



**SERVITE**  
**HIGH SCHOOL**

# Continuing the Commitment

Return to School  
Instructional Plans  
Updated 9/2/2020



# Continuing the Commitment

A Servite Friar embraces Christ, loves Christ, imitates Christ, lives Christ, and is Christ so as to draw others to Christ.

## Mission Statement

Servite High School is a Catholic preparatory school which accepts young men of all religious, ethnic, and socioeconomic backgrounds. Recognizing that parents are primary educators, we develop faith-filled leaders through an intentional and multidisciplinary formation process founded upon the Catholic Faith and the charism of the Order of Friar Servants of Mary (Servite Friars).

## Commitment to the Mission

Servite High School is committed to living out its mission of forming faith-filled leaders, especially during our current and changing times. After weeks of discussions, meetings, debate, and thoughtful consideration, Servite has developed a series of instructional models that will offer students the rigorous, challenging academic program they deserve with a rich, deliberate, and meaningful student experience that students and families expect from Servite.





# Instructional Plans

2020 - 2021

# Instructional Environments

Servite is more than a school - it's a community where young men are formed into faith-filled, intellectual, confident leaders through knowledge, faith, and wisdom. The following plans have been created with a focus on the whole student to enable continued formation of our young men. Servite is prepared to start school with plans for four operational levels (Green, Yellow, Orange, and Red) for the 2020 - 2021 school year with the goal of continuing its commitment to the overall educational and student experience with safety and health at the center of each planning phase.

Red	<p>100% Remote Learning Educational Environment</p> <ul style="list-style-type: none"><li>• Only essential personnel are allowed on campus</li><li>• Teachers instruct "live" courses via Zoom or Google Meet every day following a modified block schedule</li><li>• Odd/Even block schedules will alternate to ensure equal instructional time for all class periods</li><li>• Formation, Campus Ministry, and Priory will be integrated into special schedules</li><li>• Extra-curricular activities and athletics will meet remotely or in person as permitted by state and local health mandates/guidelines</li></ul>
Orange	<p>Return to School with 50% Attendance on Campus in Student Groups</p> <ul style="list-style-type: none"><li>• 7 Period Day</li><li>• Class sizes are divided into Student Group A and Student Group B</li><li>• Student groups rotate daily for on-campus instruction</li><li>• Off-campus days include synchronous instruction utilizing a structured schedule</li><li>• PPE required for faculty, staff, students, and visitors</li><li>• Extra-curricular activities will be limited; athletics will be based on CIF guidelines (Servite will offer in-person extra-curricular and Campus Ministry activities based on current state and local health mandates, guidelines, and allowances)</li><li>• Masses/liturgical celebrations will be held according to published guidelines</li><li>• Distance learning program offered as an option upon request</li></ul>
Yellow	<p>Return to School With Reasonable Mitigation</p> <ul style="list-style-type: none"><li>• 7 Period Day</li><li>• Standard Class Sizes</li><li>• Daily schedule modified to accommodate two lunch periods to maintain social distancing</li><li>• Additional staff may be required to address distance/remote learning needs</li><li>• PPE required for all faculty, staff, students, and visitors</li><li>• Masses/liturgical celebrations scheduled in small groups utilizing alternative schedules</li><li>• Extra-curricular activities are held as permitted; athletics based on CIF guidelines</li><li>• Distance learning program offered as an option upon request</li></ul>
Green	<p>Return Without Restrictions</p> <ul style="list-style-type: none"><li>• 7 Period Day</li><li>• Standard Class Sizes</li><li>• Current Schedules (regular, block, mass, etc)</li><li>• PPE not required</li><li>• Masses/liturgical celebrations scheduled and attended as normal</li><li>• Extra-curricular activities held as regularly scheduled</li></ul>



# Instructional Level Red

## Full Remote/Online Learning

The Servite Instructional Level Red program offers a rigorous, structured, well-rounded curriculum that engages and challenges students through a variety of learning opportunities. Students will participate in courses led by faculty in live-teaching settings, collaborate virtually in groups/teams, have access to 1:1 assistance during office hours, and complete regular assessments to measure learning and progress.

### In a Red Instructional Plan, students will:

- Follow a structured block schedule of even/odd courses each day
- Virtually attend daily classes held by teachers in a "live" synchronous environment
- Use Google Classroom as the main Learning Management System to access links to Zoom/Google Meet sessions and coursework
- Receive assistance and support as needed from teachers during office hours before and after "live" school sessions
- Leverage assistance from Counselors and Instructional Support Services for social-emotional and academic advising
- Follow all deadlines and course assignment due dates
- Report any IT/computer issues immediately to IT at [support@servitehs.org](mailto:support@servitehs.org)
- Attend courses wearing Servite uniform, be neat and groomed, and have all supplies necessary for coursework
- Actively and fully participate in all course activities
- Follow the Servite Virtual Etiquette Policy and conduct themselves as gentlemen at all times
- Demonstrate academic honesty and integrity in every assignment, project, and assessment

### Parents can assist their sons in the following ways:

- Ensure your sons are awake each day with ample time to take care of personal grooming, eat a nutritious breakfast, and prepare materials needed for the day
- Ensure your sons have a table/desk, a comfortable chair, reliable internet access, and all school supplies necessary to participate in all online coursework
- Contact Servite's IT Department with any computer issues as soon as possible to receive assistance remotely and/or schedule appointments at [support@servitehs.org](mailto:support@servitehs.org)
- Communicate with the attendance office in a timely manner when your son is unable to attend classes
- Regularly check Aeries to monitor your son's academic progress

REGULAR SCHEDULE	ODD BLOCK DAYS	EVEN BLOCK DAYS
9:00 am - 10:00 am	Office Hour Appointments	
10:00 am - 11:05 am	Period 1	Period 2
11:15 am - 12:20 pm	Period 3	Period 4
12:20 pm - 12:50 pm	Lunch	Lunch
12:50 pm - 1:55 pm	Period 5	Period 6
2:05 pm - 3:05 pm	Period 7	Period 0
3:05 pm - 4:00 pm	Office Hour Appointments	

MASS/PRIORY DAY	ODD OR EVEN DAYS
9:00 am - 10:00 am	Office Hour Appointments
10:00 am - 10:55 am	Period 1 or 2
11:00 am - 11:45 am	Mass/Priory Activity
11:45 am - 12:15 pm	Lunch
12:15 pm - 1:05 pm	Period 3 or 4
1:15 pm - 2:05 pm	Period 5 or 6
2:15 pm - 3:05 pm	Period 7 or 0
3:05 pm - 4:00 pm	Office Hour Appointments

In accordance with health guidelines, any time outside of the regular school day may be used for student participation in extra-curricular activities such as athletics, Campus Ministry, clubs, Formation, Priory Leadership, and other critical activities that make Servite the unique and blessed place that it is.

# Instructional Level Orange

## 50% On-Campus Hybrid Learning Plan

In the Instructional Level Orange program, students will be assigned to a student group that determines which day they attend school in person and which day they attend classes from home. Courses will alternate daily between student groups for on-campus instruction and off-campus synchronous remote learning. The Orange schedule allows students to maximize their student experience through participation in the many extra-curricular activities, clubs, and athletic programs that Servite offers by offering the highest engagement allowed by all state and local health restrictions and guidelines.

### In an Orange Instructional Plan, students will:

- Attend courses with their student group each day M-Th according to an alternating odd/even block schedule
- Attend all 7 periods with their student group when scheduled to be on-campus on Fridays
- Attend courses virtually when not scheduled to be on campus in a “live” synchronous environment
- Follow all Servite uniform and dress code requirements including only solid colored masks when on campus
- Actively and fully participate in all course activities
- Follow all deadlines and course assignment due dates
- Demonstrate academic honesty and integrity in every assignment, project, and assessment

### Parents can assist their sons in the following ways:

- Ensure sons are in attendance when scheduled to be on campus
- Expect sons to log on for each course when learning from home
- Communicate with the attendance office in a timely manner when your son is unable to attend classes
- Regularly check Aeries to monitor your son’s academic progress
- Ensure sons have a table/desk, a comfortable chair, reliable internet access, and all school supplies necessary to participate in all coursework
- Contact Servite’s IT Department with any computer issues as soon as possible to receive assistance remotely and/or schedule appointments at [support@servitehs.org](mailto:support@servitehs.org)

### On-Campus Days

When students are scheduled for on-campus learning they will follow a block schedule that has been adjusted to ensure an engaging and effective learning environment while practicing all social distancing and safety protocols.

Students are assigned to a student group that determines whether they are learning on campus or from home on any given day. For those students who are on campus, their day will unfold as it normally would, but there will be fewer students on campus and in classrooms, out at lunch, or walking in the hallways.

In an Orange Instructional Level, students will be able to learn from a classroom with a teacher and other peers in a synchronous format and be able to experience all the typical student life activities Servite offers in a safe and interactive way.

**In accordance with health guidelines, time outside of designated academic sessions may be used for student participation in extra-curricular activities during the Instructional Level Orange Schedule.**

# Instructional Level Orange

## 50% On-Campus Hybrid Learning Plan

HYBRID REGULAR SCHEDULE (M - F)		
	Block Odd	Block Even
9:00 am - 10:00 am	Office Hour Appointments	
10:00 am - 11:05 am	Period 1	Period 2
11:10 am - 12:15 pm	Period 3A	Period 4A
12:15 pm - 12:45 pm	Lunch (A)	Lunch (A)
11:05 am - 11:35 am	Lunch (B)	Lunch (B)
11:40 am - 12:45 pm	Period 3B	Period 4B
12:50 pm - 1:55 pm	Period 5	Period 6
2:00 pm - 3:00 pm	Period 7	Period 0

HYBRID 7 PERIOD (FRIDAY)	
9:20 am - 9:55 am	Period 0
10:00 am - 10:35 am	Period 1
10:40 am - 11:15 am	Period 2
11:15 am - 11:25 am	Break
11:25 am - 12:00 pm	Period 3
12:05 pm - 12:40 pm 12:40 pm - 1:10 pm	Period 4A Lunch (A)
12:00 pm - 12:30 pm 12:35 pm - 1:10 pm	Lunch (B) Period 4B
1:15 pm - 1:50 pm	Period 5
1:55 pm - 2:30 pm	Period 6
2:35 pm - 3:05 pm	Period 7

MASS OR PRIORY HYBRID SCHEDULE	
9:00 am - 10:00 am	Office Hour Appointments
10:00 am - 10:55 am	Period 1 or 2
11:00 am - 11:45 am	Mass/Priory Activity
11:45 am - 12:15 pm 12:20 pm - 1:10 pm 11:50 am - 12:40 pm 12:40 pm - 1:10 pm	Lunch (A) Period 3A or 4A Period 3B or 4B Lunch (B)
1:15 pm - 2:10 pm	Period 5 or 6
2:15 pm - 3:05 pm	Period 7 or 0

# Instructional Level Yellow

## Students on Campus with Reasonable Mitigation

In the Instructional Level Yellow program, Servite will follow the regular bell schedule with specific modifications to allow for appropriate safety measures for everyone on campus. All students attend classes in person, and extra-curricular activities are held on campus with specific mitigation measures in place. Slightly longer passing periods and two lunch periods allows students to safely socially distance between classes and at lunch.

### In a Yellow Instructional Plan, students will:

- Attend daily classes
- Follow all Servite uniform and dress code requirements including only solid colored masks when on campus
- Practice all required safety mitigation measures
- Demonstrate academic honesty and integrity in every assignment, project, and assessment

### Parents can assist their sons in the following ways:

- Ensure your son attends class daily
- Communicate with attendance office
- Keep your son home if he shows any symptoms of illness
- Ensure sons have a dedicated workspace, reliable internet access, and all necessary materials to complete coursework

REGULAR SCHEDULE	
7:00 am - 7:48 am	Period 0
8:00 am - 8:48 am	Period 1
8:52 am - 9:46 am	Period 2
9:50 am - 10:38 am	Period 3
10:38 am - 10:48 am	Extended Passing Period
10:48 am - 11:36 am	Period 4
11:40 am - 12:28 pm	Period 5 - Cohort A
12:28 pm - 12:58 pm	Lunch - Cohort A
11:36 am - 12:06pm	Lunch - Cohort B
12:10 pm - 12:58 pm	Period 5 - Cohort B
1:02 pm - 1:50 pm	Period 6
1:54 pm - 2:42 pm	Period 7

MASS SCHEDULE	
7:00 am - 7:48 am	Period 0
8:00 am - 8:37 am	Period 1
8:41 am - 9:23 am	Period 2
9:27 am - 10:04 am	Period 3
10:04 am - 10:16 am	Break
10:20 am - 11:20 am	Mass
11:20 am - 12:00 pm	Period 4
12:00 pm - 12:30 pm	Lunch - Cohort A
12:34 pm - 1:14 pm	Period 5 - Cohort A
12:04 pm - 12:44 pm	Period 5 - Cohort B
12:44 pm - 1:14 pm	Lunch - Cohort B
1:18 pm - 1:58 pm	Period 6
2:02 pm - 2:42 pm	Period 7

Block Schedule 1	
7:00 am - 7:48 am	Period 0
8:00 am - 9:26 am	Period 1
9:26 am - 9:36 am	Extended Passing Period
9:36 am - 11:00 am	Period 3
11:00 am - 11:30 am	Lunch - Cohort A
11:34 am - 12:54 pm	Period 5 - Cohort A
11:04 am - 12:24 pm	Period 5 - Cohort B
12:24 pm - 12:54 pm	Lunch - Cohort B
12:58 pm - 1:40 pm	Period 7

Block Schedule 2	
7:00 am - 7:48 am	Period 0
8:00 am - 9:26 am	Period 2
9:26 am - 9:36 am	Extended Passing Period
9:36 am - 11:00 am	Period 4
11:00 am - 11:30 am	Lunch - Cohort A
11:34 am - 12:24 pm	Priory - Cohort A
11:04 am - 11:54 am	Priory - Cohort B
11:54 am - 12:24 pm	Lunch - Cohort B
12:28 pm - 1:50 pm	Period 6
1:54 pm - 2:35 pm	Period 7



# Instructional Level Green

## Full Campus Operations

All students will be on campus for all academic and extra-curricular activities without any mitigation measures.

### In a Green Instructional Plan, students will:

- Attend daily classes
- Follow all Servite uniform and dress code requirements
- Demonstrate academic honesty and integrity in every assignment, project, and assessment

#### Regular Schedule

7:00 am - 7:48 am	Period 0
8:00 am - 8:48 am	Period 1
8:52 am - 9:46 am	Period 2
9:50 am - 10:38 am	Period 3
10:38 am - 10:50 am	Break
10:54 am - 11:42 am	Period 4
11:46 am - 12:39 pm	Period 5
12:39 pm - 1:09 pm	Lunch
1:13 pm - 2:03 pm	Period 6
2:07 pm - 2:55 pm	Period 7

#### Mass Schedule

7:00 am - 7:48 am	Period 0
8:00 am - 8:37 am	Period 1
8:41 am - 9:23 am	Period 2
9:27 am - 10:04 am	Period 3
10:04 am - 10:16 am	Break
10:20 am - 10:57 am	Period 4
10:57 am - 12:23 pm	Mass
12:23 pm - 12:53 pm	Lunch
12:57 pm - 1:34 pm	Period 5
1:38 pm - 2:15 pm	Period 6
2:19 pm - 2:55 pm	Period 7

### Parents can assist their sons in the following ways:

- Ensure your son attends class daily
- Communicate with attendance office
- Keep your son home if he shows any symptoms of illness
- Ensure sons have a dedicated workspace, reliable internet access, and all necessary materials to complete coursework

#### Block Schedule 1

7:00 am - 7:48 am	Period 0
8:00 am - 9:26 am	Period 1
9:26 am - 9:41 am	Break
9:45 am - 11:05 am	Period 3
11:09 am - 12:34 pm	Period 5
12:34 pm - 1:04 pm	Lunch
1:08 pm - 1:56 pm	Period 7

#### Block Schedule 2

7:00 am - 7:48 am	Period 0
8:00 am - 9:26 am	Period 2
9:26 am - 9:41 am	Break
9:45 am - 10:40 am	Priory
10:44 am - 12:09 pm	Period 4
12:09 pm - 12:39 pm	Lunch
12:43 pm - 2:03 pm	Period 6
2:07 pm - 2:55 pm	Period 7

# Health & Safety

The health and safety of our students, faculty, and staff are extremely important to us. In developing our back to school plans, we have relied on guidelines from the California Department of Public Health and the CDC as well as the knowledge and experience of healthcare professionals to ensure the Servite campus is a healthy, safe, and secure environment. While guidance related to the prevention and treatment of COVID-19 continues to evolve, we are confident in our ability to deliver an excellent, adaptable education. The following protocols have been implemented to ensure the health and safety of our faculty, staff, and students including making modifications to daily schedules, limiting gatherings and events, and establishing a family-school partnership for a healthy community.

## Keeping Servite a Healthy and Safe School

When all students, faculty, staff, and visitors arrive on campus they will:

- Wear masks at all times
- Have temperatures taken
- Be potentially screened for COVID-19 symptoms

## Monitor Symptoms

People with COVID-19 have had a wide range reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. For more information please visit:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## Servite and Family Partnership

### Servite will train and educate our faculty and staff on:

- Recognition of COVID-19 symptoms
- What to do if a student exhibits symptoms
- Disinfecting work areas
- The importance of social distancing
- Promoting healthy hygiene practices
- Frequent hand-washing

### Servite will also:

- Provide a full-time registered nurse as Director of Health Services
- Provide a Student Health Center to isolate anyone who becomes sick during the school day
- Conduct daily temperature checks and basic health screening when students, faculty, staff, and visitors arrive on campus
- Limit visitors to campus to the degree possible
- Visitors who must come to campus will follow the health screening and safety protocols
- Clean and sanitize the campus regularly
- Regularly monitor health data and guidelines

### Parents/Guardians shall agree to the following:

- Conduct daily visual health checks of your son and take his temperature before he comes to campus.
- Please keep your student home if he exhibits any of the following symptoms:
  - Exhibits a fever
  - States he has been in close contact with someone who has tested positive for COVID-19 or a known exposure
  - Experiences any COVID 19 symptoms that are not related to allergies, asthma or another underlying medical condition

Any student on campus who presents with a fever and/or COVID-19 symptoms will be isolated from others in our newly established Student Health Center and monitored until he is picked up. All related students or faculty/staff members living in the same house will also be sent home. All families will follow the guidelines in the 2020-2021 Parent/Student Handbook and sign the commitment signature form during the information verification process. Students or faculty/staff with a confirmed case of COVID-19 may return to school after they have obtained a note from their physician allowing their return, evidence of a negative COVID-19 test, or have self-isolated for at least 10 days from the onset of symptoms and after being fever-free for at least 24 hours without the use of fever-reducing medications. Updates and revisions to these plans and protocols will be based on the most current health guidelines as they become available.

# Health & Safety



Servite facilities and maintenance staff have received additional training on cleaning and disinfecting protocols since the start of the COVID-19 crisis, and training will be ongoing. Additionally, a comprehensive audit was conducted of our campus by an outside company to identify any necessary updates related to COVID-19. The audit results were extremely positive, as Servite already had several recommended protocols in place, such as touchless faucets and plentiful touchless hand sanitizing dispensers.



## Additional Safety Measures and Precautions

- Conversion of one classroom to a Student Health Center
- Purchase of 6 movable hand sanitizing stations
- Purchase of sanitizing spray dispensers that can quickly and efficiently sanitize large areas such as lunch tables, theater seats, or library
- Purchase and installation of additional touchless hand sanitizer dispensers for all classrooms
- More frequent cleaning of campus and monitoring of hygiene supplies during the school day
- Evaluation of individual classrooms and reconfiguration to increase social distancing, including removal of table seating and replacement with individual desks
- Development of policies and daily checklists for classrooms, common areas, etc. to ensure consistent and regular cleaning processes
- Purchase of multiple forms of directional signage to ensure one-way traffic to mitigate crowding

# Important Information

## Formation

Formation is the heart of Servite's approach to education by recognizing that we are all here to help our students be the unique men God created them to be. The Formation Directors will continue to form students by grade level through monthly meetings in theology classes and individual student outreach in order to maintain high trust relationships. Faculty and staff will continue their formation efforts both in and out of the classroom, challenging their students to develop virtue and goodness as they learn and grow physically, mentally, emotionally and spiritually. As always, formation, in collaboration with parents and guardians, will develop a school environment that is devoted to the Blessed Mother who ultimately leads us to Christ. Reach the Formation Team by contacting Mr. Brendan Ronan, Assistant Principal of Catholic Identity, at [bronan@servitehs.org](mailto:bronan@servitehs.org).

## Campus Ministry

As a Catholic School founded by the Order of Friar Servants of Mary, Servite High School will continue to lead young men to Jesus Christ through regular opportunities for prayer, worship, and the study of Scripture. Masses, fraternal gatherings, and retreats will be offered in accordance with all public health guidelines. For more information on our events and offerings, please visit: <https://www.servitehs.org/faith-formation>.

## Health & Wellness

To assist with providing a safe and healthy campus environment, a full-time registered nurse (Director of Health Services) joins the Servite staff. A new Student Health Center on campus provides a dedicated space that allows for privacy and social distancing protocols to isolate anyone who may become sick during the day. Reach the Director of Health Services, Mrs. Jennifer Gutierrez, at [jgutierrez@servitehs.org](mailto:jgutierrez@servitehs.org).

## Counseling Information

Servite Counselors continue to provide personal, social, academic, and college guidance through the 2020 – 2021 school year. A personal counselor is available to students as needed by referral. Virtual group sessions with counselors and individual parent/student appointments are available. Servite and its sister school, Rosary Academy, will be working together to plan workshops and college visits in a virtual setting. Our counselors are accessible daily to provide the students and parents the support they need to successfully navigate the high school process. When applicable and appropriate under COVID-19 guidelines, counselors will be available to schedule in-person meetings. Reach the Counseling Team by contacting Ms. Hilary Recknor, Assistant Principal of Counseling at [hrecknor@servitehs.org](mailto:hrecknor@servitehs.org).

## Instructional Support

Support Services will continue to provide accommodations for students with learning disabilities as well as individual consultation appointments online. Our Instructional Support Department has adapted its best practices and has developed tips and strategies for students that promote their potential in a distance learning environment. Reach our Director of Support Services, Mrs. Gina Johnson, at [gjohnson@servitehs.org](mailto:gjohnson@servitehs.org).

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# Important Information

## Athletics

Athletics are a vital component of our students' formation and education. The CIF Southern Section has modified athletics for the 2020 - 2021 school year. The three traditional sports seasons have been condensed into two seasons with specific start and end dates to include sectional, regional, and state championships. CIF bylaw changes for simultaneous club and high school participation have also been established. For the most up-to-date information regarding Servite's athletics, please visit: <https://www.servitehs.org/athletics> or for CIF information visit: <https://cifss.org/>. Reach the athletic office by contacting Mrs. Ann Cross at [across@servitehs.org](mailto:across@servitehs.org).

## Extra-Curricular Clubs & Activities

Servite offers a rich and varied selection of extra-curricular clubs and activities which significantly enrich the student experience. Servite is committed to providing as many meaningful activities for students in the safest way possible. Students will be able to work with one another virtually or in-person as determined by local and state health guidelines. Whenever possible, students will have the opportunity to take a break from their 'screens' and engage with their Servite brothers. Moderators and faculty leaders will communicate regularly regarding plans for their clubs and activities. Reach the Director of Activities, Ms. Jeanne Nellesen, at [jnellesen@servitehs.org](mailto:jnellesen@servitehs.org).

## Servite Uniforms

Vicki Marsha Uniforms is the official supplier of Servite uniforms. The VMU store is open for walk-ins and appointments. Reach them at (714) 895-6371 or <https://vickimarsha.com/>.







# CONTINUING THE COMMITMENT

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## FORMING FAITH-FILLED LEADERS



Servite High School  
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