



THE  
**FRANCES XAVIER WARDE**  
SCHOOL

**Parent FAQs—Back on Campus\***

**Health**

**1. Will FXW be providing PPE? Or will this be the responsibility of parent and students?**

Students will be responsible for bringing/wearing their own cloth mask and having a spare one. If they forget, we will have a mask they can use for the day. Teachers will bring their own masks (either cloth or disposable) to work and will be provided with protective eye goggles. There will always be extra masks on campus.

**2. Will my child need to wear a mask? Can face shields be used in place of a mask?**

As long as Illinois remains in Phase 3 and 4 of its re-entry plans, all individuals in the school building will be required to wear masks, except when eating or drinking. If a student forgets a mask, one will be provided for them. Face shields cannot be used instead of a mask per the directive of the Illinois Department of Public Health.

**3. What are my responsibilities as a parent before arriving at school?**

Parents play a significant role in our protocol, and we need all parents to comply with some basic new procedures. **We are expecting all families to take the temperature of their child before coming to campus.** In addition, please monitor your child for a sore throat, coughing, fever higher than 100.4, vomiting, diarrhea, persistent abdominal pain, undiagnosed rash, eye drainage, headache, muscle pain, shortness of breath, new loss of taste or smell, nausea, cough, congestion, or chills, as these are symptoms related to COVID-19. Please keep your child home if he/she/they have any of the symptoms above.

**4. How will you help ensure students or teachers do not come to school when they are sick?**

As we have been doing this summer, faculty and staff will be required to complete a self-reporting document stating they are healthy, and all adults will have their temperature taken as they enter campus. Temperature checks for all students will be conducted upon arrival. Anyone with a temperature of more than 100.4 degrees will need to return home until cleared to return to campus.

**5. Will you restrict visitors coming to campus?**

Yes. Parents will only be allowed on campus for an emergency. At this time, outside vendors will not be permitted.

**6. How will parents be permitted to volunteer if we cannot come on campus?**

While parents are only permitted on campus for emergencies, there are multiple ways in which we can engage our parents to volunteer and support the School virtually. The PATH and PGAB

Committees offer many ways to support the School, and we are partnering with them on potential virtual experiences and opportunities.

**7. If my child or our household is medically compromised, what are our options?**

FXW plans to be back on campus for in-person instruction this fall, and we understand there may be health-related issues that might impact your child's return to campus. If you believe this may be a necessary option for your family to consider, please complete this [form](#). More information on the specifics of this option will be forthcoming. At this time, please note we are prioritizing those who are medically vulnerable for the remote learning.

**8. What restrictions will FXW place on families on socializing with other family or friends outside of school?**

As a school, we cannot dictate how families spend their time outside of school. As we have mentioned, it is critical to the safety and well-being of our community, our city, and our state for our families to adhere to the *Restore Illinois, Be Safe. Chicago*, and CDC Guidelines outside of school hours.

**9. What restrictions will be placed on families, faculty, and staff regarding travel by plane or to a state or country with an increase level of outbreak?**

We strongly recommend that families only travel if absolutely necessary. Due to the [Chicago Emergency Travel Order](#), if you or a member of your household have traveled to any of the states listed in this ordinance, your student will need to have quarantined for 14 days before returning to school. The Order will be updated every Tuesday.

**10. How can parents be helpful in teaching our children about wearing a mask?**

We will rely on our parents to help enforce mask wearing when you and your child are out in public. Explaining the importance of keeping ourselves and other people safe is critical to help our students feel comfortable wearing masks in the classroom. [The American Academy of Pediatrics](#) has helpful resources on their site to help dismantle concerns and fear associated with wearing a mask.

**11. Will parents and teachers have psycho-educational support to help students with new hygiene routines and health procedures?**

The FXW Counseling Team will share developmentally appropriate guidance for younger children and psycho-educational materials related to wearing masks, having a nasal swab done, keeping physically distant, and understanding the science behind “flattening the curve.” Teachers and parents can arrange for video-conferencing consultations to discuss these topics with the Mental Health Well-Being Team.

**12. My child is/I am very anxious about coming back to school. We have experienced losses. What support will there be?**

For many, these are understandable and expected responses, so the FXW Counseling Team will work with parents, students, and teachers to normalize these experiences and support students as the school year unfolds. Ways to safely offer wellness support services (like video-

conferencing check-ins, possible face-to-face meetings with someone from the FXW Counseling Team, and self-care resources and tips) *are being developed*. Additional information about these services will be shared in upcoming documents/messages. While hopefully not needed, crisis-related resources and services for students are being identified within our system and external to FXW.

**13. Why focus so much on mental health and well-being when we are all just trying to keep healthy and COVID-free?**

Mental Health is health! This is our community's opportunity to support overall well-being, destigmatize emotional concerns, and break down social-emotional obstacles that diverse learners often experience. The FXW Counseling Team is committed to teaching stress management skills that can become life-long coping tools.

**14. What do we and don't we know about the impact being away from school has had on social-emotional learning?**

Here are some fundamental psychological principles about what we DO KNOW (see, [American Psychological Association](#). (2020, May 18). *COVID-19 virtual learning and education: Social and emotional learning*.):

- Learning is situated within multiple social contexts.
- Interpersonal relationships and communication are critical to both the teaching–learning process *and* the social-emotional development of students.
- Emotional well-being influences educational performance, learning, and development.

The FXW Counseling Team strives to keep sight of these principles and therefore supports the **whole child's** learning needs. We will partner regularly with faculty and administrators to help everyone understand how the social emotional and educational needs of our students fit together.

**COVID-19 Protocols**

**1. If a student tests positive for COVID-19, who from FXW will need to stay home?**

If a student tests positive for COVID-19, the entire classroom and teacher will move to Learning off Campus for a quarantine period of at least 14 days. We will follow the Center for Disease Control and Prevention's criteria.

**2. If my child tests positive for COVID-19, what should I do?**

You should immediately contact your physician for additional instructions. If you are advised by your primary physician to take a COVID-19 test, you will need to remain home until you receive the results of the test. It is recommended that the nasopharyngeal PCR is the type of test you should seek as it is the most reliable. If your child is also positive for COVID-19, FXW will begin exposure tracking and notification to those you came into contact with while on campus.

**3. When can my child return to school after receiving a positive COVID-19 test?**

If a student tests positive for COVID-19, the student must isolate and not return to campus until

they have met the [Center for Disease Control and Prevention's criteria to end quarantine](#).

**4. What should we do if a member of our family (non-student) tests positive for COVID-19?**

If the family member lives in your house or you have come into close contact with the family member, you should immediately contact your doctor. If the family member is in your household or you came in close contact with them, your child will stay home for at least 14 days. If your family member recovers from COVID-19 and your child has shown no symptoms for at least a 14-day period, he/she/they may return to campus.

**5. Will FXW inform us if a student in our child's classroom tests positive for COVID-19?**

Yes, we will inform parents if a student has tested positive for COVID-19, and all students in that cohort will move to Learning off Campus for at least 14 days. The teacher will also move to LoC and conduct teaching remotely. Due to HIPPA compliance, we will not be able to share the name of the student, teacher, or staff member who has COVID-19.

**6. What will be the expectation for children staying home when sick?**

Students who are sick will be asked to stay home. If they are well enough, they can participate in remote learning.

**7. What if my child's teacher tests positive for COVID-19?**

If a teacher or staff member becomes sick, we will follow the same protocol for students in a classroom and the entire classroom will move to Learning off Campus. If the teacher is well enough to teach, he/she/they may continue teaching. If a teacher or staff member are not able to work, we will provide a substitute teacher for the classroom to continue the lessons until they can return.

**8. What if my child has symptoms of COVID-19 but tested negative? When can he/she/they return to FXW?**

First, it is recommended that the nasopharyngeal PCR is the type of test you should seek as it is the most reliable. Please keep your child home from school until the following have occurred: fever-free for three days without the aid of Tylenol or ibuprofen, absence of vomiting and/or diarrhea for three days, if diagnosed with a communicable disease requiring an antibiotic, must have completed three days of antibiotic treatment, and students will require written physician clearance to return to school for undiagnosed rash or eye drainage. You will work with your campus nurse on the return process as well. Click [here](#) to review the CDC's symptom screening outline.

**9. What authority will teachers be given to enforce all students must wear a mask?**

Teachers will enforce that all students keep their masks on during the day. If a student refuses to comply, the teacher will call to the main office and a principal will come into the classroom to help or escort the student from the classroom until he/she/they is ready to enter the room again with a mask. If this is a repeated occurrence with a student, parents will be required to take the student home until they are able to keep a mask on their face.

## **10. What circumstances would require schools to pivot between programmatic offerings?**

At this time, we do not know what new protocols or mandates may be added to the *Restore Illinois* and *Be Safe, Chicago* plans. We are operating under the guidance that currently stands—that we will enter the school year in Phase 4 for in-person learning. We are constantly monitoring the Phases, and when/if we need to pivot to a plan based on the change in Phase, we will be ready.

## **Facilities**

### **1. How many students will be in classrooms?**

As classrooms have been reconfigured, we believe we can practice safe social distancing measures with a full classroom. The maximum number students per classroom will not exceed 24 students. In addition, we are considering assigned seating in the classroom so that contact tracers will know exactly who was sitting next to someone who is found to be infected.

### **2. Will desks be spread apart for social distancing?**

Yes, we have been inside of the classrooms assembling desks to accommodate between four to six feet of space between desks. The American Academy of Pediatrics has recommended three feet spacing with masks, while *Restore Illinois* and the Illinois State Board of Education (ISBE) has shared that desks do not need to be spaced six feet apart; however, it is recommended that excess furniture be removed from classrooms to allow for as much space as possible in between desks.

### **3. Will students be able to use lockers?**

We are determining how this will work at each campus. We are completing further analysis of spacing and storage capacities. In addition, we are working on solutions for ways students can utilize lockers while also maintaining social distancing. It may be necessary to minimize or extinguish locker usage.

### **4. If students move through the building, what will guidelines/procedures look like?**

As students move through the building to their classroom, we will have floor decals and signage designating which way to walk on each side of the hallway, outside of restrooms, and in entry ways. Students, teachers, and staff will adhere to the markers within the hallways to ensure there is appropriate social distancing.

### **5. What protocols are in the place for the restroom?**

Signage will be installed reminding students of maximum occupancy and safety guidelines. All restrooms will be cleaned throughout the day.

### **6. Does our building have a ventilation system that ensures enough airflow in classrooms, restrooms, auditorium, club room, etc.?**

Our Health and Safety Committee hired a consultant to review the HVAC systems. We are following the MERV count recommendations for filters in accordance with the [CDC guidelines](#).

### **7. What does the procedure for entering the building look like?**

Students will enter the building after having their temperature taken and will go directly to their classroom. There will be signage throughout the building directing students, and hallways will be

marked with one-way signage for each side of the hallway. While prioritizing the health and safety, the arrival and dismissal process will most likely move slower to accommodate the temperature screenings and social distancing markers as students walk through the hallway to their classrooms. As part of this, we will have staggered arrival and dismissal procedures.

**8. How often will the building receive a deep clean?**

The building will undergo thorough cleaning nightly in addition to continuous cleaning throughout the day. The facilities team is equipped with new equipment designed to sanitize a room in five minutes, which dries in three to five minutes.

**Academics/School Day**

**1. Will school hours change?**

At this time, our school hours will remain consistent from last year. This means, for OSP hours are from 7:35 a.m. to 2:30 p.m. for Preschool and 7:35 a.m. to 3 p.m. for Grades Kingergarten-3. HNC hours are from 8:00 a.m. to 3:15 p.m. Please know we may need to adjust our drop-off and pick-up schedule, and school hours may need to be adjusted.

**2. If we move to Phase 3, why will preschool through Grade 2 be in the building and Grades 3 through 8 will not?**

During this phase, we will strongly consider prioritizing Preschool through Grade 2 being on campus because our youngest learners experience learning best in the classroom. Additionally, we know from the research in early childhood learning that the interface of a computer screen (two-dimensional learning) is not the ideal learning platform for children of this age group when all their learning is experienced through three dimensional.

Our LoC educational program and schedule is a comprehensive educational program that we are proud of and prepared to offer in either Phase 3 or Phase 2.

**3. What are cohorts and how are kids going to be distanced in the room and shared school spaces?**

A cohort is a specific grouping of students, and FXW's cohorts will be each classroom of students. Students will be in the classroom for the duration of the day with breaks for lunch in the classroom and physical activity outside at both campuses. In our departmentalized setting, it is our goal to minimize contact for teachers. Campus principals are working on scheduling students so that whenever possible, teachers only see one grade-level of students on a regular basis.

**4. If families choose not to have their child in the building due to a medical condition, what will e-learning look like for them?**

We are working closely with our Tech Task Team to purchase the technology needed for those families who may need to opt into remote learning due to a **health-related issue** for their student or their household. If your child or household are medically vulnerable, please click [here](#) to complete the survey so we can begin to determine how many students will be on campuses versus needing to learn from home. At this time, we are prioritizing medically vulnerable families with remote learning first.

**5. How will school supplies work?**

Students will have their own materials and supplies which is following the recommendation of CDC.

**6. Who will be moving between classrooms? How will students participate in specials?**

Only teachers will move between classrooms. Students will remain in the classroom for the duration of the school day. This is to ensure cohorts stay together. We may have special teachers push into the rooms for lessons, or they will join for live instruction via satellite. We are aiming to use our largest classrooms available at each campus so that social distancing can be maximized.

**7. Will students eat lunch in the cafeteria?**

Students will eat lunch in their classroom. Teachers will receive breaks throughout the day, including lunch. The schedule is still forthcoming and ensuring prep time and break time are of the utmost priority. We have a plan to establish safe guidelines for staff and students to consume meals.

**8. Will FXW enforce uniforms daily?**

This year, uniforms are optional. While uniforms are part of our school culture, at this time, we believe it is most important for students to come to school with clean clothes and masks. As always, students will need to adhere to the dress down policy as part of the [FXW Student and Parent Handbook](#).

**9. Will Late Start Wednesday's continue?**

Late Start Wednesday's will not be available for the 2020-2021 school year.

**10. How will parent teacher conferences or meetings with teachers work if we cannot be in the building?**

All parent interactions with our faculty and staff will be remote via phone, e-mail, MS Teams, or Zoom.

**11. Will there be Extended Day Programming (EDP), Athletics, and busing?**

As we continue to discuss a safe return for students, staff, and faculty, we are cautiously balancing our re-entry with an understanding of the needs of our community as it relates to after-school activities. One of the major guidelines from the CDC, IDPH, *Restore Illinois* and *Be Safe, Chicago*, is for students to remain in specific "cohorts" during the day. While this poses less of a challenge to keep a cohort together during the school day in a class or outside, it is more challenging in terms of an after-school program.

- Our Extended Day Program (EDP) is under consideration to begin October 5. This is subject to change based on many factors and more information will be forthcoming.
- Based on the survey results from our parent community, inter-campus busing will not be available upon our return.
- Athletics remains to be determined based on the forthcoming guidelines.

**12. How will recess be handled with social distancing?**

We feel it is important for students to continue to experience movement and exercise during the day. Recess will be monitored by faculty and staff and only socially distanced activities will be permitted. Outdoor space will be utilized for both campuses.

**13. Will FXW consider a hybrid schedule with some days on and some days off campus for students?**

At this time, we are in Phase 4 and want to bring our community together to start the school year. We have outlined this possibility and will be ready to pivot to an alternative schedule if it is necessary under the phase guidelines from *Restore Illinois* and *Be Safe. Chicago*.

**14. Will school masses still take place?**

Due to the occupancy limitations under Phase 3 and 4, school masses will not take place in the churches. However, we will still plan to host virtual masses throughout the school year that will be open to all families to participate.

**15. Will First Communion, Reconciliation, and Confirmation take place?**

We understand these sacraments are an important milestone for our students and our School. We will continue to prepare our students for each of these sacraments. While timing of the actual events may be unknown, we are committed to preparing our students for these important events. Please know we are in close communication with both OSP and HNC on timing and possible rescheduling.

**16. What is the Charism we are focusing on this year?**

The focus this year is: FXW, A Community that is purposefully diverse and intentionally inclusive.

**Tuition and Fees**

**1. Will tuition and fees change with on-campus or off-campus learning?**

At this time, the tuition rate will remain as is for Phase 2, 3, and 4. FXW made definitive staffing and significant budgetary decisions to return to campus for the 2020-2021 school year based on our enrollment and the program which we will deliver under any Phase. We will adjust our fees schedule for activities, athletics, co-curriculars, and EDP dependent on our offerings.

**2. If our family is experiencing new financial realities and circumstances due to COVID-19, what are our options?**

We are committed to partnering with each of our families who are facing new realities or circumstances due to the global pandemic. Keeping our community intact during this unprecedented time is one of our top priorities. While the majority of financial aid decisions were made this summer, we are continuing to discuss assistance for families as it may become necessary. Please contact [Sue Smeaton](#), Director of Admissions and Financial Aid to learn more about the aid application process.



### 3. **How will bus refunds occur if bussing is not available at this time?**

At this time, based on the parent survey, the intercampus bus will not be available. Intercampus Bus Transportation Fees will be removed from student billing and any payments will be applied for other charges.

## **Glossary of Terms**

### **Asynchronous**

Asynchronous learning describes learning experiences and instruction that do not occur at the same time or within the same place allowing students to access content and learning experiences when they choose.

### **Back on Campus (BoC)**

Students return to campus for learning inside the buildings.

### **Blended Learning**

A flexible combination of online instruction and face-to-face learning in the classroom. The Blended Learning approach offers some element of agency over time, path, and/or pace of their learning and leverages technology to intentionally support, enhance, and transform instruction and student learning.

### **Core 4**

A collection of digital tools that, when used together, drive instruction in both blended and remote learning environments. The four tools are:

- **Homebase:** The platform where students and teacher launch all learning activities. This is Seesaw for Preschool through Grade 4 and Canvas for Grades 5 to 8.
- **Content Organizer:** The application where files are stored. This is Microsoft One Drive and SharePoint.
- **Jaguar Hours:** The application where teachers can support students emotionally, build community, and gather for synchronous social interactions. This is Zoom and MS Teams.
- **Video Creation:** The application for asynchronous video creation.

### **Cohort**

A specific grouping of students.

### **Alternative Schedule**

If necessary, the School will announce the schedule given updates from *Restore Illinois* and *Be Safe Chicago*. More information will be announced if and when necessary.

### **Learning off Campus (LoC)**

All classes and learning take place remotely or at home virtually.

### **Synchronous**

Synchronous learning describes learning experiences and instruction where teachers and students attend together at the same time and in the same space.