



**JOSEPHINUM
ACADEMY**

OF THE SACRED HEART

**COVID-19
Policies and Procedures
2020-2021**

Dear Parent(s) and Guardian(s),

First and foremost, we are excited to have you with us for the 2020-2021 school year and look forward to serving your family. We are all aware that these are extremely uncertain and unpredictable times. However, your daughter's education remains the priority for us at Josephinum. Our teachers work hard and have proven that in extreme circumstances we are prepared and continue to go the extra mile to ensure the success of each of our young women.

You have made a great decision in choosing Josephinum--we are a small but strong school. Our ability to go above and beyond to meet an individual student's needs as well as their family's expectations was more than evident as we transitioned to digital learning last Spring. As we plan for another unpredictable year, I can promise that we will navigate these trying times together.

At Josephinum it is our goal to create long-lasting relationships that strengthen our community. Regardless of what we are learning or where we are learning we will always continue to foster a sense of belonging for all, in addition to providing a holistic and enriching school program and experience, while maintaining the safety of the community.

As we have learned in the past, so much can change very rapidly. With the health and safety of our students, staff, and families at the forefront, we want to provide an update on what Josephinum currently has planned for the fall.

School will begin for everyone on Monday, August 24th.

You will receive more specific information regarding your daughter's schedule in the coming days.

Josephinum Academy will start the 2020-2021 school year digitally.

At this time we are happy to share that we will start the Josephinum 2020 Fall semester with digital learning . We were quite successful with the quick transition to implementing a digital model in the Spring of 2020, and now that we have decided to move to a digital format in the Fall, our faculty and staff are much more prepared to engage and prepare lessons that will support our students and help each young woman achieve success on an individual level.

If you find that your daughter needs a place to work with supervision, they are struggling with motivation and accountability, or need access to a reliable device for their digital classes, your daughter will have the option to come into the building four days a week. The building will remain open to our community Monday, Tuesday, Thursday and Friday. The facility will be closed on Wednesday for a chance to provide our space a deep clean. However, if you prefer that your student work from the safety of their home then they may choose that option, as we have built in academic and social-emotional support for all students as well as community-building and enrichment activities.

If you elect to send your daughter into the building one or more days per week, government mandated health requirements will be in place for all those working inside the building.

All staff, faculty and students that choose to attend Josephinum in person will be required to wear masks upon entering the building and keep them on until they depart. Everyone will also receive a temperature check daily upon arrival. If a student is found to have a temperature of above 100.4 a timely guardian response and pickup will be required. All students and staff must keep a safe 6 ft. distance from one another during the school day. Other health measures will also be implemented, including hand sanitizing stations, separate lunch times and one-way halls. [Please complete this survey if you would prefer for your student to work from inside the building.](#)

At this time, while there is still so much unknown, we know that what is inevitable is change. We know that we will have new and different opportunities to connect with students and families, new opportunities to have enriching dialogue, and new opportunities to provide students to lead choice-filled lives. As we continue to inch closer to the Fall semester our planning and preparation has not slowed down. *We will continue to update you as decisions and updates unfold.* We appreciate your patience and understanding during these unprecedented times.

Your partners in education,

Patti & Colleen

List of Contacts

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Overview

Josephinum students will be participating in digital learning starting the 2020-2021 school year. Through survey and other feedback this model will continue to maintain the health and safety of our students, faculty, staff and families as well as produce an instructional model that will maintain our students' success. Please read on for further details.

Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30am	Advisory	Advisory	Asynchronous Learning - students will work at their own pace Maintenance team will have an opportunity to clean the building	Advisory	Advisory
9:45-10:45am	Period 1	Period 5		Period 1	Period 5
11:00-12:00pm	Period 2	Period 6		Period 2	Period 6
12:00-1:00pm	Lunch Break	Lunch Break		Lunch Break	Lunch Break
1:00-2:00pm	Period 3	Period 7		Period 3	Period 7
2:15-3:15pm	Period 4	Period 8		Period 4	Period 8

- Monday, Tuesday, Thursday and Friday will be synchronous where students will meet at the provided time with their class and teacher. At the same time the building will be open to students who need it.
- While synchronous classes are scheduled to meet for an hour the structure and the flow of the class will look different from teacher to teacher and subject to subject.
- Each day starts with advisory, where a student will check-in with a teacher and a small designated group of students. There will be short emotional lessons and other opportunities and activities to build community and touch base with students.
- Wednesday will be a day for teachers to schedule time to check-in with students and the Maintenance team to deep clean the building. Josephinum will be closed to the community on Wednesday.

Entering the building

Our facility will remain open from 8:00am-3:45pm everyday for all students who choose to attend school to complete their digital lessons. There will be select supervised areas that will be designated to those students.

If you find that your daughter needs a place to work with supervision, they are struggling with motivation and accountability, or need access to a reliable device for their digital classes, your daughter will have the option to come into the building four days a week. The building will remain open to our community Monday, Tuesday, Thursday and Friday. The facility will be closed on Wednesday for a chance to provide our space a deep clean. However, if you prefer that your student work from the safety of their home then they may choose that option, as we have built in academic and social-emotional support for all students as well as community-building and enrichment activities.

All health procedures and mandates will need to continue to be met. Students will not have access to teachers or the rest of the building. A regular survey will be provided to determine who will be in the building from week to week to provide appropriate supervision.

Lunch

Box lunches will be available to all students. Depending on the number of students in the building the lunchroom will be open as long as we continue to meet the appropriate number of people in a designated space. If you received free/reduced lunch, after completing the application and qualifying, you will continue to receive free or reduced lunch. If your daughter paid for lunch, you will need to continue to pay for lunch.

Arrival, Dismissal

Students will have access to the campus between 8:00 and 3:45pm. **Unlike in previous years, every student must exit the campus before 3:45pm.**

Dismissal

The school day ends at 3:15pm. The students are asked to leave the building by 3:45pm. Students are not allowed to re-enter the building once they leave. As long as students remain on the grounds of the school face coverings and all protocols should be followed to make sure all health measures are followed.

No early dismissals will be permitted unless an emergency contact is able to pick the student up.

Arrival

Upon arrival everyday students' temperature will be checked by the supervisor on duty and will report to the designated area.

Personal Protective Equipment (PPE)

Mask

Students will wear an appropriate face covering (i.e. face mask) that fully covers the mouth and nose, the entire time they are on campus, lunch is excluded. Students are free to select any

mask that they desire as long as it is devoid of any inappropriate writing. In the event that a student arrives without a covering, or needs one during the day, the school will provide one to the student for a fee of \$2.00.

Procedures to check temperatures

In order to maintain safety for the community, temperatures of all faculty, staff and students will be taken upon arrival. It is important for us to record the students temperature if they have one and follow standard procedures in sending them home. **If a student has a temperature above 100.4 degrees they will be asked to be picked up in a timely manner.**

Social Distance

Once on within the building premises it is required that all students, faculty and staff keep 6 ft. apart from one another. Tables, desks and other areas will be marked and labeled so students and staff can remain a safe distance from one another.

Sanitization

Students will receive hand sanitizer upon entering the building. There will be several sanitizer stations around the school, especially near common areas. Students are also encouraged to bring small, personal hand sanitizers.

All areas that are most commonly touched (i.e. door knobs, handles, railing, bathrooms, etc.) will be sanitized regularly throughout the day. All common areas will be deep cleaned on Wednesday and over the weekend to ensure the building maintains health requirements.

Water bottles

Students are encouraged to bring clear water bottles. Water fountains will only be allowed to be refilled at our water bottle station in the cafeteria, a fountain that limits surfaces that need to be touched.

Movement around the building

Once students arrive at school, check in the at front lobby and are symptom free they will head to their designated space which will be pre-determined by administration. The spaces to be utilized will be the Library, room 203 and the computer lab (prioritized for students with tech issues and need a reliable resource). Once students arrive they will remain in the space for the majority of the day. Students will use the lunch room for lunch and have the option to take a mask break at designated times. Students will not be dismissed from school until 3:15pm or their emergency contact picks them up.

Lunchroom

During the designated lunch hour (12:00-1:00pm) all students will be supervised in the cafeteria. All students will be seated 6 ft. apart from one another and masks are to be worn to the table and when leaving the table. While students are seated and eating, masks do not need to be worn. You are not able to rearrange the furniture.

Hallways

All hallways and stairwells will be labeled with one way signs to meet appropriate social distance standards as well as safety during the passing period in the case students use the hallway.

Restrooms

To support physical distancing and eliminate student group interactions, students will sign-out and sign-in to limit the number of students in the bathroom at a time.

Lockers

Following guidance from the Illinois State Board of Education, students will not be issued lockers for the Fall, 2020. Students will be permitted to bring in book bags to carry the materials that they will need for their classes as well as lunch. We will address the need for storage of additional clothing, depending upon weather, once the Fall semester gets underway.

Mask Breaks

During the built in 15 minute breaks, students will have the opportunity for a mask break. Those students who need a break from wearing a mask during the day will be escorted out to the field and able to take their mask off for a few minutes before resuming classes.

How to report an illness

If someone is displaying symptoms of COVID, how to report

It is extremely important that you **do not** send your daughter to school if she is displaying any [symptoms](#) of the pandemic or any other illness. Your child must be symptom free for 24 hours to return to school. If your daughter has a temperature or is ill for more than 48 hours, a doctor's note is required before your daughter returns to school. If your daughter is ill, and will not be able to attend classes, please call and leave a message at the front office. The phone number is (773)276-1261.

If someone gets ill at school or displaying symptoms

If someone does get ill at school, the student will be asked to report to our nurses room to await emergency contact arrival to be checked out by student's physician. Once the emergency contact is called the student must be picked up within two hours of the phone call. Students who become ill need to be picked up and will not be turned over to public transportation or other transportation options (i.e. uber).

Emergency contact coming to check students in and out of the building

If you are coming to pick up your student, please wait in your car, call the front office, (773)276-1261 and we will call the students down to the office and make sure they safely get out to your car.

Community member diagnosed with COVID

If a student or staff member shows symptoms and tests positive for COVID-19, the school should be notified as soon as possible, a communication will be released and we will move into a strict all digital learning model from home.

Visitors

At this time there are no visitors allowed in the building.

Attendance

Although digital, attendance is important to the success of our students. We heard from teachers, students and families the importance of meeting together to support one another and to understand the content that is being shared. Attendance will be taken at the beginning of every class, documented and tracked to ensure students are attending classes regularly.

An **excused absence** is defined by a period of time where a student is unable to make it to their digital course. The excused absence should be accompanied by a letter from the doctor. All excused absences should be called in to the Main Office by 8:30am, (773)276-1261.

An **unexcused absence** is defined by a period of time where a student *chooses* not to make it to their digital course. This absence is typically not called into school and it is the students responsibility to get in contact with her teachers and make up all work.

Non-participation timeline	4 days	8 days	>12 days +
Instructor Action(s)	If the student reaches 4 days' non-participation without participating in the course at all at the beginning of the semester, email the student, parent and email Gerald Raines, The Dean of Students the same day.	If the student reaches 8 days' non-participation without participating in the course at all at the beginning of the semester, email the student, parent and email Gerald Raines, The Dean of Students the same day.	If the student reaches 12 days' non-participation without participating in the course at all at the beginning of the semester, email the student, parent and email Gerald Raines, The Dean of Students the same day.
Student Consequence(s)	If the student reaches 4 days' non-participation without participating	If the student reaches 8 days' non-participation without participating	If the student reaches 12 days' non-participation without participating

	in the course at all at the beginning of the term. The student receives an email encouragement from the instructor and further follow up from The Dean of Students or another appropriate reporting office.	in the course at all at the beginning of the term. (1)The student receives an email encouragement from the instructor and further follow up from The Dean of Students or another appropriate reporting office. (2) There will be an action plan created between the Dean of Students and Parent to prevent further absence.	in the course at all at the beginning of the term. (1)The student receives an email encouragement from the instructor and further follow up from The Dean of Students or another appropriate reporting office. (2) There will be an action plan created between the Dean of Students and Parent to prevent further absence. (3) The student will be on administrative review.
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- There are exceptions for students who are diagnosed with an illness and have a Doctor's note.
- A doctor's note should be produced after three days absence.

Unexcused Tardies by the Semester for Synchronous Classes

- 1. 1-3 Tardies = Call and email home from teacher and Dean of Students**
- 2. 4-6 Tardies = 15 minute video conference with Dean of Students/written reflection**
- 3. 7-9 Tardies = 1 hour make up class video call with the Dean of Students**
- 4. 10 or more Tradies = 30 minute community service activity due within 14 days.**

- Students must arrive to the online digital class on time. Students who are not signed in within the first two minutes of class will be considered tardy.
- Tardies will be tracked in all classes and followed up with by the Dean of Students and/or that student counselor.
- If a student is tardy to a class 1-3 times an email and phone call will go out to the student's parents informing them of the tardies.
- The student will then be placed on a tracking list by the Dean of Students and Administration team.
- If a student is then Tardy for that class on the fourth time that student will be required to meet with the Dean of Students on a video call for 15 minutes in which the student will be required to write a reflection essay explaining the importance of being on time.

- Students overall tardies will also be tracked by the Dean of Students and once a student has 5 tardies overall throughout all of her classes that student and her parent will be contacted by the Dean of Students.
- That student would then be placed on a overall tardies tracking list by the Dean of Students
- If a student reaches 6 or more tardies to class they will then be required to meet with the Dean of Students on a video call for 15 minutes to 30 minutes in which the student will be required to write a reflection essay.
- If a student reaches 10 or more tardies for the semester that student would then have to complete a 30 minute community service activity due within 14 days from the 10th tardy.
- An **unexcused tardy** is when a student shows up to class more than two minutes late and does not have a valid excuse for the tardiness.
 - Values reasons include: Doctor's Note, Medical Accident, Verifiable technical difficulties, written explanations from a parent.
- These policies restart at the start of the second semester.

Discipline

During this non-ideal time we are asking that all community members practice patience with themselves and others, continue to be respectful toward one another and use digital etiquette when responding via email or other platforms.

Cyberbullying

No individual or group may verbally, non-verbally, or behaviorally intimidate, harass, bully, or in any way, try to pressure another person. While every individual has a right to his/her own convictions, within the school, **any actions perceived to be verbally, non-verbally or behaviorally intimidating or harassing of another individual or group of individuals will not be tolerated.**

Josephinum Academy of the Sacred Heart recognizes the importance of information technology in the lives of our students. These electronic resources provide vital communication links among faculty, students and staff. They are infused into the curriculum and provide expanded opportunities for accessing instruction and information. These resources facilitate research and they aid collaboration beyond the borders of the school. At the same time, these platforms present opportunities for misuse and for people to harm others when the technology is used without regard to consequences and without respect for one another.

Cyberbullying is an aggressive, intentional act that deliberately threatens, harasses, or intimidates an individual, places an individual in reasonable fear of harm, or promotes damage to the individual's property via the use of electronic information and communication devices. In short, by cyber-bullying, Josephinum means bullying by the use of electronic media. Examples include, but are not limited to:

- Bullying by texts, messages, or calls on mobile phones.
- Taking a photo or video and sharing it without the subject's consent, knowing it might cause distress, fear, or humiliation.
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites, etc.

- Creating websites, polls, or blogs about an individual that are meant to embarrass or hurt that person.
- Using e-mail to send threatening or hurtful messages to others.
- Hijacking/cloning e-mail accounts.
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms.

Cyberbullying by a member of the Josephinum community directed towards another (student or teacher) is strictly prohibited. Josephinum reserves the right to take immediate action against those who take part in cyberbullying activity:

- Josephinum will use an appropriate response on any student who bullies a fellow student or harasses staff in this way, **both in or out of school**. The consequences associated with cyberbullying is a minimum written reflection, parent conference, restorative peace circle with the victim(s) and a fully prepared power point presentation on cyber bullying. The maximum consequence may be dismissal from the school, depending on the severity of the actions.
- All members of the School community are aware that they should bring to the attention of the Dean of Student Life any example of cyber-bullying or harassment that they know about or suspect.

Plagiarism

As a member of the Sacred Heart Network of Schools, Josephinum Academy of the Sacred Heart commits itself to a deep respect for intellectual values. In doing so, we maintain the highest expectations for academic integrity among our student body. Not only do we encourage our students to act ethically and responsibly, we also challenge them to take pride in their work, always giving their best effort, and never settling for less. Furthermore, our school community fosters a love of learning and values learning for learning's sake. As a result, we believe that nothing, even the pressure to receive good grades, justifies any violation of academic integrity. Therefore, any student who displays academic dishonesty, whether knowingly or not, is subject to both academic and disciplinary action.

Academic Integrity is acknowledging responsibility for the following:

- Producing and turning in one's own work.
- Appropriately recognizing other's work according to the designated format (MLA, APA, or Chicago Manual of Style)
- Valuing work as one's own, not to be shared with others

Plagiarism

- Copying all, or part of, another person's work, and handing it in as your own.
- Submitting portions of the same academic work for credit in more than one course, without receiving permission from the current teacher.
- Providing false data for an experiment or citing non-existent sources for any research assignment.
- Improperly paraphrasing another person's ideas in your own work.
- Failing to cite sources properly.

When a student is in violation of Josephinum Academy's Academic Integrity Policy, the following steps will occur:

First Time Offense

- A meeting between the student and teacher will take place.
- The student will receive a zero for the assignment. The teacher and Admin will determine whether or not the student will be able to complete a make-up assessment.

- The teacher will issue a disciplinary action and fill out the Referral to Dean [Form](#).
- The teacher will contact home and inform the parent of the details of the incident as well as remind the student that a second offense will result in a discipline hearing.
- The Dean of Students will meet with the student and inform her parent(s) of the infraction, as well as next steps of action.

Repeat Offense

- The Dean of Students will meet with the student and inform her parent(s) of the infraction, as well as next steps of action.
- The student will face the Behavior Management Team for a disciplinary hearing. Consequences from this hearing may result in the following:
 - Automatic Failure of assignment with no opportunity to earn credit.
 - Required additional assignment (i.e. essay paper on the importance of integrity, etc.)
 - Automatic failure/removal from course with required summer school to complete credit.
 - Suspension from all extracurricular activities including sports, clubs, dances, etc.
 - May require specific service to the school
 - Suspension from school
 - Expulsion from school
- The student, parent(s) and administration will meet to discuss the terms of the student's consequences.

Uniforms - Dress code

For student's that decide to work and learn remotely here at Josephinum Academy, students will be required to adhere to the below stated dress code.

Josephinum Academy of the Sacred Heart reserves the right to enforce a dress code Although students will be allowed to dress out of uniform, the following items are not appropriate for the school environment:

- Low-cut shirts
- Crop-tops
- Strapless tops/Spaghetti Straps
- Clothing containing vulgar language or promoting drugs, alcohol, or sex
- Short skirts/shorts
- Flip-flops/backless sandals
- Ripped jeans
- Hats

If a student is dress inappropriately according to the Dean of Students, the Principal or Director of Curriculum that student will be asked to change into a Josephinum uniform provided in the front office in which the student would be required to hand over her phone until the uniform is returned at the end of the day.

Athletics

Josephinum's traditional fall sport of volleyball has been tentatively scheduled for the new 2020-2021 IHSA spring season (Feb. 15 – May 1). All IHSA sports season dates have been

modified and the seasons are compressed. The complete modified IHSA athletic schedule can be found on the IHSA website.

When sports play begins Josephinum will carry out the following to provide a safe experience for the student athletes.

- Students will be screened at the start of practice for temperature >100.4F/38C or symptoms of COVID-19 (fevers, chills, cough, muscle aches, headache, sore throat, runny nose, nausea, vomiting, diarrhea, or loss of taste or smell).
- Students must self-monitor for these symptoms prior to arrival at Josephinum. Any person with symptoms or a positive COVID-19 test, should not participate in practice, competition, or conditioning and should be referred to a physician for evaluation and only return after clearance to do so from a physician.
- Josephinum employees and students are asked to abide by the Chicago Travel Order which took effect July 6, 2020. Travelers entering or returning to Chicago from states experiencing a surge in new COVID-19 cases will not be allowed to attend open gyms, practices, or games and need to quarantine for a 14-day period from the time of last contact within the identified state.
- Students must be honest about their health, and stay home if they have any symptoms.
- Adhering to these protocols and being honest about your health will ensure that all students continue to play in the coming weeks and months.

Sports Physicals

Physical exams are required for the 2020/2021 sport participation. The IHSA physical form can be found on our athletics main page. Participating students must have a physical completed in 2020 on file at Josephinum before attending tryouts. Families can bring the physical form to any doctor to be completed.

Please note that physicals for incoming freshmen count as the necessary sports physical.

Guardian Support

Our parent(s), guardian(s) play a more important role than ever before. We are truly partners in education and share in the academic experience your daughter has over the next few months. If there are questions or concerns that arise please do not hesitate to email us, according to the contact list.

Here are some tips and suggestions that will help provide you some guidance during this complex time:

- Parents are responsible for communicating to the school and providing a doctor's note if a student is incapacitated to the point that they are not able to complete any work at home.
- If this is the case, parents must update the school administration when the student is able to start completing work. Administration will communicate with teachers, and the

teachers will work with the students on make-up work and getting them caught up with the internet-based model.

- Parents are responsible for communicating to the school if internet connection is not accessible or if there is limited accessibility for the student while they are home and working on the internet-based model.
- Parents have the ability to check Schoology and message their students' teachers. You have access to your child's grades, homework assignments, and communication they receive through Schoology

Mental Health Service, Student Academic Support, Student Interactions and More

Mental Health Services

The Josephinum team recognizes, and will continue to prioritize, the mental well-being of our students. Students will have access to their counselor at any point throughout the day via the referral. E-learners will be able to access these services via zoom.

Student Academic Support

Students are encouraged to meet with teachers, in addition to their class time. Once the semester gets underway we are going to continue to review ways to support students during advisory and other times that lend itself to peer-to-peer tutoring and other academic advising.

Student to Student Connection

Our priority and one of the things that separates us from other schools is the community that exists amongst our students and our network. Although we will be working miles away from one another there will be built in challenges and times during advisory to continue to build community and flourish as a cohort.

MTSS

A Multi-Tiered System of Supports (MTSS) refers to a systemic, prevention-focused framework for addressing student Social and Academic needs through the integration and continuous improvement of systems and services. Students are assessed and monitored to collect necessary data. Based on the collected data, the MTSS team makes educational decisions about the intensity and duration of interventions. Students receive interventions based on the following tiers:

- Tier I: Encompasses the entire school with core instructions and basic interventions such as core Academic and SEL curriculum
- Tier II: Involves small groups. Students here receive extra assistance in meeting Academic and Social-Emotional goals

- Tier III: Here students receive intensive Academic or Social-Emotional interventions on a one-on-one basis or in small group direct instruction

Sophie Scholars

The goal of the Sophie Scholars Program is to provide structured support for our students with identified learning differences so that they are appropriately prepared to meet the demands of our challenging academic program. In doing so, the Sophie Scholars Program will provide students with the opportunity to acquire the learning strategies, organizational skills, study habits, executive functioning skills, and self-advocacy skills necessary to grow as confident learners in the general education classroom. Sophie Scholars are enrolled in their first-year in the Foundations of Humanities and Mathematics course. The course is designed to develop, strengthen, and improve skills for positive academic performance and achievement. Sophie Scholars will also work closely with the Student Support Coordinator for added academic and social-emotional support.

Advisory

Our school day will have Advisory sessions on scheduled class days. During advisory, students will check in with their advisors, counselors and also their peers. Besides being able to discuss matters relating to classes, schedules and educational choices, these sessions will also provide a way to work through social and emotional questions students may be facing during our current world and citywide issues. We are introducing an SEL (Social Emotional Learning) advisory curriculum that aligns with the CASEL framework. The Collaborative for Academic, Social, and Emotional Learning (CASEL) is a trusted source for knowledge about high-quality, evidence-based SEL. Research shows that SEL not only improves achievement by an average of 11 percentile points, but it also increases prosocial behaviors (such as kindness, sharing, and empathy), improves student attitudes toward school, and reduces depression and stress among students (Durlak et al., 2011). Students will learn the five key skills for success as outlined by CASEL: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision Making.

Counseling Services

The Student Services Department provides a comprehensive counseling program that attends to the personal-social, academic, and college and career planning needs of all students. Services include individual and small group counseling, academic support, crisis intervention, and postsecondary planning.

Counseling Process

Parents/Guardians and students can use this [form](#) to request an appointment with their counselor. The counselor then coordinates an appointment with the student.

Resources

If you are in need of someone to talk to and a counselor is not available, please use the following resources to reach trained crisis specialist:

[National Suicide Prevention Lifeline](#)

1-800-273-TALK (1-800-273-8255)

Support and crisis resources for yourself or someone else

[Crisis Text Line](#): text NAMI to 741-741-24/7

Text message support for those in crisis

[CARES](#): 800-345-9049

Mental health evaluation and services, including a crisis hotline, for youth as well as adults with Medicaid.

*You can also call the National Alliance of Mental Illness (NAMI) Chicago's Helpline at 833-626-4244 and they will connect you to whatever you need (such as food and shelter).

Preparing for and Transitioning to College

We know this is a very confusing time for our students. The counseling team will continue to help students navigate the college application process. Financial aid, scholarship, and college application workshops will be held virtually either with Zoom or Google Hangouts. The college fair and college representative visits will also be held virtually via other platforms. Students are also able to request one-on-one college advising remotely – over the phone, or on a computer/phone as either a voice or video call by using the counselor referral [form](#). Email with questions directed to counselors, are also welcomed.

We are ready to support you. New information continues to be released and we will do our best to answer any questions you may have as we learn more. We ask for your patience and flexibility as we all learn new ways to connect and communicate.

Testing

The ACT test will be administered on **Saturday October 24th, 2020** at Josephinum. Students are encouraged to re-register for this date. We will offer an opportunity to sign up for ACT prep courses in preparation for the fall test date. More information will be provided at the beginning of the semester.

We understand if students and their families do not wish to participate in taking the ACT during a pandemic. If a student chooses not to take the test, they will have to apply to schools that are test-optional. As a result of COVID-19, many universities have to move to test-optional, meaning they will not require the ACT or SAT test as admissions requirements. The counseling team will provide resources so that students can research test optional colleges.

Digital Learning Policies

Teachers will be planning for digital learning, when classes are in session and students are on campus, supplemental learning will be taking place.

Policies Directly Related to Digital Learning

Parent/Guardian Policy

- Parents and guardians are responsible for communicating to the school and providing a doctor's note if a student is incapacitated to the point that they are not able to complete any work at home.
 - If this is the case, parents must update the school administration when the student is able to start completing work. Administration will communicate with teachers, and the teachers will work with the students on make-up work and getting them caught up with the internet-based model.
- Parents and guardians must provide up to date and reliable methods for the school to reach them in case of an emergency, including an additional person to contact if they are not able to be reached at any given time.
- Parents and guardians are also responsible for communicating to the school if internet connection is not accessible or if there is limited accessibility for the student while they are home and working on the internet-based model.
- Parents and guardians must provide their email addresses to allow the school to give access to have the ability to check Schoology and message their students' teachers. You will have access to your student's grades, homework assignments, and communication that they receive through Schoology.

Student Policy

- Students must participate to the fullest extent in the internet-based schooling model based on each teacher's requirements. If a student is not present online when they are asked to be without an excused absence from a parent, then they will be considered unexcused and may have to make up work. Any late work turned in will be penalized based on each teacher's late work policies.
- If there are any technical difficulties causing the student to not be able to access the class or the class materials, the student must email their teacher as soon as possible.
- Students must manage their own time and stay engaged with their teachers and classmates. Check Schoology and email every morning, check email periodically throughout the day, ask teachers questions when you are confused, and try to stay in contact with your classmates.

Teacher Policy

- Teachers will provide the following **maximum amount of work per week for students** which includes a combination of synchronous and asynchronous work:
 - 12th - 4 hours per class (240 minutes)
 - 11th - 3 hours per class (180 minutes)
 - 10th - 3 hours per class (180 minutes)
 - 9th - 2.5 hours per class (150 minutes)

- Teachers may choose one or more of the following ways to provide this instructional time:
 - Live video, audio, or text chatting with the full class, small groups, or individual students
 - Recorded video or audio
 - Discussion boards
 - Online materials, presentations, quizzes, worksheets, etc.
- Teachers are responsible for planning and communicating to students the lesson plan, learning objectives, agenda, work due, deadlines, and linking all resources and materials needed on Schoology Updates no later than 9am the day class is scheduled.
- If a student is not completing their work or is absent from class for an extended period, teachers will be emailing the Admin Team and calling parents asap to inform them of this

Academic Policies

Grading and Attendance Policies

- **Late Work and Extra Credit** - Teachers will not enter an assignment or assessment minus late work points/penalties or with the addition of extra credit into their gradebook. Late work must be in its own category in the gradebook. Late work and extra credit may not be more than 10% of each unit's cumulative points.
- **Revisions and Retakes** - If a student fails an assignment or summative assessment, they will have a chance to revise or redo the assignment to replace a failing grade (69.5% or below). Students are responsible for initiating the revision with their teacher within two weeks of receiving the grade (although they may have longer to make-up the work). Teachers may allow students to revise and redo work other than failing assignments/assessments at their own discretion.
- **Rubrics/Grading Criteria Communication to Students** - All summative assessments or assignments graded qualitatively (i.e. not just completion) must include a rubric or grading criteria communicated to the students and introduced prior to the beginning of the assessment/assignment. These should include description of student skills and/or content being assessed and the levels of student progress they may attain.
- **Failing Students**- If a student is failing a class for two weeks in a row or longer, then teachers will contact parents/guardians, counselors, and the Admin. Team following [these](#) guidelines outlined in the Parent Communication Policy.
- **Grading Deadlines**- Regular assignments will be graded and entered into the gradebook within one week of collection and assessments will be graded and entered within two weeks of collection
- **Attendance**- Attendance is mandatory on synchronous class days and will be recorded in each class daily in Schoology. Students that are absent for more than 4 days in any class will be reported to the Admin Team and parents/guardians will be contacted.
- **Absences and Make-up Work** - When students have an excused absence from class and are unable to complete their work assigned that day, they will have an additional school day to turn in the work without penalty. Students must initiate the conversation regarding make-up work or missed assessments with the teacher either before or by the day they are able to return to class. See attendance policies for cases involving extenuating circumstances.

IB Policies

- **IB Diploma Testing** - Class of 2021 students may elect this year to NOT take exams in some or all of their IB classes. However, they will still complete EE, CAS, TOK, and other course requirements in order to graduate. In lieu of May exams, students will complete end of the year projects in their classes they are not testing in. Students will be surveyed at the beginning of the Fall 2020 semester regarding their choices for testing. Testing will be finalized no later than October 15th, 2020.
- **IB Grading Scales** - When grading practice IB exams or mocks, teachers will be weighting the grades based on the IB subject scores from May of 2020 or May of 2019 as well as the Josephinum conversion chart.

Other Policies Outlined in the [Josephinum Curriculum Guide 2020-2021](#)

- Graduation Requirements
- Course Progressions and Options
- Language Policy
- Special Needs Policy
- Assessment Policy and Practices
- Grading Conversion Chart
- Homework Philosophy
- Student, Parent, Teacher and IB Coordinator Responsibilities
- Academic Integrity Policy

Graduation Requirements

I have read the COVID Handbook for the 2020-2021 school year and understand the policies and procedures that Josephinum needs to apply to keep everyone safe

Student Signature

Date

Parent Signature

Date

Opting to keep my daughter at home

I am uncomfortable sending my daughter to school and am choosing to keep her home. I understand that she is responsible for all of her assignments and will complete them in a timely manner. If any issues arise I know that I can call Josephinum and get in contact with the resources that the school has accessible to them with special emphasis on available counselors. Please contact us at (773)276-1261.

Student Name: _____ Date: _____

Parent Name: _____

Parent Signature: _____

Choosing to send my daughter to school on “non-school” work days

Josephinum is a safe place that I would prefer my daughter to work out of all days of the week, including her non-instruction days. I understand that my daughter will be working out of the 2nd floor without access to the other floors and teachers. The space will be supervised at all times. In the event that the student is not abiding by health requirements, she will be asked to go home and not return for a week upon the completion of a reflection on how important it is for everyone’s safety to abide by the rules put in place.

Student Name: _____ Date: _____

Please check the days that the student will need to be in the building that are “non-instructional” days.

Monday Tuesday Wednesday Thursday Friday

Time your daughter will be dropped off: _____

Time your daughter will be picked up: _____

Parent Name: _____

Parent Signature: _____