, we will be asking all the siblings to stay home that day and use remote learning.

- Families with preschool students should refer to the “Preschool Morning Math Check” section below for specific details.

PRESCHOOL Morning Math Check and Arrival Procedures:
Preschool morning MATH checks will take place on Bell Ave. If parents drive, they are asked to pull up in front of their child’s cohort and remain in the car. (Each cohort will be assigned a letter – the first initial of the teacher’s last name). A faculty member or volunteer will come to the car for the MATH check, help the child get out of the car and walk them to their class’s designated spot on the sidewalk. If families walk, they are asked to walk to their child’s cohort spot (while social distancing) and wait until a faculty member or volunteer perform the MATH check and walks the student to his/her class. Teachers and assistants will help gather the students, cohorts will then enter through their assigned doors at 8:05.

Grades K-8: Morning MATH CHECK: Wellness Checks consist of four individual “checks”

For families DRIVING to school:
An adult employee or volunteer will come to your vehicle. At that time, your student(s) will step out of the vehicle. The adult will perform the following “MATH” check (explained below) on each student.

For families/students WALKING or BIKING to school: Please wait along the fences on near entrances on the markers indicated for students/families to wait. Students in grades 1-5 will use 3920 N. Leavitt Street/
Elementary Entrance and 3900 N. Leavitt/Middle School Entrance will be for Grades 6-8. Students should ONLY USE THEIR DESIGNATED ENTRANCES. Please NO CUTTING THROUGH. An adult will perform the following “MATH” check (explained below) on each student. NO WALKING STUDENTS SHOULD USE the courtyard entrance for entry. This door is for DRIVE-UPS only.

M Mask Check: A check of each student to ensure that masks are present and properly worn.

A Ask two easy questions. Students will be asked the following questions every day: “Do you feel sick in any way? Do you have a cough or fever?” Any student who identifies as feeling sick will be sent home.

T Temperature Checks: A temperature check of each student must occur using a touchless thermometer. Any student with a temperature over 100 degrees Fahrenheit will be sent home.

H Hand Sanitizer: Students will receive hand sanitizer from an adult prior to entering the building.
SECTION FIVE: DISMISSAL PROCEDURES

- PLEASE SEE DISMISSAL PROCEDURES SHORT VIDEO IN THE BUZZ FOR EXPLANATION OF LOGISTICAL DIRECTIONS

- SBPS will stagger dismissal in 10-minute increments according to school grade-level divisions

  Preschool Full Day 2:45 to 2:55PM
  Kindergarten through Grade 2 – 2:55PM to 3:05PM
  Grades 3-5 – 3:05PM to 3:15PM
  Grades 6-8 - 3:15PM to 3:25PM

- SBPS will utilize 7 exterior exits and assign classes to exit only through their assigned doorway.

- Parents will be asked to complete a “DISMISSAL PROFILE” for their children. Teachers will have this in a binder at dismissal time. Please complete this form and return before the start of school. This form will be issued in the coming week.

- Parents should remain in vehicles instead of congregating outside school exits. Parents should ONLY come into the courtyard when it is clear their child is at their assigned designated cohort location. PLEASE DO NOT TAKE YOUR CHILD AT THE SCHOOL DOOR.

- Parents and Caregivers must wear a face mask at all times when in the courtyard for dismissal.

- Older siblings who have permission to pick up their younger sibling(s) may do so with written parent permission. The older sibling will need to pick up their sibling from the assigned cohort location in the courtyard. Older siblings must leave their mask on during this time.

- Parents may indicate in writing for their child(ren) to walk home. Students walking home or to another designated location will be dismissed prior to the general dismissal.

- We will use this dismissal procedure in all weather, except in EXTREME freezing conditions or if there is lightning. In these situations, the school will text parents through our emergency communications broadcast system with additional details.

- Families with preschool students should refer to the “Preschool Dismissal” section below for specific details.

PRESCHOOL DISMISSAL PROCEDURES:

Half day – Teachers and students will exit out their assigned door and walk to their designated space on Bell Ave. Parent/caregivers MUST wait until cohorts are in their assigned spot before picking up their child. Parents/caregivers are asked not to congregate on the sidewalk prior to dismissal.

Full day – Teachers and students will exit out their assigned door and walk to their designated space on Bell Ave at 2:45 pm. Parent/caregivers MUST wait until cohorts are in their assigned spot before picking up their child. Parents/caregivers are asked not to congregate on the sidewalk prior to dismissal.

Extended care – Parents/guardians will enter at 3911 N. Bell and inform the receptionist which child they are picking up. An extended care staff member will gather the child/belongings and escort the child to the 3911 N. Bell entrance.
SECTION SIX: INTERNAL TRAFFIC FLOW

- Each grade level will be assigned a specific stairwell for moving through the building. Hand sanitizer will be given to students upon entering and exiting the classroom.
- There will be markers throughout the building to assist students and adults with proper social distancing space.
- Student lockers and cubbies will not be shared. A schedule of locker/cubby access will be used to mitigate breaking cohorts or social distancing efforts.
- Passing periods will be avoided. As indicated in the COHORT SECTION, students will remain in their cohort classroom instead of traveling to other departmentalized or STEAM classes.
SECTION SEVEN: GENERAL FACILITY CLEANING, HYGIENE, AND SHARED SCHOOL SUPPLIES

- Schools will follow the building cleaning and disinfection procedures outlined on page 35 of the ISBE/IDPH’s Transition Joint Guidance for schools. Our third-party cleaning company will disinfect each classroom and common areas each night. SBPS has contracted with CityWide to provide daily cleaning and disinfecting services.
- Sharing of school supplies such as pencils, markers and art supplies will be eliminated. All students will maintain their school supplies in individually labeled containers. Shared equipment or toys will be used by as few children as possible and must be cleaned and disinfected before use by another child.
- All rooms will have access to either a sink and soap for frequent hand washing or hand sanitizer that contains at least 60 percent alcohol.
- Spray bottles of cleaning disinfectant will be readily available in each classroom and shared space for use throughout the day. SBPS has assigned one custodian whose primary function is to implement a scheduled disinfection protocol to ensure building sanitation, particularly in common areas such as bathrooms and stairwells. Common surfaces in shared spaces (e.g. office, bathrooms, stair handrails, etc.) should be cleaned multiple times per day.
- SBPS will install physical barriers, such as sneeze guards and partitions in shared areas where it is difficult for individuals to remain at least six feet apart (e.g. main office desk).
- Teacher desks will also have plexiglass partitions for added protection.
- Food and drink will not be shared (including student snacks, lunches and birthday treats). Food and drink should be covered when not being consumed. This year the school will not allow edible birthday treats to be shared.
- Drinking fountains will only be used to fill reusable water bottles. Signs will be placed on water fountains indicating their sole use for refilling water bottles. The water spigot for drinking will be turned off and covered.
- When practical, SBPS will increase the circulation of outdoor air as much as possible, for example by opening windows and doors. On hot days when the air-conditioning is on, the teacher will use installed exhaust fans to draw air through the classroom and out. All cohorts will have air-conditioning (either central air or window units) available during hot weather. In extreme heat (for example, forecasted string of upper 90 degree days with high humidity), the school may opt to cancel in-person learning for grades 2-8 and switch to remote learning for that day. Grades PK-1 will be able to continue with in-person learning on extreme heat days.
- When possible and safe, interior doors will be kept open to eliminate the need to use door handles. Doors will remain closed and locked in grades PK-1 for security purposes.
SECTION EIGHT: CORE CLASSROOMS – REMAINING WITHIN COHORT AND SAFETY MEASURES

- All students and staff must continue the use of masks within cohorts.
- For social distancing purposes, students should remain separated by at least three to six feet at all times. Classroom space will be decluttered of non-essential items to maximize floor space.
- Homeroom teachers are considered part of their class’ cohort. As such, they may move throughout the classroom, although they should attempt to maintain distance when possible.
- SBPS has eliminated shared spaces, such as reading nooks or collaborative tables.
- Desks and tables are arranged in rows facing the same direction and provide as much distance between desks as possible.
- Teachers will frequently clean and disinfect high-touch surfaces daily, including desks and door handles.
- If SBPS is to use shared classroom spaces, such as science labs or STEM labs, these spaces will be disinfected before and after usage by each cohort. For most of the time, students will remain in their cohort classroom.
- Students and employees will sanitize or wash hands with soap after returning to the classroom from any location.

EARLY EDUCATION CONSIDERATIONS REGARDING COHORTS

- Classroom supplies may be shared, given the unique educational practices of early education. However, supply sharing should be limited to essential use only and shared supplies should be cleaned frequently. Students will have their own supply box containing their own crayons, markers, scissors, glue and some classroom manipulatives. Students in PS will not be required to sit at a table or desk for the duration of the day.
- **Snacks:** Students will be separated as much as possible (six feet or more). Students may remove masks, but masks should be placed in labeled paper bags (see masks section, above). Teachers will vigilantly monitor snack time to minimize student movement and prevent food sharing. Used surfaces will be cleaned immediately after snack time.
- **Naptime:** Cots will be assigned to individual students and we will not permit sharing. Students will be spread out as much as possible. Masks may only be removed if students are at least six feet apart. All naptime necessities should be limited to a blanked and one small ‘nap buddy’. These will be stored in their naptime Ziplock bag in their cubby (not on their cot).

COHORTS & DEPARTMENTALIZED CLASSES

- For departmentalized schedules (e.g. middle school programs), students will remain in their classroom for all core subjects. When possible, PE will be held outside in a social distanced manner.
- Teachers will rotate through assigned cohorts in order to provide instruction.
- Students will be grouped in mixed ability cohorts.
• Teachers will provide differentiated, personalized instruction.
• For grades K-5, STEAM classes will rotate into the classrooms to provide instruction.
• For MS, students will attend electives utilizing virtual platform TEAMS.
• All students and staff will utilize masks throughout the school day.

COHORTS AND STEAM CLASSES
• STEAM classes will be held in each cohort’s homeroom classroom. This is particularly emphasized for classes such as art, music, foreign language, STEM and health. STEAM teachers will come to the students, rather than students to the teacher.
• STEAM teachers must maintain distancing from students in the cohort and wear a mask. Face shields will also be supplied to STEAM teachers.
• STEAM teachers will minimize shared supplies amongst students (e.g. art supplies). Any shared supplies will be cleaned between each use, particularly when used by different cohorts. Most STEAM teachers will create an individual student kit for use in the class, or special items will be individually assigned to a student for a unit/trimester. These items will be disinfected prior to distributing to a different cohort (i.e. programmable robots for STEM).
• Music classes will avoid singing or asking students to play woodwinds or brass instruments, including recorders in school.
• Physical Education: We expect to host PE classes outside when possible. Teachers will avoid physical exertion activities when students are wearing masks. Students in PK-8 will receive a Physical Education supply kit to ensure proper health and safety. During inclement weather, PE will be held in the cohort’s classroom. The gym will not be available for PE classes. We need to repurpose the room for preschool nap as well as elementary extended care given the safety parameters. Parents should expect to send their children with proper coats and jacket as the seasons change.

SCHOOL STAFF – COHORT TEACHERS AND TRAVELING TEACHERS
• Unless they are a homeroom teacher or instructional aide (and assigned to the cohort of their homeroom class), all other teachers and staff are considered outside a cohort. This includes such staff as STEAM teachers, administrators, front office staff, custodial personnel, etc. These individuals will practice distancing and wear masks when around others in the school building. When these individuals are in the presence of another cohort, they will remain socially distant as much as possible. These teachers will be allowed time in between classes to wash and sanitize their hands.
• In order to mitigate transmission COVID-19, school employees will not gather in large groups for lunch or other social functions. Faculty meetings, professional development and other teacher/staff gatherings will be conducted virtually whenever possible. When this is not possible, the administration will promote social distancing of at least six feet between people if events are held. We will also limit group size to the extent possible.
• Parent conferences and meetings will be conducted virtually when possible.
SECTION NINE: OTHER COHORT SAFETY MEASURES FOR RECESS, BATHROOMS, LUNCH, ETC.

RECESS
- Recognizing that children, particularly young children, do need physical recreation, SBPS will schedule recess for all students in grades PK-8 daily. Teachers will discourage strong physical exertion during recess when possible.
- Recess will be scheduled so that cohorts do not intermingle with other cohorts. In order to do this, recess will be scheduled throughout the day. Recess for most grades may not correspond with their lunch time. Recess will be in the courtyard. A maximum of two cohorts (separated by 30 feet) can be in the courtyard at one time.
- For now, we will not allow students to use recess equipment (such as balls, shared jump ropes, etc.) Teachers and PE teachers will teach students some games to play that do not require physical touching or shared equipment.
- Preschool and Kindergarten PLAYGROUND USE: SBPS will devise a schedule whereby only a single cohort may use the equipment at a time. The equipment will be disinfected after each use before a new cohort uses the equipment.
- When recess is held outside, masks may be removed and stored in paper bags if distancing is maintained. Otherwise, students will need to keep their masks on during recess.

WATER BOTTLES
- Students and employees may bring refillable water bottles from home. Water bottles should be kept closed when not in use.
- Students and employees may take short sips of water by moving their mask aside. Assuming the sip of water is short in duration (less than 10 seconds), individuals need not remove masks entirely or separate by six feet within their cohort (they should remain separated by at least three feet, as indicated in the cohort section above).
- If masks become wet due to drinking water, they will be immediately replaced

LUNCH
- Students will be separated by at least six feet or partitions while eating lunch (due to the removal of masks).
- Lunch will be held in classrooms to prevent cohorts from intermingling in a cafeteria.
- Students will wash their hands and apply hand sanitizer before and after eating. Cohort teachers will develop a schedule for students to wash their hands.
- Surfaces used for lunch will be disinfected after eating prior to resuming classroom activities.
- Cohorts may go outside to eat lunch when the weather is appropriate. Students will be encouraged to bring a small beach towel or yoga mat to sit on for this purpose. These towels/mats will be stored in the student’s locker or cubby. Homeroom teachers will provide parents more information on the type of seating preferred based on grade level and storage capacity.
BATHROOMS
- Bathroom capacity will be restricted to three students or fewer for a typical-sized communal bathroom. Students will wear masks and remain socially distant while in bathrooms. Some sinks and urinals will be blocked from use to ensure social distancing.
- Students and employees will be trained on bathroom capacity and procedures.
- Capacity in bathrooms will be restricted to allow for distancing. Cohorts will be assigned to use specific bathrooms instead of allowing students to choose.

SCHOOL PICTURES – PICTURE DAY
SBPS takes pictures of students for the purposes of the yearbook, sending pictures to families, etc., typically as part of an organized “Picture Day.” In participating in this practice, SBPS will follow these guidelines:
- Cohorts will not be mingled for photos (cohorts should generally go to pictures together vs. individual students).
- Social distancing (more than six feet) with the photographer must be maintained.
- Masks may be removed by students during pictures. However, they should be placed in designated and individualized paper bags (as per our guidelines). Students must remain at least six feet distant from all others when masks are removed.
- Any surface that is touched by students during photos should be cleaned between every use.
- The photography area will be cleaned between cohorts.
SECTION TEN: FAMILY MATTERS

PARENTS AND GUESTS – MINIMIZING PRESENCE IN THE SCHOOL BUILDING

• An important strategy to mitigate the risk of transmission of COVID is to significantly reduce the number of adults present on campus.

• Parents, caregivers, volunteers and guests will be asked to conduct most of their business virtually if possible. Adults who are not employees or essential service providers will not be allowed past the main school office.

• Parent, student and teacher meetings will be conducted virtually. Face-to-face meetings will ONLY BE USED in essential situations in order to protect the health of staff. Meeting participants will wear masks and maintain distancing. Parents should NOT expect a face-to-face meeting with a school employee except in dire or emergency circumstances.

• This year SBPS needs to minimize the extended use of volunteers. If volunteers must be used for some activities, we will attempt to utilize regular volunteers who can serve for longer periods of time instead of several volunteers over shorter periods.

• Volunteers may be used in short intervals for arrival and dismissal but must follow school health and safety protocols.

• SBPS will keep accurate records of visitors and volunteers, including the individual’s reason for visit, contact information and all locations visited, in case contact tracing is needed.

STUDENT AND FAMILY TRAVEL

• We strongly discourage families from travel out of town. If we are to protect the integrity of our school reopening plan and creating a safe environment for all who enter our building, this is an imperative.

• Students should remain home for two weeks after traveling to another country, or to states experiencing significant COVID-19 outbreaks (as determined by the IDPH or the city of Chicago).

• Students should inform schools immediately if they display COVID-19 symptoms during the two-week period.

SPECIAL EVENTS (MASSES, ASSEMBLIES, FIELD TRIPS, ETC.)

• Large group gatherings, such as assemblies or HSA meetings, will be avoided or conducted virtually.

• SBPS will conduct our student orientations and back-to-school gatherings virtually.

• SBPS will plan virtual group events, gatherings or meetings when possible, and promote social distancing of at least six feet between people if events are held. We will limit group size to the extent possible. ANY ORGANIZATION PLANNING AN IN-PERSON EVENT MUST GET PRIOR APPROVAL FROM THE HEAD OF SCHOOL OR THE PASTOR.

• Off-site field trips are prohibited during the COVID-19 pandemic. This also includes all AGORA trips for middle school.
SECTION ELEVEN: INFECTION PROTOCOL – SCHOOL PROTOCOL IF SOMEONE GETS SICK

PREVENTION
1. As outlined in the Health and Safety section, temperature checks of all students and staff must be taken on arrival at school each morning. Any student, employee or volunteer who has a temperature above 100 degrees Fahrenheit must be sent home and encouraged to contact a doctor.
2. Masks must be worn at all times by individuals who are above the age of two.
4. All other steps outlined in the Health and Safety section will be followed to mitigate the risk of exposure and spread of COVID-19.

RESPONSE TO COVID-19 SYMPTOMS
Students:
1. If a student is exhibiting a fever OR two or more other COVID-19 symptoms, they will be immediately separated from others and brought to the comfort room. Parents/caregivers will be immediately contacted so the student may be taken home. Schools will utilize other emergency contacts if parents are not reached. The parents/caregivers will need to take every step necessary to ensure the child is picked up as soon as possible.
2. The student should see a doctor to assess symptoms and/or administer a COVID-19 test. Parents should be encouraged to read the CDC guidance for caring for oneself and others.
3. When students 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.
4. 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.
5. 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:
   - 24 hours with no fever (without medication) and
   - A general improvement in other COVID symptoms and
   - 10 days since symptoms first appeared.
   - Doctor’s note is required for return to school.
6. Students will be allowed to complete and submit work remotely during time away from school.
7. If a student is positively diagnosed for COVID-19, follow the Isolation Protocol outlined below.

Employees: Currently, employees are not required to be tested for COVID-19 prior to the return of school. School employees have been given the same guidelines as school families regarding their travel and personal social practices in order to keep everyone safe.
1. If an employee is exhibiting COVID-19 symptoms, they should be immediately sent home. Employees should be encouraged to read the CDC guidance for caring for oneself and others and contact their doctor if symptoms become severe.

2. If the employee 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.

3. Employees that test positive for COVID-19, or who do not receive a negative diagnosis, must not return until they have met CDC’s criteria to discontinue home isolation, which currently includes:
   - 24 hours with no fever (without medication) and
   - A general improvement in other COVID symptoms and
   - 10 days since symptoms first appeared.
   - Doctor’s note is required for return to school.

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

Volunteers:

1. As described in the Health and Safety section, SBPS will strive to minimize volunteers, only using volunteers when absolutely necessary.

2. If a volunteer is exhibiting COVID-19 symptoms, they should be immediately sent home. Volunteers should be encouraged to read the CDC guidance for caring for oneself and others and contact their doctor if symptoms become severe.

3. If the volunteer 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.

4. 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:
   - 24 hours with no fever (without medication) and
   - A general improvement in other COVID symptoms and
   - 10 days since symptoms first appeared.
   - Doctor’s note is required for return to school.

5. 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, SBPS administration will immediately contact our regional director for more instructions. While every situation is unique, the following steps will likely be implemented:
1. The student, employee or volunteer should be sent home and monitored for ongoing symptoms, as described above.

2. SBPS administration will distribute the 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. SBPS will 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 homeroom teacher if a student in the teacher’s class has been diagnosed with COVID-19. However, the SBPS administration should not inform other teachers in the school (or any parent).

3. The cohort of the infected individual should be quarantined and move to remote learning. SBPS administration will distribute the Cohort Quarantine Letter to all families and employees within the cohort.

COHORT QUARANTINE GUIDELINES

1. When cohorts are quarantined, the entire cohort (students and employees) are sent home. They are asked to remain home until they have met the CDC’s criteria to discontinue home isolation, which currently includes:

   - 24 hours with no fever (without medication) and
   - A general improvement in other COVID symptoms and
   - 10 days since symptoms first appeared.
   - Doctor’s note is required for return to school.
   or
   - 10 days since exposure to the infected individual(s) for asymptomatic individuals.

2. SBPS administration will work with their regional director to decide if/when some or all of the cohort members will return to school.

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

4. The SBPS administration should continue to closely monitor the health of all non-quarantined students and employees.

5. The cohort’s classroom should be thoroughly cleaned.

6. In cases of widespread infections in the school (particularly multiple cohorts), SBPS administration may decide the entire school will be quarantined. SBPS administration will work with their regional director in determining if a school-wide quarantine is needed.

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 should be followed:

1. The individual exposed should be asked to remain at home for at least 10 days from last exposure to their family member or in the event the employee continues contact with their family member, 10 days from the time when their family member has met the CDC’s criteria to discontinue home isolation, which
currently includes:

- 24 hours with no fever (without medication) and
- A general improvement in other COVID symptoms and
- 10 days since symptoms first appeared.
- Doctor’s note is required for return to school.

2. Students will be allowed to complete and submit academic work while at home.
3. 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.
Help children prepare to return to school by sharing information with them on when and how this will happen. Be sure to use a confident, positive tone when discussing changes. Check your own energy and attitude before discussing with them.

Children may feel nervous or reluctant to return to school, especially if they have been learning at home for months. This may be a normal reaction. Have them express in writing or through drawings/dramatic play (for younger children) the concerns that they have. Honor their answers by patient, complete listening. Responding with, “I can understand why you feel this way.” Explain what the adults are doing to help with their safe and joyful return back to school.

Remind children that they will be able to play with their friends, see their teachers and continue learning new things.

Reassure children about safety measures in place to keep students and teachers healthy and remind children that they can also help prevent germs spreading by washing their hands with soap and coughing and sneezing into.

Prepare children so that they understand that schools may need to close again if more people get sick. Reassure them that if schools close again it is so that our communities stay safe and healthy. Continue to remind them that learning can happen anywhere - at school and at home.

Reassure children that you will continue to support their learning even after they return to school. (adapted from www.mhinnovation.net)

WHAT SHOULD I DO IF MY CHILD IS STRUGGLING TO GET BACK INTO “SCHOOL MODE?”
Remember that your child will be dealing with the stress of the ongoing crisis differently from you. Create a supportive and nurturing environment and respond positively to questions and expressions of their feelings. Show support and let your child know that it’s not only okay, but normal, to feel frustrated or anxious at times like this.

Help your children to stick to their routines and make learning playful by incorporating it into everyday activities like cooking, family reading time or games. Another option could be joining a parent or community group to connect with other parents who are going through the same experience to share tips and get support.

OTHER WAYS PARENTS CAN HELP THEIR CHILDREN TRANSITION TO BACK TO SCHOOL

• Starting two weeks out, help children by getting them on a regular sleep and wake up routine. This is especially important to ensure the children get proper sleep regardless if they are planning to do in-person or remote learning.

• Clean and organize their home learning spaces. If there is a way to personalize the space with calendars, pictures, fun pens or school supplies.

• Now would be a good time refresh their brains with some reading, math or writing activities.

• Discuss their hopes and goals for the coming year.

• Create a fun countdown to the first day of school ritual at home.
SECTION THIRTEEN: MAJOR CHANGES DUE TO IMPACT OF COVID-19

#1 - ELIMINATION OF THE FOOD SERVICE PROVIDER/HOT LUNCH
Given the health and safety guidelines required for our food service provider, QUEST, and the negative financial impact it would have on our operating budget this year, we decided to cancel the services. We are not in the position to absorb a likely -$20K or more operating deficit for the food service operations, and this projected deficit would have been also taking into consideration a price increase to $6 per meal. For this year, we will be asking all full-time Preschool and grades K-8 to bring their own lunch. We will not allow outside food to be delivered to the school for any reason. Should a student forget their lunch, we will offer them a sunbutter/jelly sandwich, yogurt or other kid-friendly options. Parents will not be allowed to drop off a lunch later, please for the health and safety of our administrative assistant staff. We may look into the possibility of providing milk later on in the school year. For preschool families, we will not be issuing a credit for the portion of tuition that would normally cover the lunch costs. Instead we are investing in additional cleaning and PPE, as well as individual STEAM kits throughout the year. Ultimately, by cancelling this program, we are also bringing in less adults onto campus, as well as providing more time to have the students (K-8) go outside to eat lunch on nice days.

#2 - ELIMINATION OF BAND
The CDC guidelines strongly discourage schools to teach wind instruments. For this year, we will not be offering band for any grade levels. We will be offering strings programs.

#3 EXTENDED CARE FOR GRADES K-8
Given the number of families who expressed a need for extended care will need to use both the middle school cafeteria and the GYM for our program. Because of the staff duties to prepare for the safe daily opening of schools, we are not able to provide MORNING extended care for grades K-8. No K-8 students may enter the school until 7:40AM after a MATH check. We will offer morning care for preschool students. We will start extended care the SECOND WEEK of school, August 31st. For the first week of school, we need to focus on the safe reopening of our regular classes. We will ask people to pre-register for the week before so we can ensure we have enough space and staff.

#4 - DRESS CODE – SOME HAPPY NEWS (WE THINK)
SHOES – We will be allowing all students in grades K-8 to wear ATHLETIC SHOES every day, not just on PE days. Dress shoes may be worn if that is the preference, but it is not necessary. We plan to have our students go outside daily (weather permitting) and we also want them to be comfortable. Additionally, we are relaxing our color requirements. Any athletic shoes will be permitted as long as they do not have wheels or lights. Shoes must be athletic shoes. Please no sandals, flip-flops, slippers, crocs, etc. Either athletic shoes or dress shoes.

Dress Uniforms - We will more than likely be attending Mass virtually each week and not in church. Therefore, we will not be requiring students to wear Mass Uniforms/dress uniforms to school at this time. Students will be able to wear their maroon polo on Mass days.
#5 - PHYSICAL EDUCATION FEE FOR EACH STUDENT GRADES K-8 $60

This year, the focus for physical education will be on personal fitness and health. Since students cannot share equipment, we will need to have each student have their own personal PE kit. These kits run about $60 each. We will charge each family $30/child through their Incidental Billing Account in October and February. We may also be using items in their kits on non-PE days for brain breaks and light physical activity since they are in the same room most of the day. Students may not bring items from home for safety and consistency reasons. Students in PK and K will have a slightly different kit more appropriate for their grade level. Students will be able to keep their kits at the end of the year and will reuse the following school year.