

# Return to Learning Plan

## Incarnate Word Academy

Revised 9.12.20

FALL 2020  
609 CRAWFORD ST.  
HOUSTON, TX 77002





# An IWA Education

For more than 145 years, Incarnate Word Academy has been a leader in girls' education and recognized as one of Houston's leading college-preparatory schools for young women. We are committed to building a foundation of academic acumen while recognizing a more comprehensive goal: empowering young leaders to be faithful, curious and empathic Women of the Word who live a spirituality based on Jesus, the Incarnate Word and desire to live according to His values.



## INCARNATE WORD ACADEMY LEADERSHIP

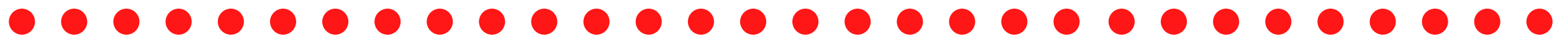
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# Definitions, Explanations and Community Expectations

## Helpful Terms

**Assessments:** various tools that assist teachers in determining content mastery and student proficiency.

**Asynchronous:** learning takes place on the student's schedule with previous recorded lessons and materials. Students and teachers do not meet live online.

**Google Classroom:** IWA's learning management system, where teachers will post assignments, resources, and announcements.

**Hybrid Learning:** a learning program that incorporates in-person and virtual learning, with 50% of the student body on campus at one time.

**myIWA:** the online grade book and information management system.

**Remote Learning:** a program of virtual education that incorporates asynchronous and synchronous learning activities.

**Synchronous:** learning takes place with the teacher and students online at the same time. Students follow their daily schedule and log in to live instruction and collaboration.

**Zoom:** communication software that allows for meetings, tutorials and other live learning opportunities.

## LEARNING AND INSTRUCTION

IWA is committed to providing a safe environment as students return to campus for the 2020 - 2021 academic year in the face of the COVID-19 global pandemic. The following modified protocols will be implemented when in-person, on-campus learning begins in order to provide safety for our students, faculty and staff.

## Mark your Calendars...

September 21	First day of hybrid instruction
September 30	Ring Ceremony (see details in Weekly Word - September 11, 2020)
October 2	End of 1st Quarter - Remote Learning Sign Up
October 9	Parent/Teacher Conferences - Students No School
October 12	Faculty Retreat and Inservice - Students No School
October 14?	SAT testing for seniors (must sign up)
November 23-27	Thanksgiving Break



# Instructional Options 2020 - 2021



Incarinate Word Academy is committed to providing young women with a high-quality educational experience. The emotional well-being as well as the safety of all community members, including students, families and staff members remains as the highest priority as we prepare for the 2020 - 2021 school year. On Aug. 17, all Incarnate Word Academy students will begin remote instruction. The following plan outlines learning practices and strategies that we will use to continue teaching and learning throughout the remote period and beyond.

## **Return to Campus**

On Sep. 21, 2020 Incarnate Word Academy is scheduled to return to campus. School activities will begin only if safety guidelines set forth by various authorities are met. Students will automatically be enrolled in a return-to-campus hybrid instructional plan. Families may, however, chose from one of the following two options. Parents must indicate their choice of remote learning no later than 8 a.m. on Sep. 11 by completing [this form](#). The choice will require a quarterly commitment. Please see enrollment dates below.

## **Option 1: Hybrid Learning**

- Students will attend campus twice a week, allowing the campus to remain at 50% capacity. Students will be divided into two groups, A and B, split alphabetically.
- Wednesdays will be a scheduled cleaning day, with all students and faculty participating in remote learning. (See page 9)
- Hybrid learning students will be able to participate in all on-campus activities including IWA clubs, organizations and athletics. Incarnate Word Academy will follow all social distancing and health guidelines when planning on-campus activities.

## **Option 2: Continued Remote Learning**

- Families may continue with remote learning throughout the 2020 - 2021 school year. We are committed to providing a high quality, college preparatory education to all students, regardless of their preferred learning choice.
- Students continuing off campus with remote learning will follow the hybrid schedule based on their group A or B placement. Remote students will be expected to participate when their group is on campus in synchronous instruction as directed by their classroom teachers. Zoom links for each class will be posted in Google Classroom. On the days the hybrid group is off campus working remotely, the remote students in the same group will also work remotely."
- Incarnate Word Academy will ensure all students receive equitable learning and community opportunities throughout the school year. Families must commit to continued remote learning no later than 8 a.m. on Sep. 11.
- We understand that remote instruction presents unique challenges for teachers and students. However, with the partnership of parents, teachers and students we are confident that it will allow for continued student growth.
- Students selecting the remote option will be able to participate in IWA clubs and organizations with their on-campus sisters via Zoom. Remote students will also be able to participate in off campus athletics (Cross Country) during the first semester in the 2020.21 academic year. Remote students will not be able to participate in on campus athletics (Volleyball and/or Basketball) as students are required to come on campus for practices and competitions.

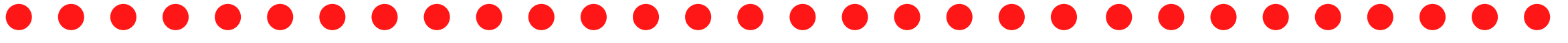
## **Remote Learning Enrollment Dates**

Incarinate Word Academy will allow families to re-evaluate their learning choice quarterly. This will give families the space to evaluate their own individual needs and allow faculty members time to prepare high-quality instruction. We are asking the families to re-evaluate by the following deadlines:

- Quarter 2: No later than 8 a.m. on Oct 2. Please use [this link](#) for the enrollment form.
- Quarter 3 (as needed): No later than 8 a.m. on Dec. 18. Please use [this link](#) for the enrollment form.
- Quarter 4 (as needed): No later than 8 a.m on Mar 5. Please use [this link](#) for the enrollment form.



# Remote Learning Instruction



## Asynchronous Learning

- We are using an asynchronous model for remote learning. This provides students with flexibility for completing assignments, although we recommend students follow the daily schedule.
- Asynchronous learning allows teachers to host live discussions, tutorials, office hours, etc. on Zoom. These will occur during the allotted time for their class periods only.
- Teachers may use alternative assessment methods, such as projects, essays and presentations.

## Daily Schedule

- IWA will follow the schedule below while students are in remote learning. This time will be used primarily for asynchronous learning activities though teachers may conduct synchronous activities during the allotted class periods.
- Students will follow a modified block schedule on Monday, Tuesday, Thursday and Friday. Students will follow a traditional eight-period schedule on Wednesdays.
- By 7:30 a.m. each Monday, teachers will post the weekly calendar and all of the weeks assignments on the class's Google Calendar.
- Students can see all Google Classroom deadlines in their Google Calendar, so students should use the calendar to help plan out their week.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:25 AM	1	2	8:00 - 8:40	1	1
			8:45 - 9:25	2	
9:30 - 10:55 AM	3	4	9:30 - 10:10	3	3
			10:15 - 10:55	4	
11:00 - 12:00 PM	LUNCH				
12:00 - 1:25 PM	5	6	12:00 - 12:40	5	5
			12:45 - 1:25	6	
1:30 - 3:00 PM	7	8	1:30 - 2:10	7	7
			2:15 - 2:55	8	
3:00 - 3:30 PM	FLEX (optional)				
Total Instructional Time	345 minutes	345 minutes	320 minutes	345 minutes	345 minutes



# Remote Learning Instruction



## Remote Daily Attendance

- Daily attendance forms will be sent with the morning announcement email.
- Students must complete the attendance form by 9 a.m. each morning.
- If a student is ill and unable to complete online work that day, the student or parent will select "absent" on the attendance form.
- Parents and students will be sent a follow-up email for those students who do not complete the attendance survey.
- Students who are marked absent will need to complete their missed assignments under the normal makeup work policy found in the IWA Student-Parent handbook.
- The expectation is that students are actively engaged in course content for each class each week.

## Lesson Plans

- Teachers will use the template below for lesson planning. Faculty will submit these plans to administration and share them with students by the start of each week.

	<b>Day 1</b> 1.5 hours	<b>Day 2</b> 40 mins	<b>Day 3</b> 1.5 hours
<b>Objectives</b>	A list of the skills or knowledge students will acquire in this day's lesson		
<b>Lesson Plans</b>	A step-by-step agenda for what students need to complete each day and what resources they need to do so		
<b>Assignments</b>	A list of any graded assignments, indicating where students must go to complete the assignment, the title of the assignment, the due date, and the grading category		

## Remote Learning Dress Code

Students must wear their uniform top or IWA spirit shirt with jeans while participating in remote synchronous learning activities. Inappropriate dress will be referred to the Dean of Students, Carman West.

## Technology Platforms

- IWA will use Google Classroom as the school's main remote learning platform.
- IWA will use Zoom will be the platform we use for any live classes, meetings, tutorials and office hours. Teachers will share their Zoom information with students on Google Classroom and the shared Google Doc Zoom calendar.
- Teachers may use other programs, such as Edpuzzle, Flipgrid and Delta Math to supplement student learning on Google Classroom. These supplemental programs are compatible with Google Classroom, making the remote learning experience more user friendly.
- Please be patient with technological glitches or outages. If students are having ongoing issues related to hardware or software, Tim Moudry, the director of technology, and Eric Kerr-Herally, the educational technologist.



# Remote Learning Instruction



## **Zoom Guidelines and Etiquette**

- Students should arrive five minutes early to their Zoom with cameras turned on and microphones muted.
- Students need to have their cameras turned on so the teacher can see they are participating actively. Students are advised to mute themselves when not talking to cut out background noise.
- Students should ensure anything displayed on Zoom is school appropriate and that they follow the remote learning dress code.
- Cell phones and other devices should be turned off or removed to avoid distractions.
- Students may only attend Zoom sessions for classes they are enrolled in during times scheduled by the teacher.
- In compliance with the Safe Haven guidelines, another teacher or administrator will be brought on Zoom to prevent one-on-one communication between a teacher and student. This protocol ensures the safety and wellbeing of all parties.

## **Grades**

- IWA teachers will post grades weekly in myIWA to enable students to effectively keep track of their academic progress.
- Teachers will follow the Student-Parent Handbook policies on late work and make-up work, so students should be sure to meet deadlines and communicate proactively with teachers about any problems.
- If a student has a technical problem, such as a malfunctioning iPad or WiFi connection issues, they should inform Carman West, Eric Kerr-Herally and Tim Moudry immediately so that we can devise a solution and develop an appropriate alternate plan if needed.

## **Assignments**

- Teachers will communicate all assignments for the week via Google Classroom by Monday at 7:30 a.m.
- Students should use the Google Calendar to help with planning. When students access their Google Calendars, all assignments will be organized by due date and automatically populated from Google Classroom when assigned.
- Students will submit assignments on Google Classroom and through other technology platforms (Edpuzzle, Flipgrid, etc.) as instructed by the teacher. For consistency, all teachers will set a deadline of 11:59 p.m. on the due date for assignments.

## **Assessments**

- Assessments are benchmark tests used to determine student proficiency or mastery of content and alignment with curriculum standards for a given course.
- During remote learning, these assessments can only occur during the designated class Zoom period or at Flex Time. The assessment must be proctored by the teacher and communicated to students via Google Classroom.
- Students must be informed about upcoming major assessments (tests, essays, projects, etc.) at least a week in advance.
- There may be no more than three major assessments per day for any student.
- Teachers may use Zoom to monitor students who are testing to ensure academic integrity. Students must be in complete view of the camera for the duration of the assessment. Any aid materials (i.e. graphing calculator) must be used in the camera view. The teacher may require students to show their desks or surrounding areas before, during or after an assessment. If a student refuses to comply, they will receive a zero on the assessment. Any integrity issues must be reported to Dean of Students, Carman West, no more than 48 hours after the incident.
- Teachers will schedule Zoom-monitored assessments during their designated class periods, and students are expected to complete the assessment during that window. These assessments should take no longer than 20 minutes to complete, and teachers will give absent students opportunities to make up these assessments during Flex Time. Students must communicate with teachers in advance if they cannot attend the scheduled testing session. Failure to do so will result in a zero for the assessment.



# Remote Learning Instruction



## **Communication**

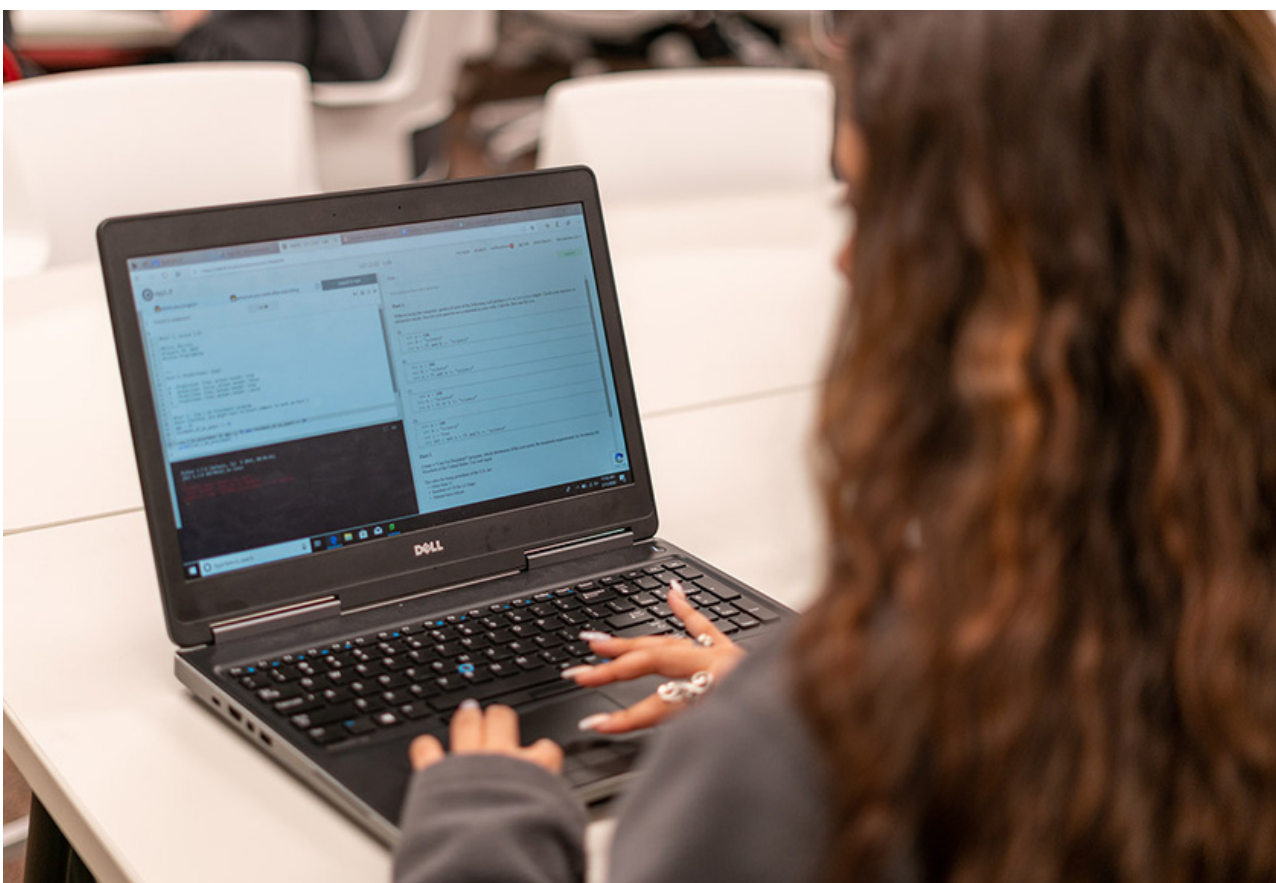
- Any changes to the learning plan or COVID-19 protocols will be communicated by the principal and president to the IWA community via email and the school website.
- We understand the current situation is complex and evolving and may pose a real challenge for our community. Please keep us informed of any particular concerns that may arise.
- Communication between students and teachers will be conducted through school email, Zoom and Google Classroom.
- Parents should contact teachers via email if there are any questions about their daughters' classes.
- An email with the attendance form and a video with the daily prayer and announcements will be sent each morning.

## **Contacting Teachers**

- Teachers will be available Monday - Friday from 7:30 a.m. - 3:30 p.m. Teachers will communicate their individual office hours with students on a regular basis. In addition, teachers will be regularly available by email.
- In the event that a student needs additional support outside of regularly scheduled class time, the student is responsible for reaching out to their individual teacher. Teachers are eager to help ensure all students are successful in their class.

## **AP Exams**

- A student enrolled in an AP class must take the AP Exam in May 2021.
- If the College Board makes any changes to exams or courses, Kelly Morrison, the AP coordinator, will communicate those to the students.





# Remote Learning Student Support

## **Campus Ministry**

The girls will have opportunities to grow closer to God and connect with their classmates in sisterhood. During remote learning, there will be morning prayer and devotionals during Flex Time over Zoom. Additionally, mass will be lived streamed for our community members.



## **Student Support**

Students who receive extended time will be given 50% extended time on remote assessments. Erika Eberhart, the school counselor, will inform teachers of students who qualify for accommodations, and teachers will communicate confidentially with students about extended deadlines and expectations.



## STUDENT ACTIVITIES

### **Athletics**

- At this time, we are currently making changes to our fall sports athletic plan due to the changes made to the Texas Private and Parochial Schools (TAPPS) guidelines.
- As soon as our fall sports schedules have been confirmed, we will share this information to the IWA community.

### **Band**

- Students will have the opportunity to continue their participation in band as conditions allow. Please see St. Thomas High School guidelines for attendance information and safety protocols.  
<https://www.sths.org/campus-life/return-to-campus-2020/>

### **Choir**

- Students will have the opportunity to continue their participation in the Incarnate Word Academy Choir. Classes will be held during the usual "zero period" during remote learning.

### **Extracurricular Activities and Clubs**

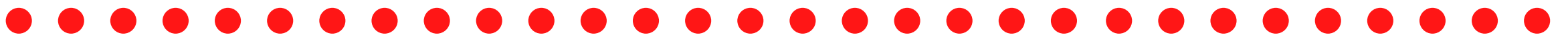
- In-person extracurricular activities will be phased in when safe and social distancing guidelines can be maintained. During the remote learning, students will have the opportunity to participate in clubs, activities and sisterhood events via Zoom.

### **School Assemblies**

- Students will only assemble as a group when social distancing guidelines can be maintained. Community events will take place on Zoom to allow for social distancing.



# Hybrid Learning Instruction



Beginning on Sep 21 as conditions allow, Incarnate Word Academy will offer hybrid learning for students desiring an on-campus experience.

## Hybrid Learning

- The hybrid learning model incorporates both online and in-person instruction in order to maintain a safe and productive learning environment.
- Each student will be expected to report to campus two days per week and engage in remote online learning for the other three days.
- Students will be alphabetically split into two groups, and designated as Group A and Group B. While Group A is on campus, Group B will engage in remote learning. While Group B is on campus, Group A will engage in remote learning. All students and staff will follow a remote learning, eight-period schedule on Wednesdays that will allow for deep cleaning of the school.
- Online learning will use the same platforms and guidelines as those used during remote learning. In-person instruction will be conducted on campus in socially distanced classrooms with 50% of the students on campus daily.

## Daily Schedule

IWA will follow the schedule below while students are in hybrid learning. Students will be divided into two groups (A and B). Group A will be on campus Monday and Thursday only and Group B will be on campus Tuesday and Friday only. All students will work remotely on the other days in the schedule.

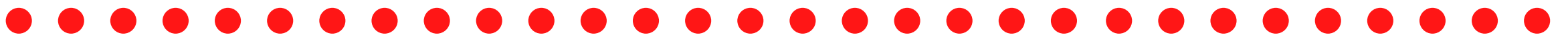
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY							
Group A On Campus		Group B	Group A	Group B On Campus		All Remote		Group A On Campus		Group B	Group A	Group B On Campus			
0	7:00-7:55	Remote Learning	Remote Learning	0	7:00-7:55	1	8:00-8:40	0	7:00-7:55	Remote Learning	Remote Learning	0	7:00-7:55		
1	8:00-9:25			1	8:00-9:25	2	8:45-9:25	2	8:00-9:25			2	8:00-9:25	2	8:00-9:25
3	9:31-10:56			3	9:31-10:56	3	9:30-10:10	4	9:31-10:56			4	9:31-10:56	4	9:31-10:56
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11:02-12:27	11:02-11:42			11:02-12:27	11:02-11:42	LUNCH	11:00-12:00	11:02-12:27	11:02-11:42			11:02-12:27	11:02-11:42	11:02-12:27	11:02-11:42
9 <sup>th</sup> /10 <sup>th</sup> LUNCH	11 <sup>th</sup> /12 <sup>th</sup> 5			9 <sup>th</sup> /10 <sup>th</sup> LUNCH	11 <sup>th</sup> /12 <sup>th</sup> 5	5	12:00-12:40	9 <sup>th</sup> /10 <sup>th</sup> LUNCH	11 <sup>th</sup> /12 <sup>th</sup> 6			9 <sup>th</sup> /10 <sup>th</sup> LUNCH	11 <sup>th</sup> /12 <sup>th</sup> 6	9 <sup>th</sup> /10 <sup>th</sup> LUNCH	11 <sup>th</sup> /12 <sup>th</sup> 6
12:33-1:13	11:48-1:13			12:33-1:13	11:48-1:13	6	12:45-1:25	12:33-1:13	11:48-1:13			12:33-1:13	11:48-1:13	12:33-1:13	11:48-1:13
7	1:19-2:44			7	1:19-2:44	7	1:30-2:10	8	1:19-2:44			8	1:19-2:44	8	1:19-2:44
FLEX	2:50-3:30	FLEX	2:50-3:30	8	2:15-2:55	FLEX	3:00-3:30	FLEX	2:50-3:30	FLEX	2:50-3:30				

## Classrooms

Desks in the classrooms will be placed six feet apart to maintain recommended social distancing guidelines. Desks will be disinfected at the start and at the end of each class. Hand sanitizer stations will be set up in each classroom.



# Hybrid Learning Instruction



## **Lunch**

IWA continues to contract with Simply Fresh Catering, which will supply boxed lunches for students who wish to purchase lunch at school. Menus will be posted monthly on our website. All lunches must be preordered. Payment procedures remain the same. New students will receive this information about setting up a Simply Fresh account during orientation. In order to maintain optimal health and safety conditions during the lunch periods, we will make use of additional space in the school to allow for social distancing. Rigorous cleaning and sanitizing will take place in the lunchroom and other eating areas after each lunch period. All lunchroom workers and monitors will wear face coverings. In addition, if serving food, workers will also wear gloves. The lunchroom service area will be outfitted with a safety shield and floor stickers will indicate the safe distances students should observe while in the lunch line.

## **Dress Code**

Students must follow the normal uniform policy while on campus during hybrid learning.

## **Lesson Plans**

Teachers will use the same template for hybrid lesson plans as used for remote learning. Teachers will be using flipped classroom strategies to engage with students in hybrid learning.

## **Hybrid Learning Daily Attendance**

When a group is on campus, regular attendance procedures will be followed as outlined in the Student-Parent Handbook. When a student group is in remote learning, they will follow the same attendance procedures as outlined in the remote learning section above.

## **Technology Platforms**

- IWA will use Google Classroom as the school's main remote learning platform.
- IWA will use Zoom will be the platform we use for any live classes, meetings, tutorials and office hours. Teachers will share their Zoom information with students on Google Classroom and the shared Google Doc Zoom calendar.
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- Students may only attend Zoom sessions for classes they are enrolled in during times scheduled by the teacher.
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# Hybrid Learning Instruction

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## Grades

- IWA teachers will post grades weekly in myIWA to enable students to effectively keep track of their academic progress.
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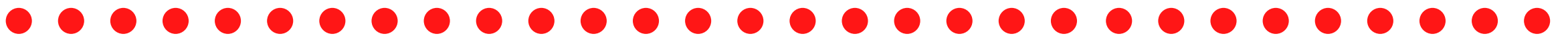
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# Hybrid Learning: Instruction



## Communication

- Any changes to the learning plan or COVID-19 protocols will be communicated by the principal and president to the IWA community via email and the school website.
- We understand the current situation is complex and evolving and may pose a real challenge for our community. Please keep us informed of any particular concerns that may arise.
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- In the event that a student needs additional support outside of regularly scheduled class time, the student is responsible for reaching out to their individual teacher. Teachers are eager to help ensure all students are successful in their class.

## Student Support

- Students who receive extended time will be given 50% extended time on remote assessments.
- Erika Eberhart, the School Counselor, will inform teachers of students who qualify for accommodations, and teachers will communicate confidentially with students about extended deadlines and expectations.

## Arrival/Departure

Drop off time will begin at 6:30 a.m. at the Jackson Street entrance. Upon arrival, all students will have their temperature taken before entering the building. Students with temperatures less than 100.0 degrees will be allowed on campus. School will be dismissed on Monday, Tuesday, Thursday and Friday at 3:30 p.m. Standard after-school policy remains in effect for those students scheduled to be on campus. When exiting the school building, students may only use the doors facing Jackson Street.





# Hybrid Learning Student Support

For student support during remote learning, please see page 6.

## **Campus Ministry**

- Girls will have opportunities to grow closer to God and connect with their classmates in sisterhood. During hybrid learning, there will be devotionals during Flex Time as well as half-day retreats for each classification.
- Mass will be by classification and live streamed for on-campus and remote learners.
- Incarnate Word Academy remains committed to the spiritual growth of the community. Every morning during hybrid learning, students will participate in morning prayer. There will also be opportunities to participate in-person devotionals during Flex Time. Remote students will also have the opportunity to participate during Flex Time.

## STUDENT ACTIVITIES

### **Athletics**

- At this time, we are currently making changes to our fall sports athletic plan due to the changes made to the Texas Private and Parochial Schools (TAPPS) guidelines.
- As soon as our fall sports schedules have been confirmed, we will share this information to the IWA community.

### **Band**

- Students will have the opportunity to continue their participation in band as conditions allow. Please see St. Thomas High School guidelines for attendance information/safety protocol. <https://www.sths.org/campus-life/return-to-campus-2020/>

### **Choir**

- Students will have the opportunity to continue their participation in choir at Incarnate Word Academy. Classes will be held during “zero” period. Students participating in hybrid learning will be expected to attend choir during their assigned on-campus day. Students may be assigned course work during remote learning by the teacher. Remote learning students will have the opportunity to continue their participation in class via Zoom and other approved platforms.

### **Extracurricular Activities and Clubs**

- Extracurricular Activities will be phased in when safe and social distancing guidelines can be maintained. Students will continue to have the opportunity to participate in clubs, activities and sisterhood via Zoom. Hybrid learning students and remote learning students will have equitable opportunities to participate in all Incarnate Word Academy Extracurricular Activities and Clubs.

### **School Assemblies**

Students will only assemble as a group when social distancing guidelines can be maintained.



# Hybrid Learning Safety Protocols

## Hallway/Stairwell Traffic Patterns

In order to ensure adequate physical distancing, hallways and staircases will have specific directional traffic patterns when passing between classes. Signage in the hallways will indicate counterclockwise traffic patterns. Staircases will be one-way up or down and clearly indicated as such. It is expected that students maintain six feet of social distancing while traveling between classes either in the hallways and/or in the stairwells. Additional time will be allocated between classes to allow for safe movement from class to class.

## Use of Elevator

Student use of the elevators is prohibited unless special arrangements have been made. Only two people at a time will be allowed to ride elevators, which are properly marked for social distancing.

## Lockers

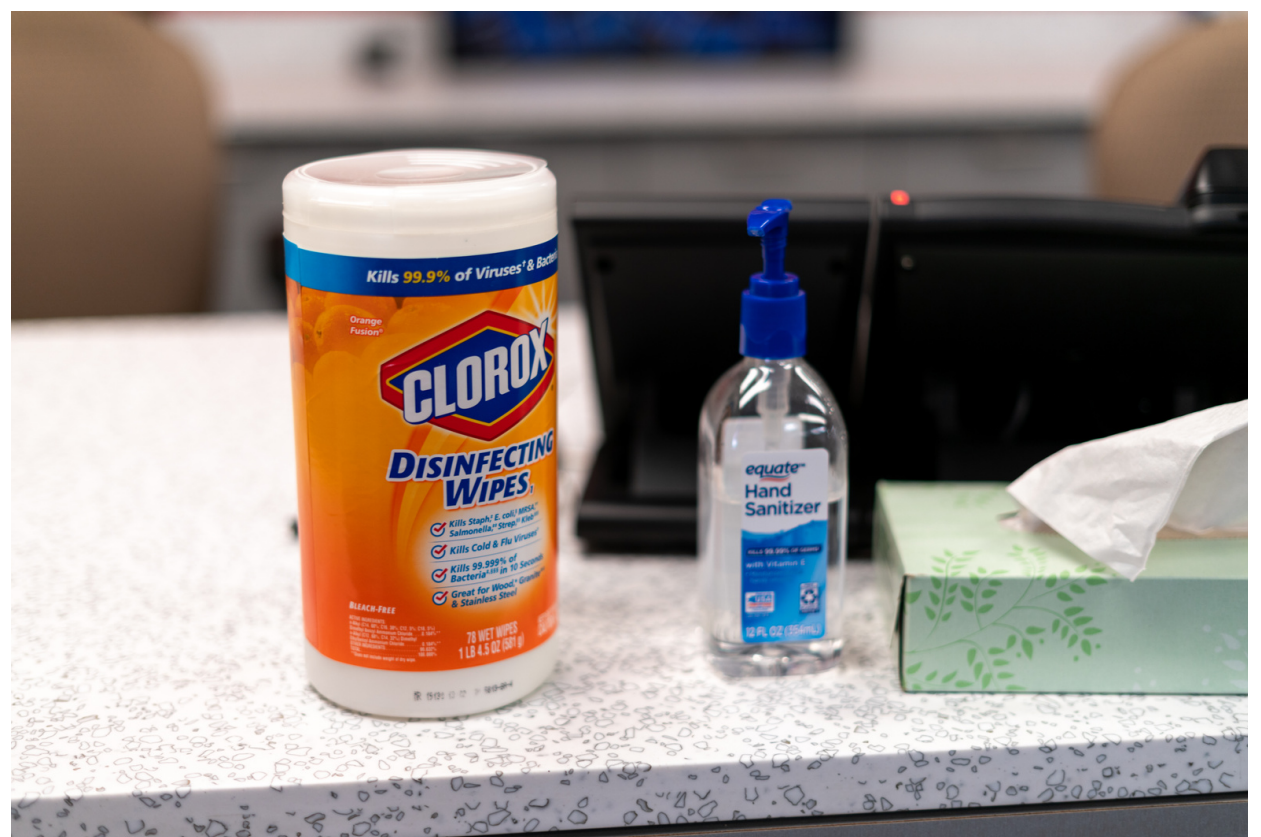
Lockers will not be assigned during hybrid learning. Students will be responsible for carrying their belongings throughout the day to individual classrooms.

## Visitors

Individuals will be permitted to enter campus on a limited basis as approved by administration. At this time, spectators will not be allowed on campus for athletic events or performances.

## Water Fountains

Touch-free water dispensers on campus will be open. Girls will be required to bring refillable water bottles. Bottles of water will also be available in the vending machine. Vending machines buttons will be disinfected throughout the day.





# Hybrid Learning Safety Protocols

## Hand Hygiene

All students, faculty and staff are to wash their hands or use hand sanitizer throughout the day. Signage regarding hand hygiene protocols will be posted throughout the campus. Additionally, hand sanitizer stations will be in all classrooms and common areas such as the lunchroom, auditorium, gym, weight room, collaboration areas, labs, etc.

Students, faculty, and staff are to cover coughs and sneezes with a tissue or with their elbow.

## Clinic/Isolation Area

The clinic will continue to serve students with routine needs without risking exposure. A separate isolation area will serve students who exhibit symptoms of the virus. Isolated students will be dismissed directly from this area.

## Masks

Masks are required for everyone on campus. It is the responsibility of each student, faculty and staff member to supply their own mask. Masks will not be required while eating or drinking or for individuals working alone in offices or empty spaces unless another person enters the area. Masks should be a solid color, a print fabric or purchased through the Spirit Shop. Verbiage or additional logos are not allowed with the exception of Incarnate Word Academy verbiage and logos. Administration will have the final say on the application of these guidelines.

Face shields will be distributed to all faculty and staff, and may be worn in addition to a mask but not instead of a mask. Students may also bring and wear a face shield in addition to their mask but not instead of a mask. Students may also bring and wear gloves, should they choose. This protocol will be fluid depending on the local public health circumstances.

## Physical Distancing

Physical distancing between each person should be maintained when and if feasible on campus. Signage, rearrangement of furniture, and ongoing reminders will assist the students, faculty and staff, with adhering to this expectation. Desks in classrooms will be set up with the six-foot social distancing guidelines in mind. Adequate tables and chairs will be set up in the lunchroom and auditorium during lunches for students, faculty and staff, to maintain social distancing. Floor stickers will serve as markers and reminders to maintain social distancing. Signage in hallways and on stairwells will indicate directional flow to maintain physical distancing.





# Hybrid Learning Safety Protocol



## **Library Books/Headphones**

Books returned to the libraries will be taken out of circulation for three days before returning to the stacks. Students are encouraged to bring their own headphones. If students use school headphones, they will be responsible for disinfecting them before and after usage.

## **Classrooms and Community Spaces**

The cleaning staff will frequently clean and sanitize heavy traffic areas and surfaces throughout the school day with hospital-grade disinfectants. Teachers and students will be asked to disinfect classroom desks at the start and end of each class period. Classrooms will also be sanitized each night with hospital-grade disinfectants. Each week, all classrooms will be fogged with disinfectant for increased sanitization measures. Hand sanitizer stations will be available in all classrooms and offices, as well as in common and high-traffic areas across campus.

If needed, IWA is prepared to accelerate cleaning practices and respond immediately to any illness on campus. The school has high-grade disinfectant and specialized fogging equipment to allow disinfectant into crevices, keyboards and other hard-to-reach areas.

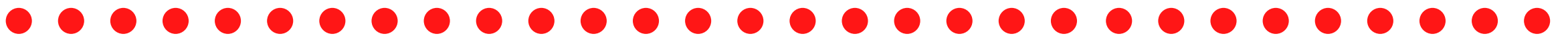
## **Ventilation**

The HVAC system allows for outside air to be ventilated through the school consistently throughout the day. Our filters have been upgraded as recommended.





# Hybrid Learning Safety Protocols



## Temperature Checks

Every person who enters the school building during school hours will have their temperature checked. All students who are dropped off will have their temperature read with a touchless thermometer before entering the building. Anyone who has a temperature of 100.0 degrees Fahrenheit or higher will be denied entry.

## Symptom Self-Screening

All faculty, staff and students must self-screen for COVID-19 symptoms prior to coming onto campus each day. A parent/guardian will be responsible for screening their daughter(s) using observation and the following screening questions:

Has the individual recently begun experiencing any of the following in a way that is not normal for him or her:

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

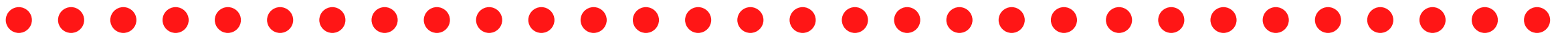
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Any student, faculty or staff member who exhibits one or more COVID-19 like symptoms (as listed above) in a way that is not normal for them must stay at home and notify the COVID-19 compliance coordinator via email at [C-19Compliance@incarnateword.org](mailto:C-19Compliance@incarnateword.org).





# COVID-19 Protocols



**Student, parents, faculty and staff members must notify the school via email at [C-19Compliance@incarnateword.org](mailto:C-19Compliance@incarnateword.org) if any of the following situations occur during the school year:**

- A student, a family member or a person with whom the student has come in close contact has a lab-confirmed diagnosis of COVID-19
- A student has symptoms consistent with a presumptive positive case of COVID-19

## **Lab-Confirmed Diagnosis**

Any faculty, staff, student or campus visitor who is lab-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school screens the individual to determine if the below conditions for campus re-entry have been met:

- At least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications)  
AND
- The individual has no symptoms  
AND
- At least 10 days have passed since symptoms first appeared The COVID-19 compliance coordinator will perform contact tracing to the extent possible following a lab-confirmed case on campus.

## **Presumptive Positive**

If a student exhibits COVID-19 symptoms, they will be presumed positive. Parents will be contacted to arrange for immediate dismissal from school. Parents must arrange for their students to be tested for COVID-19 or arrange a consultation with a medical professional within a 24-hour period. The student may not return to school until cleared by a medical professional or until receiving a negative COVID-19 result without symptoms. Test results may be forwarded to [C-19compliance@incarnateword.org](mailto:C-19compliance@incarnateword.org) prior to the student returning to campus or students may bring results upon their return to school.

In the case of a positive or presumptive positive COVID-19 case among a household member of one of our students, the following conditions must be met before returning to campus:\*

- At least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications)  
AND
- The individual has no symptoms  
AND
- At least 10 days have passed since symptoms first appeared. If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay-at-home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

\* These guidelines apply to faculty and staff as well.



# COVID-19 Protocols



## **Close Contact**

Anyone who has had close contact with someone who is lab-confirmed to have COVID-19 should follow the Presumed Positive expectations.

A close contact situation is defined as:

- Being directly exposed to infectious secretions from an individual who is lab-confirmed with COVID-19 (e.g., being coughed on while not wearing a mask or face shield);
- Being within 6 feet of an individual who is lab-confirmed with COVID-19 for a cumulative duration of 15 minutes, while not wearing a mask or face shield
- In the case of asymptomatic individuals who are lab-confirmed with COVID-19, they are presumed infectious at least two days prior to the confirming lab test

## **Notification of COVID-19 Cases**

Consistent with school notification requirements for other communicable diseases, IWA will notify all faculty, staff and parents via email if a lab-confirmed COVID-19 case is identified among anyone on campus. Additionally, IWA must notify the Houston Health Department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). HIPPA prevents us from revealing the identity of any individual who is presumed positive.



# Important Contacts



Please use the following list to guide you on whom to contact with specific concerns. Thank you for being part of our Incarnate Word Academy community.

- Academics: Stefanie Howard, Academic Dean
- Admissions: Sarah Sheppard, Director of Admissions OR Kaitlyn Pena, Associate Director of Admissions
- Advancement: Perla Herrera, Director of Advancement
- Athletics: Rick Perez, Athletic Director
- Attendance: Cynthia Candelario, Receptionist
- Business Office: Stephen Edworthy, Director of Finance
- College Admissions: Stephanie Perez-Gill, College Counselor
- Course Issues: Individual Teachers (please use faculty/staff directory)
- Prayer, spiritual guidance, and service learning: Ana Paula Panzarini, Campus Minister
- President: Sr. Lauren Beck
- Principal: Andrea Smith
- Social/Emotional Issues: Erika Eberhart, School Counselor
- Student Life and Discipline: Carman West, Dean of Student
- Technology and Google Classroom Learning Apps Issues: Eric Kerr-Heraly, Educational Technologist
- Technology and iPad Issues: Tim Moudry, Director of Technology
- Textbooks: Kelly Morrison, Librarian
- Young Leaders Program: Eric Kerr-Heraly, Director of Leadership

Please take some time to review these plans with your daughter before remote learning begins. The expectations will be that students understand the protocols and policies in place to ensure all community members are on the same page. Thank you for being part of the Incarnate Word community.