

Saint Zachary School
Reopening Plan 2020/2021
Health and Safety

Participants: Darlene Potenza, Principal
 Fr. Piotr Rapcia, Pastor
 Geoff Pautsch, Business Manager
 Pat Romano, Administrative Assistant
 Jeneen Fitzgerald, Administrative Assistant
 John Ampulski, Maintenance
 Brian Gleeson, Parent
 Kevin Doherty, Parent

Cohort Model	<ul style="list-style-type: none"> ● Students will be in grade level cohorts with the homeroom teacher being part of the cohort.
Masks	<ul style="list-style-type: none"> ● Students need to have at least 2 reusable or disposable masks at all times.. ● Students may remove masks while eating/drinking, outside activities/instruction while remaining socially distanced by 6 feet. ● Students will store their masks in paper bags taped to the side of the desk for easy access and additional bags will be brought outside for removal while being socially distanced. ● Students will be trained in proper mask wearing. ● Mask breaks will be taken every hour and fifteen minutes to an hour and a half. Students will go to their designated areas. ● Gaiters and masks with clear windows are also allowed.
Designated Areas for Mask Breaks, Recess, and Lunch	<ul style="list-style-type: none"> ● The 7th and 8th graders will go to the front of the church. One grade on each side of the entrance. If a funeral is taking place, the students will then move to the large field on the side of the rectory. ● The 5th and 6th graders will go in between the gym and school building. One grade on each side of the patio. ● The 3rd and 4th graders will go to the front entrance. One class on each side of the canopy. ● Preschool, Kindergarten, first and second grades will go to the fenced in area behind the Ministry Center. Preschool will remain on the playground. Kindergarten will go to the back of the fenced in area.. First grade will be near the

	<p>Ministry Center conference room. Second grade will be in the back near the temporary fence.</p>
<p>Arrival Procedures-Wellness Checks</p>	<ul style="list-style-type: none"> ● Students in Grades 4, 5, 6, 7, and 8 will utilize the front entrance. The students in Kindergarten to Grade 3 will utilize the Algonquin entrance near 3rd grade. Preschool will enter through the side entrance by the Ministry Center. Employees will be stationed at each entrance to conduct a temperature/wellness check. ● Temperature/wellness checks, as well as, mask checks will take place at the cars. Any student with a temperature over 100.4 will not be allowed to enter the building. ● Morning EDP will be held in the front foyer. EDP staff will do temperature/wellness checks at the door. Students are allowed to bring small Ziploc bags of toys to play with. ● Hand sanitizer stations will be located at each entrance and everyone must use it prior to entering the building.
<p>Lockers</p>	<ul style="list-style-type: none"> ● Everything will be kept in the classroom except coats and backpacks ● We will spread lockers out as much as possible. ● Classes near each other will not go out in the hallway at the same time.
<p>Dismissal</p>	<ul style="list-style-type: none"> ● Students will participate in a staggered dismissal. ● For the safety of our children, the entrance and exit at Algonquin Road will be closed prior to dismissal. ● Parents may enter off of Kolpin Road or Andrea Road. ● At 2:45, preschool will exit through the church doors. ● At 2:50, 4th grade will exit through the front door and 2nd grade will exit through the side door near Algonquin. ● At 2:55, 6th grade will exit through the front door and 3rd grade will exit through the side door near Algonquin. ● At 3:00, 7th grade will exit through the front door and kindergarten will exit through the side door near Algonquin. ● At 3:05, 5th will exit through the front door, 1st grade will exit through the side door near Algonquin, and 8th grade will exit through the church. ● Aftercare students will remain with their teacher and be walked to the gym for check in.

	<ul style="list-style-type: none"> ● Due to Covid restrictions, parents must stay in their car and only come out once they see their child’s teacher. ● Please walk to the driveway when the teacher is seen. The child will then be released to the parent at that time. ● Any child remaining after 3:10 will be taken to EDP. Students are not allowed to wait on the bench.
<p>Internal Traffic Flow</p>	<ul style="list-style-type: none"> ● The hallways are clearly marked with arrows indicating the direction that students must travel in the hallway. ● Classes will be sent to the hallway during scheduled times. Classes near each other will not be allowed in the hallway at the same time. ● Lockers will be spaced out and only utilized for coats and backpacks.
<p>General Facility Cleaning, Hygiene, and Shared School Supplies</p>	<ul style="list-style-type: none"> ● Students in Grades K-8 will not share school supplies. All school supplies will be kept in their desk or a labeled container. ● Hand Sanitizer stations are present in each room. ● Common areas in classrooms will be cleaned multiple times per day. ● Sneeze Guards have been installed in the front office. ● Drinking fountains will only be used to refill water bottles. A supply of mini water bottles will be kept in the office for emergency purposes. ● All classroom doors will be locked but remain open throughout the day to increase air flow. ● High touch areas in the hallway will be cleaned multiple times per day. ● Students and employees must sanitize their hands before entering their cohort classroom. ● Maintenance staff will do hourly cleaning of the bathrooms, and all high use touch points. ● Devices will be 1:1. Text books will not be shared. Each student will have his/her own supplies (pencils, markers, crayons, etc..) Student supplies will be kept in the individual’s desks, backpacks, milk crates, or containers. ● Extra bottles of hand sanitizers will be brought outside when students are outside for play or classroom learning.

Core Classrooms	<ul style="list-style-type: none"> ● Everyone must use a mask while in the building. ● Classes will be capped at 15 to provide safe social distancing. ● Classrooms have been decluttered. There are no area rugs or extra tables/furniture in the classrooms. ● Desks are arranged in rows facing forward. ● Desks are set up 6 feet away from each other.
Early Education	<ul style="list-style-type: none"> ● Preschool/PreK 4 will be moving into the lunchroom. ● All students and employees must wear masks. ● Tables are spread out as much as possible. ● Classroom supplies may be shared, however only essential items will need to be shared. ● Students will still have snack breaks. The tables will be cleaned immediately before and after snack/lunch. Paper bags to hold masks will be taped to the tables. Social distancing will be observed during snack/lunch times. ● Naptime will take place in the same room. Masks can be removed during nap time. Students must remain socially distanced at least 6 feet apart and sleep head to foot. ● Students will bring sleep mats. These will be sent home at the end of every week in order to be laundered by the parents and returned on Monday.
Departmentalized Classes	<ul style="list-style-type: none"> ● Students will remain in the classes and teachers will move rooms for departmentals. ● Everyone must wear face masks at all times in the building. ● The homeroom teacher is part of the cohort and may move around the room. ● An area in each room will be taped off for outside of cohort teachers to remain in. These teachers will remain socially distanced at all times.
Special Area Classes	<ul style="list-style-type: none"> ● Specials will be held in cohort rooms when appropriate. ● Teachers must be social distanced from students and wear a mask at all times. ● Physical Education will take place outside when appropriate. If the students are socially distanced, no masks will be required. If social distancing cannot be

	<p>maintained, everyone must wear masks, stay as far apart as possible, and avoid physical exertion.</p> <ul style="list-style-type: none"> ● If the equipment needs to be used by more than one cohort, it must be wiped down between cohorts. ● The gym teacher is responsible for cleaning all equipment.
Bathroom	<ul style="list-style-type: none"> ● The bathroom capacity is restricted to 3 students at a time. ● Alternating stalls and urinals will be closed and marked off. ● The floor is marked to indicate where students need to wait for the sink. ● Plexiglass is installed between sinks.
Main Office and Staff Workroom	<ul style="list-style-type: none"> ● Students must remain at the office door. ● Visitors will remain outside of the silver doors in the foyer. ● Meetings will be held virtually until further notice. ● A bin will be located outside the front door for office mail drop off. ● A card table and chairs will be set up in the front foyer to reduce outside exposure to the office. The table and chairs will be wiped down in between each use. All parent business will take place at this table. ● Meetings between the principal and a parent or staff member will occur virtually, at the Ministry Center, or outside when possible. ● No more than 3 teachers will be allowed in the workroom at any given time.
Lunch	<ul style="list-style-type: none"> ● Lunch will be held in the classroom. ● Please send lunches that your children are able to manage on their own. This will reduce teachers or support staff from handling food items. ● Peanut allergies will be addressed on a case by case basis. ● FSP lunches will be delivered to the classroom. ● Students/teachers must sanitize their hands before and after eating lunch. ● All surfaces will be disinfected prior to eating lunch and engaging in classroom activities.
Birthday Treats/Holidays	<ul style="list-style-type: none"> ● Unfortunately, birthday treats and holiday treats will not be shared this year. Alternative ways of celebrating will be encouraged.

<p>Recess</p>	<ul style="list-style-type: none"> ● Strong physical exertion will be discouraged during recess. ● Cohorts will not mingle with other cohorts. ● Each cohort will have their own playground equipment. ● Masks may be removed if social distancing is maintained. Classes will vote daily to decide how they want to play. Cohorts will remain in their assigned outside education areas.
<p>School Staff-Cohorts</p>	<ul style="list-style-type: none"> ● Staff, specials teachers, aides, administrators, front office staff, custodians, etc. must wear masks and social distance at all times. ● Parent conferences and meetings will be conducted virtually when appropriate. ● Substitute teachers will be used from the staff whenever possible. ● Teachers will eat lunch with their own cohorts.. ● Teachers and Staff have been meeting on Zoom with the principal throughout the summer to maintain communication and to complete the academic plan.
<p>Masses</p>	<ul style="list-style-type: none"> ● Monday morning Mass will be recorded and viewed on Youtube at 2:20.
<p>Medical Care for Students</p>	<ul style="list-style-type: none"> ● Ongoing medical care will take place as usual. ● Staff will wear gloves when providing medical care that involves touching students. ● Students with a fever of 100.4 or other potential Covid symptoms will be placed in the isolation room. The music room will be utilized as the isolation room until parents come. Office staff (Mrs. Romano, Mrs. Fitzgerald, or Mrs. Potenza) will monitor the student from the music room office. ● Students will be sent to the front office for regular medical care as needed. Teachers will have a supply of first aid supplies for minor needs.
<p>Visitors and Volunteers</p>	<ul style="list-style-type: none"> ● We will limit visitors to the school as much as possible. ● In order to reduce the risk of exposure to all involved, parents will not be allowed to walk their children to the classroom. The faculty and staff will be present to help escort children to their rooms.

	<ul style="list-style-type: none"> • Visitors are encouraged to have remote meetings with staff members whenever possible. If not possible, meetings will take place outside or at the Ministry Center when needed.
Student travel	<ul style="list-style-type: none"> • Travel is discouraged for all. • Students should remain home for 2 weeks after traveling to another country or to states experiencing significant COVID-19 outbreaks.
Sharing Spaces with Parish Ministries and Other External Groups	<ul style="list-style-type: none"> • The school is restricting access to outside ministries. • If Room 101 must be used, it must be cleaned before and after usage by external groups.
Emergency Drills	<ul style="list-style-type: none"> • Emergency drills will take place as usual unless otherwise noted.
EDP-Extended Care	<ul style="list-style-type: none"> • Before care will take place in the foyer and will be separated by cohorts. • After care will take place in the field(weather permitting) or in the gym. Cohorts will be kept together and spaced out. • Mr. Robles will take the lead on making sure all social distancing rules are followed including the wearing of masks and social distancing. • Students will be able to bring small Ziploc bags of toys to play with during EDP. These toys will not be shared with others.
Athletics	<ul style="list-style-type: none"> • All fall sports have been cancelled. More information regarding sports will be shared at a later date
Band	<ul style="list-style-type: none"> • Band will take place virtually.
Choir	<ul style="list-style-type: none"> • Choir is canceled until further notice.

Saint Zachary School
Reopening Plan 2020/2021
Academics and Programming

Participants: Darlene Potenza, Principal
 Melissa Taguchi, Teacher
 Sue Burton, Teacher
 Jenni Nehlsen, Teacher
 Rachel Foster, Teacher
 Julie Willett, Teacher
 Tim Berg, Teacher
 Conrado Robles, Teacher

<p>Technology and E-Learning Preparations</p>	<p>Two platforms will be used as a Learning Management Systems</p> <ul style="list-style-type: none"> ● Grades Preschool-Grade 3: Seesaw ● Grades 4-8: Google Classroom <p>Single Video Conferencing Tool:</p> <ul style="list-style-type: none"> ● Google Meets with the backup being Zoom <p>Cloud-based student/staff document storage and email</p> <ul style="list-style-type: none"> ● Google Docs ● G Suite for Education <p>Students in Preschool to Grade 8 will be 1:1 with Chromebooks. We are currently waiting on backordered Chromebooks and will be distributing them as we receive them.</p> <p>Teachers received new laptops in order to provide a seamless transition to ELearning.</p> <p>Elearning will be provided at the local level following the guidance from OCS.</p> <p>Technology Training Plan:</p> <ul style="list-style-type: none"> ● Common Sense Media will be ongoing during STEM classes.
<p>Social-Emotional Learning</p>	<ul style="list-style-type: none"> ● For Social Emotional Learning (SEL) we will be using resources from a Padlet found on the OCS Portal. ● We will also be using the Sanford Harmony Curriculum.

	<ul style="list-style-type: none"> ● SEL will be incorporated into religion/social studies curriculum and grades. ● We have reviewed and updated school policies that teach and socialize students to new expectations and address safety within a supportive learning environment. ● School Discipline Considerations: <ul style="list-style-type: none"> ○ Update Family Handbook to document revisions reflecting COVID Pandemic procedures and expectations. ○ Parent/Teacher Responsibilities addendum ● The St. Zachary School crisis plan has been updated to include preparing for and responding to a pandemic.
Catholic Identity	<p>Weekly Masses will take place on Monday at 9:00 a.m. and played at 2:20 via Youtube.</p> <p>Sacraments:</p> <ul style="list-style-type: none"> ● Communion will be on Saturday, October 3, 2020 ● Confirmation will be on Thursday, October 22, 2020 <p>First Reconciliation will take place in February or March. (TBD)</p> <p>Rosary will take place as a class outside when suitable.</p> <p>Stations of the Cross will take place in the Church one class at a time.</p>
Curriculum Maps	<p>Teachers have reviewed and updated pacing guides/curriculum maps for English language arts, math, and religion in pk through eighth grade. (Attached)</p>
Use of Assessments	<p>Diagnostic Test: I-Ready</p> <ul style="list-style-type: none"> ● iReady will be used for grades K-8 for a benchmark testing at the beginning of the year and intense progress monitoring from that point forward for each student. ● Students who are in need of support will be quickly identified and teachers will provide that support. ● The Child Study Team will take place monthly to identify students in need and brainstorm strategies to help them. <p>Grading: We will be keeping the current grading scales.</p> <ul style="list-style-type: none"> ● The family handbook is being updated with grading

	practices that are consistent and flexible during the COVID Pandemic.
Re-Entry Orientation	<p>Protocol:</p> <ul style="list-style-type: none"> • Policies and communications have started and will continue, led by the Health and Safety Team, that educate faculty, students and families on health and safety protocols, including wearing masks indoors, entrance protocols (social distancing, temperature, questions, etc.) • Newsletters, parent emails, church bulletins, and social media are consistently updated.
English Language Learners	<ul style="list-style-type: none"> • Parent communications are being translated to both Spanish and Polish. • We are working with District 62 to enhance the support of ELL students.
Inclusive Education	<ul style="list-style-type: none"> • Student Support Plans are being reviewed to determine what health and safety modifications need to be implemented. • Parents of students with a Student Support Plan will be contacted at the beginning of the school year to participate in a Zoom meeting. • Mrs. Potenza will oversee all Student Support Plans with periodic check ins to ensure that they are being followed.
Early Childhood	<p style="text-align: center;">Preschool Academic Checklist</p> <ul style="list-style-type: none"> • We have moved the preschool room to the lunchroom to preserve the COVID social distancing requirements. • Morning Drop off (Will be greeted by a teacher, temperature taken and questions asked by aide.) • Students will enter through the south entrance near the Ministry Center and students will wait socially distanced until the class is ready to proceed to the classroom. • Children will hang up their backpacks and enter the room for quiet centers at their assigned seat (individual manipulatives and books) . Will have a bin for used materials to be placed in to be cleaned and a bin for extra books and manipulatives if needed. • Bathroom break (Mask will be worn. Use alternating stalls, wash hands, return to line in hallway spaced apart. Student will always be accompanied by an adult) • Morning Prayer, Religion lesson (Children will be at their sit spots socially distanced.) • Movement Break at sit spots

- Morning Meeting- Circle time (Students will be at their sit spots social distancing)
- Class will be outside if possible. Children will be allowed to remove masks and placed in a paper bag if outside.
- Centers - (No more than 3 children at a center and should stay in the same group socially distanced as much as possible.) Time for individual and small group work will be provided during this time.
- Handwriting/Reading/Art/(use individual whiteboards, playdough and wooden sticks, etc.)
- Snack -Students will be spaced out for social distancing. Hands will be sanitized and masks placed in a paper bag taped to the child's table at his/her place.. Hands will also be sanitized after eating.
- Outside/ Large Motor (Children will be allowed to remove masks and placed in a paper bag while outside.)
- Finish Centers/small group work
- Clean Up - (Toys put in bins for cleaning)
- Math (children will be at sit spots with individual manipulatives)
- Half day dismissal/ story
- Lunch - (Spaced out for social distancing or outside) Prayer, hands will be sanitized and masks placed in a paper bag next to the child. Hands sanitized after eating.
- Rest Time (Mats will be spaced 6 feet apart as much as possible. Masks are off and in their paper bag. Children will be placed head to toe to reduce potential for viral spread. Bedding will be stored in lockers and sent home weekly.
- Open Centers - (No more than 3 children at a center and should stay in the same group social distancing as much as possible.)
- Clean up (Toys put in bins for cleaning)
- Story- Children will be at sit spots
- Goodbye Prayer/ Fingerplay related to theme
- Get Ready for Aftercare/ Pick Up
- Dismissal will take place through the church.