



Instructional Continuity Plan 2020-2021

Updated January 4, 2021



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

Overview

This unprecedented time has led to many changes in our lives including changes to education practices and how students learn. St. Pius X High School's plan for the 2020-2021 school year reflects an unwavering commitment to providing the excellence of a Dominican education for each learning model. Our commitment to Mission is central in our pandemic planning and response. We are, therefore, focused on striking an appropriate balance that prioritizes safety, academic excellence, and community with the flexibility needed to adjust to an ever-changing situation.

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Our Mission

Prayer, Study, Community, Preaching - this is Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

Our Goals

- Prioritize the health and safety of students, faculty, staff and school community
- Use research-based data to develop, implement, and enforce best practices in the area of health and education
- Promote campus practices and policies that reduce the risk of virus transmission and provide flexibility as we respond to unknown variables
- Realize the St. Pius X High School mission
- Respect the authority of local and state guidelines and orders

St. Pius X High School takes seriously the responsibility to support students in continued academic, spiritual, and social growth throughout this time. The emergency transition to distance learning in the 2020 spring semester provided valuable insight about how we can best effectively honor our Mission and create opportunities to expand our approach to teaching and learning. SPX stands ready to meet every family's needs, regardless of the learning model.

While this instructional plan has been created with the intention of minimizing educational disruptions, there may be times when certain events require additional procedures. The Instructional Continuity Plan is a fluid plan, which will be adapted in response to the needs of our students and community. Communication, as outlined within the plan, is also a key component for effective implementation.

Working together, we can lessen the risks associated with virus transmission to maximize the possibility of resumption and continuity of full in-person instruction as soon as possible. We appreciate your support as we work in partnership to navigate these extraordinary circumstances.

This document is an addendum to the [Student/Parent/Guardian Handbook](#) and delivers the school's expectations for students and parents/guardians. For the most recent news, please visit and bookmark the [Return to School webpage](#).

Tiers of Learning

The St. Pius X High School Instructional Continuity Plan will adjust to support each of the five possible scenarios that students may cycle through during the 2020-2021 school year.

Tier 1: Your child and all faculty and staff are on campus with minimal safety precautions

Tier 2: Your child and all faculty and staff are on campus with moderate safety precautions

Tier 3: Your child and all faculty and staff are on campus with maximum safety precautions

Tier 4: Your child and all faculty and staff are partially on campus with maximum safety precautions in small-group cohorts rotating between in-person and distance learning

Tier 5: Your child is engaged fully in remote learning with only essential staff allowed on campus

Models of Learning

- Learning Model A: On-Campus Learning, Tiers 1-3
- Learning Model B: Hybrid Learning, Tier 4
- Learning Model C: Distance Learning, Tier 5

The social, emotional and spiritual needs of our student body will be supported for each enacted instructional model. External factors outside of our control will dictate which instructional model is implemented. We are prepared to fluidly transition between models as needed throughout the school year and hope to transition to in-person instruction as rapidly and safely as possible.

In all three models, families with health concerns may choose for their son/daughter to be educated remotely.

Back to School Dates

August 5:

Faculty and staff report in person

August 11:

Senior Orientation

August 12:

Junior Orientation

August 13:

Sophomore Orientation

August 14:

Freshmen Orientation

August 17:

Distance Learning Model Begins, Model C

September 14:

Hybrid Model Begins, Model B

January 7-8:

Distance Learning, Model C

January 11:

On-Campus Learning Resumes, Model A

Assumption to Promote the Instructional Continuity Plan

In executing the Instructional Continuity Plan, we must keep in mind not only the risks associated with COVID-19 for in-person school instruction, but also the known challenges and consequences of ensuring adherence to health and safety guidelines. There is not one, yet a combination of strategies that taken together substantially reduce the risk of COVID-19 transmission.

For the St. Pius X High School Instructional Continuity Plan to be successful, the following assumptions must be in place:

St. Pius X High School is prepared to rapidly and smoothly transition between learning models to support continuity of learning in response to COVID-19.

All St. Pius X High School faculty, staff, and students adhere to established health and safety policies, including:

- Performing daily health assessments and temperature screenings prior to entering the school
- Staying home when ill and/or exhibiting any COVID-19 related symptoms or exposed to any individual having COVID-19
- Practicing physical distancing guidelines
- Wearing of face coverings
- Practicing personal hygiene protocol

Students must strictly maintain presence with their assigned instructional cohort when a hybrid learning model is in effect.

Parental support and compliance are present in:

- Encouraging students to adhere to all established school health and safety protocols
- Checking their student daily for COVID-19 symptoms and keeping him/her home if he/she is sick or has had close contact with a person diagnosed with COVID-19
- Reporting to the school any exposure or confirmed case of COVID-19

St. Pius X High School leadership, in guidance with local health agencies, will consistently monitor the practice and effects of these assumptions and make immediate adjustments to in-person instruction and safety protocol as necessary.

Instructional Continuity:

MODEL A, ON-CAMPUS LEARNING

The on-campus school day will look markedly different from what the SPX community has grown accustomed to prior to the pandemic. On-campus learning includes several protocols designed to maximize the health and safety of our community, with logistical adjustments necessary to adapt to those protocols.

On-Campus Safety Additions

Single-Direction Walkways

Single-direction walkways and designated entry/exit doors at certain locations will be used on campus.

Plexiglass Dividers

Clear plexiglass dividers have been installed in key common areas and classrooms where physical distancing is more difficult.

Enhanced Cleaning and Sanitizing

We have added resources to complete additional frequent daytime cleaning and disinfecting of high frequency touch points and other spaces. Overnight, all student spaces will receive deep cleaning and disinfecting. Buses and vans will also be cleaned and disinfected after each use. All chemicals are EPA approved to combat SARS-CoV-2. Disinfecting foggers will also be used when needed.

Sanitizer dispensers have been made readily available in every classroom and in several additional key locations across campus. High-touch points in classrooms and meeting spaces including chairs, desks, and tables will be sanitized after each use throughout the day.

MERV Filtration

We have increased the MERV filtration rating of campus HVAC systems where possible.

Water Fountains

Campus water fountains will be closed, except for touchless bottle fillers. Students are required to carry their own water bottle, clearly marked with their names. Drinks will be sold from the dining service as usual, however a new cup must be used for refills.

Fresh Air Circulation

Fresh air circulation in each building has been increased to the maximum extent possible.

Safety Signage

Signs are posted throughout campus to serve as frequent and timely reminders of physical distancing standards, handwashing, hygiene practices, cough and sneeze etiquette, and other measures that reduce the spread of illness.

On-Campus Safety Procedures

Face Coverings

In keeping with the recommendations of health officials and the order of the Texas governor, all faculty, staff, students and visitors on campus will be required to wear face coverings. The use of face coverings is required indoors and outdoors. Faculty, staff and students will be issued two SPX adjustable masks. The issued face coverings, in addition to solid black, or white cloth masks or solid blue, white or pink disposable masks, will be the only masks faculty, staff and students will be permitted to wear.

All face coverings (whether disposable or reusable) must:

- Be made with at least 2 layers of breathable material
- Fully cover the nose and mouth and fit securely under the chin
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops and allow the student or employee to remain hands-free

At this time, based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh material or holes of any kind are not acceptable face coverings.

The only exception to this guideline is the use of SPX issued gaiters by participants during athletic or fine arts events.

A mask will be provided if a student, faculty, staff member or visitor does not have one. The use of face coverings is not a substitute for physical distancing.

People may remove their masks while eating or drinking, when swimming or other athletic activities require it, or when alone in an office or room. While face coverings are required during transitions (even those outdoors), student athletes are not required to utilize a face covering during workouts. Face mask use is required during restroom breaks, upon entry, and upon leaving the facility.

Face coverings are only effective for protection if they are worn, handled, and disposed of properly.

- Before handling the mask, wash your hands or use hand sanitizer to reduce cross-contamination.
- Reusable masks should be washed daily; consider bringing a clean back-up mask to campus to use if yours becomes soiled. Back-up masks should be stored in a Ziploc bag.
- Avoid touching the outside of the mask while it is on your face.

Daily Screening

All students, faculty, and staff must complete a self screening using the designated Ruvna app. Screening prompts will be sent by text message and e-mail every weekday morning. The daily completed screening is required for all students, faculty, and staff, including those who are learning/working remotely.

Upon arrival, confirmation temperature scans, using one of four Protect 98 kiosks, will be required of all students, faculty and staff. Parents/guardians must ensure they do not send their child to campus if he or she has not received a clear screening, has COVID-19 symptoms, or is lab-confirmed with COVID-19.

Re-Entry to Campus for Individuals Confirmed or Suspected with Covid-19

COVID-19 on Campus: The protocol will be determined by the local and state health department and CDC guidelines if a confirmed positive COVID-19 case occurs on our campus.

Possible scenarios listed below:

For individuals who have come into “close contact” with someone who has a “lab-confirmed” positive test, a 14-day quarantine will be required and distance learning will be available. Negative test results do not shorten the 14-day quarantine period.

“Close contact” is defined as:

- Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset within a 24-hour cumulative period (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

Individuals who have had a “lab-confirmed” positive test must meet the following criteria before their return to

school:

- At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared

Prior to returning to school, parents/guardians must contact [St. Pius X High School](#) and notify the attendance assistant, [Jo McBride](#) to confirm that all criteria for re-entry have been met.

Developing Covid-19 Symptoms While On-Campus

Students feeling ill during class or another supervised time should ask any school employee for permission to go to the attendance office. From there, the student will be able to call his/her parent or guardian. If a student reports symptoms aligned with COVID-19, the student's parents/guardians will be notified. The student will be quarantined in one of three isolation rooms on campus until he/she is picked up by a parent/guardian. The student may not return to campus until he/she meets the return to school criteria noted above.

Classrooms and other areas used by any individual who shows COVID-19 symptoms while at school will be cleaned and disinfected as soon as possible. Teachers will be able to relocate their classes and other activities as needed.

Response to a Lab-Confirmed Case on Campus

If an individual who has been on campus during his/her infection period is lab-confirmed to have COVID-19, St. Pius X High School will notify the health department, in accordance with applicable federal, state, and local laws and regulations.

Areas that were heavily used by the lab-confirmed individual will be closed off until the non-porous surfaces in those spaces can be disinfected, unless three or more days have already passed since that person was on campus. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the school will notify all faculty, staff, and families of all students in the school if a lab-confirmed COVID-19 case is identified among students, faculty, or staff who participate in any on-campus activities.

Contact Tracing

The school will employ contact tracing procedures recommended by the state of Texas and the CDC to help notify members of our community of possible exposure to COVID-19.

Parents, students, faculty, and staff will receive an email communication notifying them of a positive case of COVID-19 on campus. Close contacts of the COVID-19 infected person will receive more specific instructions about quarantine requirements and return to campus instructions. The identity and health information of confirmed persons and close contacts will always be kept appropriately confidential.

Safety Training

All students, faculty, and staff will complete an infectious disease safety training before transitioning to learning model B or A. This training will include general information on reducing the spread of illnesses like COVID-19, as well as campus-specific protocols.

Limited Sharing

Students, faculty, and staff must limit the sharing of items. Classroom procedures will reduce or limit shared items or disinfect items between users.

Visitors and Volunteers

In order to best protect the health and safety of our community, visitors will not be allowed on campus without approval from leadership, health screening, and a temperature scan. Parents or other drivers dropping off or picking

up students must remain in their cars while on campus. Any necessary meetings should be conducted online or by phone.

Lockers

Students will not be issued general use lockers.

On-Campus Daily Schedule

Morning Arrival

Students may not arrive to campus prior to 7 am. Students who arrive to campus between 7 and 7:40 am must enter the east or west entrance of the main building. After completing the self-screening and scanning at the Protect 98 kiosk, students should report to the Commons. Students arriving between 7:40 and 8 am may enter the main entrance to the White Science Building in addition to the east or west entrance of the main building. Temperature scanning kiosks will be in all three locations. As a reminder, classroom supervision does not start until 8 am. Students arriving after 8 am must report to the attendance office for an admit slip before attending class.

Parking Lots, Drop-Off, and Pick-Up

Parents or other drivers dropping off or picking up students should remain in their cars while on campus. Students must put on their masks before getting out of the car. Students must maintain six feet of distance while in the parking lot.

Announcements

Daily announcements will be posted on the homepage of the SPX portal.

Lunch

To reduce possible exposure, lunch has been broken into two periods. Eating on campus will be permitted only at designated dining tables, when a person is alone in an office or other room, or when outdoors and physically distanced. Students may continue to bring their lunch from home. Lexington Independents' has launched a Safe Café initiative to ensure the health and safety of our school community and their staff.

Students purchasing their lunch must use pre-loaded funds to pay in a touch-free manner. Cash will not be accepted.

Assemblies

Assembly space will be utilized to accommodate greater physical distancing for some gatherings.

Co-Curricular Activities During All Models of Learning

Students who are opted into distance learning only are not able to participate in co-curricular activities.

In the hybrid learning model, students in an off-campus cohort who wish to participate in on-campus activities after school must enter the main student entrance for check-in. Check-in will include confirmation of the health screening and a temperature scan. Students in an off-campus cohort may not come to campus after school unless they have a scheduled, supervised on-campus event.

Students are expected to be in class and on campus as scheduled. Students who do not attend in-person classes are not eligible for co-curricular activities scheduled for that day. See "Absences and Co-Curricular Participation" in the [Student/Parent/Guardian Handbook](#) for more information.

On-Campus Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00–9:25 am	1 st Period	2 nd Period	Wednesday will be devoted to asynchronous learning. Tutorials will be offered by appointment. Wednesday attendance is required by Advisory drop box between 8 and 10 am.	1 st Period	2 nd Period
9:30–10:00 am	Community Time	Advisory		Advisory	Community Time
10:05–11:25 am	3 rd Period	4 th Period		3 rd Period	4 th Period
11:30 am–1:35 pm	Group A: 11:30 am–12:10 pm- <u>Lunch</u> 12:15–1:35 pm- <u>Period 5</u> Group B: 11:30 am–12:50 pm- <u>Period 5</u> 12:55–1:35 pm- <u>Lunch</u>	Group A: 11:30 am–12:10 pm- <u>Lunch</u> 12:15–1:35 pm- <u>Period 6</u> Group B: 11:30 am–12:50 pm- <u>Period 6</u> 12:55–1:35 pm- <u>Lunch</u>		Group A: 11:30 am–12:10 pm- <u>Lunch</u> 12:15–1:35 pm- <u>Period 5</u> Group B: 11:30 am–12:50 pm- <u>Period 5</u> 12:55–1:35 pm- <u>Lunch</u>	Group A: 11:30 am–12:10 pm- <u>Lunch</u> 12:15–1:35 pm- <u>Period 6</u> Group B: 11:30 am–12:50 pm- <u>Period 6</u> 12:55–1:35 pm- <u>Lunch</u>
1:40–3:00 pm	7 th Period	8 th Period		7 th Period	8 th Period

Please be sure to check the SPX portal for additional bell schedules and variations to the daily schedule.

Instructional Continuity: MODEL B, HYBRID LEARNING

The hybrid learning model is a blend of distance learning (Model C) and on-campus learning (Model A). Therefore, many of the guidelines and procedures noted earlier in this document also apply to the hybrid learning model. This section will focus on the unique characteristics of the hybrid learning model.

Hybrid Learning Rational

The hybrid learning model involves dividing the school into rotating cohorts, with one cohort in physical attendance and the other actively participating real-time from home. Physical distancing measures can be enacted because of reduced class size.

The hybrid learning model

- reduces student infectious exposures
- employs advanced SPX technology, infrastructure, resources, and faculty expertise to implement a model that supports academic excellence
- encourages ill students to stay home, thus reducing the risk of exposure to others
- includes reduced class sizes to help with enforcing hygiene and health standards while accommodating the St. Pius X High School schedule
- includes physical distancing protocols which increase the chances of maintaining a healthy instructional faculty and staff for continuity of learning

Cohorts

Students will be assigned to either the “Leaders” or “Scholars” cohort, dividing the student population in approximately half. Divisions will be based on an alpha split, with a few exceptions. This form of grouping reduces the number of people the student encounters during the school day and allows for six feet of physical distancing in classrooms. Due to the delicate balance of classroom spaces and student attendance, St. Pius X High School is not able to accommodate cohort requests.

Hybrid Weekly Schedule

Monday/Tuesday: Leaders will attend on-campus, in-person classes. At the same time, the Scholars cohort will attend the same classes synchronously from their device at home.

Wednesday: Both Leaders and Scholars cohorts will engage in Flex Wednesday learning.

Thursday/Friday: Scholars will attend on-campus, in-person classes. At the same time, the Leaders cohort will attend the same classes synchronously from their device at home.

Flex Wednesday Schedule

On Wednesday, students will learn asynchronously. The Wednesday schedule consists of the following:

- Advisory Check-In: Students will begin their day by noting their attendance in their advisor’s reoccurring drop box. Student attendance must be submitted between the hours of 8 and 10 am every Wednesday.
- Asynchronous Distance Learning: Students will be given assignments to complete independently and at their own pace. While advisory attendance via dropbox is required every Wednesday, students are not required to check in with their classroom teachers at a scheduled time on Wednesday, unless requested by a student’s teacher. All

asynchronous assignments will be posted to the course “Week at a Glance” by Monday at 8:00 am.

- On-Campus Learning Opportunities: Students are welcome on campus to participate in an in-person tutorial or independent study during the hours of 1 pm and 3 pm. Students must have at least one appointment with a teacher during the 1 pm to 3 pm time slot. When not in a scheduled tutorial, students may study in the Commons, Frost Cafeteria, or courtyard. Arrival procedures will mirror those that are in place on a regular school day.

If conditions permit, smaller, appropriately distanced groups of students may be brought on campus for on-campus activities such as orientations, class meetings, retreats, or other school programming. Therefore, some Wednesday activities may take place on-line while others may take place in-person and on-campus.

Student engagement is expected on Wednesdays. This is not a “day off” for students, faculty, nor staff.

Hybrid Learning Schedule

Leaders cohort = <u>on-campus learning</u> Scholars cohort = <u>distance learning</u>		Leaders cohort = <u>distance learning</u> Scholars cohort = <u>distance learning</u>		Leaders cohort = <u>distance learning</u> Scholars cohort = <u>on-campus learning</u>			
Monday	Tuesday	Wednesday		Thursday	Friday		
8–9:25 am	1 st Period	2 nd Period	Wednesday will be devoted to asynchronous learning. Tutorials will be offered by appointment. Wednesday attendance is required by Advisory drop box between 8 and 10 am.		8–9:25 am	1 st Period	2 nd Period
9:30 –10 am	Community Time	Advisory			9:30 –10 am	Advisory	Community Time
10:05 –11:25 am	3 rd Period	4 th Period			10:05 –11:25 am	3 rd Period	4 th Period
11:30 am–12:10 pm	Lunch	Lunch			11:30 am–12:10 pm	Lunch	Lunch
12:15–1:35 pm	5 th Period	6 th Period			12:15–1:35 pm	5 th Period	6 th period
1:40–3:00 pm	7 th Period	8 th Period			1:40–3:00 pm	7 th Period	8 th Period

Synchronous Learning

Asynchronous Learning

Instructional Continuity:

MODEL C, DISTANCE LEARNING

Distance Learning Schedule

- Monday, Tuesday, Thursday, and Friday: Students will attend classes synchronously from home.
- Wednesday: Students will engage in Flex Wednesday learning activities.

Synchronous Distance Learning

On Monday, Tuesday, Thursday, and Friday, students will learn synchronously through two-way, live, instruction between teachers and students. Students at home will use their device to attend classes virtually by logging into their teachers' scheduled Team's meetings.

While distance classes cannot fully replace the experience of face-to-face interaction between teacher and student, we aim to provide a stable and familiar learning environment where our students can thrive as they continue their learning in a digital format. Regular contact will allow teachers to give real-time instruction and feedback, while students will be able to ask questions and seek help from teachers instantly.

Flex Wednesday Schedule

On Wednesday, students will learn asynchronously. The Wednesday schedule consists of the following:

- Advisory Check-In: Students will begin their day by noting their attendance in their advisors reoccurring drop box. Student attendance must be submitted between the hours of 8 and 10 am every Wednesday.
- Asynchronous Distance Learning: Students will be given assignments to complete independently and at their own pace. While advisory attendance is required every Wednesday, students are not required to check in with their classroom teachers at a particular time on this day.
- Office Hours: Scheduled faculty offerings may serve as review, instruction, or remediation as the teacher feels necessary to best support student needs.

If current conditions permit, smaller, appropriately distanced groups of students may be brought on campus for on-campus activities such as orientations, class meetings, retreats, or other school programming. Therefore, some Wednesday activities may take place online while others may take place in-person and on-campus. Student engagement is expected on Wednesdays. This is not a "day off" for students, faculty, or staff.

The Wednesday schedule supports department, grade level, and faculty/staff meetings for continued development.

Co-Curricular Activities During Distance Learning

If on-campus, co-curricular activities are offered during periods of distance learning, parents will have the option to allow their son/daughter to participate in on-campus activities or not.

In all modes of learning, decisions about which co-curricular activities will be offered will be guided by the safety of all involved and the guidance given by the state and local authorities. Coaches and sponsors will work together with the COVID-19 Task Force to determine the safety and feasibility of offering co-curricular activities on a case-by-case basis. Students and parents/guardians will receive communication about programs from coaches and sponsors, as well as by the SPX announcements.

Distance Learning Dress Code

Students attending class remotely must wear a SPX uniform shirt or SPX t-shirt.

Study Hall

When engaged in the distance learning environment, student attendance is not required for study hall. Students should work asynchronously for that assigned time period. When engaged in on-campus learning, students must attend study hall as scheduled and assigned.

Distance Learning by Application

While St. Pius X High School is in learning models A and B, distance learning will be reserved for approved applicants or those who are under mandated quarantine only. Students whose parents/guardians apply for distance learning must have a consistent attendance record and show academic progress. Students enrolled in distance learning will not be eligible to participate in co-curricular activities. Students may not transition from distance learning to in-person learning until the end of the third quarter.

To apply for distance learning due to an increased risk for severe illness, parents/guardians should complete the [distance learning application](#).

Distance Learning Schedule

	Monday	Tuesday	Wednesday		Thursday	Friday
8-9:25 am	1 st Period	2 nd Period	Wednesday will be devoted to asynchronous learning. Tutorials will be offered by appointment. Wednesday attendance is required by Advisory drop box between 8 and 10 am.	8-9:25 am	1 st Period	2 nd Period
9:30 -10 am	Community Time	Advisory		9:30 -10 am	Advisory	Community Time
10:05 -11:25 am	3 rd Period	4 th Period		10:05 -11:25 am	3 rd Period	4 th Period
11:30 am-12:10 pm	Lunch	Lunch		11:30 am - 12:10 pm	Lunch	Lunch
12:15-1:35 pm	5 th Period	6 th Period		12:15-1:35 pm	5 th Period	6 th period
1:40-3:00 pm	7 th Period	8 th Period		1:40-3:00 pm	7 th Period	8 th Period

Synchronous Learning

Asynchronous Learning

Roles & Responsibilities

SCHOOL PERSONNEL

Response Team	<ul style="list-style-type: none"> • Create and distribute SPX Instructional Continuity Plan • Establish clear channels of communications between faculty, staff, families, and students • Support faculty and students/ families shifting to a distance learning environment • Guide teachers through implementation of Instructional Continuity Plan and ensure high-quality learning experience for all students • Monitor and celebrate teaching and learning
Leadership Team	<ul style="list-style-type: none"> • Establish clear expectations for campus procedures for online learning aligned with Instructional Continuity Plan • Communicate on a weekly basis to ensure alignment • Host regular faculty and team meetings • Check-in with teachers and visit their classes • Monitor attendance, grades, and interventions • Establish a virtual learning schedule for remote instruction • Ensure College Level Programs (AP and Dual Credit) follow policies and requirements • Address student online discipline
Counselors	<ul style="list-style-type: none"> • Establish a schedule for academic and wellness supports, including those who are not participating on a continual basis • Be accessible during school hours to students, parents, and faculty via e-mail • Serve as a communication liaison for students and parents
Advisors	<ul style="list-style-type: none"> • Collaborate with one another to design remote experiences for advisees • Communicate frequently with students, and as needed, their parents • Provide timely feedback to support advisees' learning • Communicate as needed with advisees' classroom teachers and counselor • Host advisory sessions Tuesdays and Thursdays under the guidance of advisory coordinator • Serve as a liaison for communication with students and parents
Learning for Success	<ul style="list-style-type: none"> • Recommend and support teachers and teams in developing strategies to differentiate instruction • Communicate with school leadership, faculty, and parents regarding services provided to students • Facilitate virtual parent meetings as needed
IT Support Team	<ul style="list-style-type: none"> • Coordinate distribution of instructional technology through a standard process • Provide technology support to teachers and students remotely or by appointment • Provide clear direction to access support and how-to documents on common processes • Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges as needed
Librarian	<ul style="list-style-type: none"> • Collaborate with colleagues to find resources for high-quality distance learning experiences and research • Regularly check in with faculty to identify ways to support their design of distance learning experiences • Maintain an update online library site for obtaining resources • Assist students and faculty with awareness and accessibility to digital resources • Be available for teachers and students as needed for support
Department Chairs	<ul style="list-style-type: none"> • Support team in the implementation of SPX Instructional Continuity Plan • Provide models and examples of outstanding distance learning units and lessons • Recommend new methods and techniques for providing feedback to students • Support teachers and teams as they design new methods to assess understanding • Support teachers in developing strategies to differentiate instruction
Teachers	<ul style="list-style-type: none"> • Create an instructional support schedule so students know how and when to interact with teachers • Construct and provide students with a course syllabus to convey objectives and expectations • Develop and provide engaging lesson plans • Ensure the engagement of academic work is equivalent to the engagement over a normal school year • Provide student feedback weekly including next steps or necessary remediation to improve student performance • Post instructional resources and material on course page • Check email daily and respond within 24 hours • Update grades and provide student feedback weekly • Follow student Accommodation Plan regardless of the learning model • Maintain open and consistent communication with all stakeholders regarding students' progress, growth, and concerns • Record synchronous lessons to the corresponding Teams Channel

Roles & Responsibilities SPX FAMILIES

Student

- Identify a comfortable learning location and establish a good daily routine
- Know how to navigate and access online resources; seek support if needed
- Review your Teams Calendar daily for synchronous class meeting links
- Check your SPX e-mail throughout the day for announcements from the school or your teachers
- Login to the SPX Portal daily to review your course pages- check assignments, calendar, and teacher feedback.
- Participate in virtual activities and assignments provided by your teacher
- Complete assignments on time with integrity and academic honesty
- Be a good citizen and comply with the SPX Acceptable Use Policy
- If you cannot meet timelines, commitments, and due dates, contact your teacher immediately.

Parent/Guardian

- Establish routines and expectations for your student
- Identify a space in your home for your child to work without distraction on their assigned work, where you can occasionally monitor them, and encourage good digital citizenship practices when he/she works online
- Check SPX e-mail for school announcements
- Login to the SPX Portal to review your student's course pages - check grades and attendance
- Communicate any instructional needs to SPX
- Make sure your son/daughter is checking his/her assignments daily and staying in communication with teachers
- Maintain communication with teachers as needed
- Connect with your student every day at a time that works well for your household. This might be a quick check-in a few times a day or a longer check-in in the morning or evening.
- Encourage physical activity and/or exercise

Communication

Students are expected to maintain effective communication with their teachers. Teachers will seek to communicate with students, and students should reach out to teachers with questions or concerns.

E-Mail

E-mail is an essential means of communication from St. Pius X High School. Students are expected to check their school e-mail at least twice daily. Students are expected to communicate with SPX faculty and staff within 24 hours of receiving an e-mail. Similarly, faculty and staff will respond to emails within 24 business hours of receiving an e-mail. Students should expect email responses from teachers primarily during school hours.

SPX Calendar

The calendar within the SPX Community is the most up to date calendar, and students should use it daily to track events and assignments. Parents and students should check this calendar frequently for any variation in daily schedules and updates regarding the second semester. The public facing calendar does not have the same amount of detail.

Video Conferencing, Online Discussions, and Chat

Teachers will host virtual tutorials and synchronous classes, which will be scheduled and communicated. Online discussion boards and chatting via Teams or a similar platform are to be used for academic purposes only. Communication should take place during regular school hours or within reason before or after school.

Students should attend additionally scheduled tutorial conferencing sessions from their workplace and in appropriate clothing, just as they would if they were participating in a class call.

Students' given/real names should appear in all virtual formats (video conferencing, online discussion, or chat). Nicknames or code names are not permitted unless the teacher has given permission. In a similar fashion, profile photos must be a true, given visual of the student and appropriate. Backgrounds should be blurred or solid black.

Language contents should be respectful. Inappropriate, disrespectful, or inflammatory comments, links, videos, or images are unacceptable and will be subject to discipline, per the [Student/Parent/Guardian Handbook](#). Posts, discussion boards, and text chats via Final Site, MS Teams, or any other application will be moderated by a teacher or sponsor.

Phone

SPX faculty and staff are available via their SPX phone number during regular school hours and will regularly check voicemail. Faculty and staff will strive to return voicemails within one business day.

No Response to Communication

Student engagement and communication is essential, especially in the hybrid and distance learning models.

SPX places an emphasis on consistent, effective communication to build community and support students in their academic progress. Should a student fail to respond to teacher communication, miss class, fail to complete work, or cause teacher concern regarding preparation (or lack thereof), the following steps will be taken:

- The teacher will e-mail the student with his/her concern.
- If there is no response within 24 hours, the teacher will resend the email and cc the student's parent(s)/guardian(s).
- If there is still no response in the next 24 hours, the teacher will let the Dean of Student Life know of the issue. The Dean of Student Life and necessary support personnel will then intervene. This could include the student's counselor, Dean of Student Academics, Learning for Success Director, and/or student's advisor.

Teaching & Learning

Workspace Expectations

All students should have a workspace in their home. The space should, limit distractions, encourage productivity, provide a flat space for the student's device and any necessary notetaking, and allow the student to participate fully in video conferencing, which means the student can:

- be seen via camera and heard and listen without distractions
- access WiFi

Daily Expectations

Students should set a daily routine to include a set wake-up time and a few minutes to plan their day. They should also check their e-mail prior to the start of 1st/2nd period and several times throughout the day.

Students should review SPX Community.

- Use the calendar function to review upcoming events and assignments.
- Participate in the posted daily prayer and read the digital announcements.
- Review each class page. The following information should be noted:
 - Teacher contact information and office hours
 - "Week at a Glance"
 - Class syllabus
 - Class expectations and procedures
 - Web applications (links, how to videos, join codes)
 - Calendar with noted due dates for all assigned work
 - Resources (PowerPoints, instructional videos, etc.)

Students should review Teams Calendar.

Student Expectations

All students should be punctual and prepared, focused, seen and heard and respectful.

File Management

- Clearly organize and maintain files on device, using Office 365 and One Drive.
- Develop an electronic folder system
- Save all files to OneDrive on Office 365

Academic Workload and Grading Policy

Parents and students should expect a workload comparable to that of the typical school year. St. Pius X High School will follow the grading scale and procedures as listed in the [Student/Parent/Guardian Handbook](#). All students should expect end of the semester assessments.

Assignments

Synchronous class meetings (Teams Calendar) and daily content (SPX Community) will be available no later than 8 am; therefore, no new homework will be posted after 8 am. Daily assignments are to be completed based on the direction of the teacher. Assigned work should be outlined clearly in the "Week at a Glance" and noted on the SPX Community course calendar. Students should track assignments and due dates on the corresponding course page. Assignments should include instructions noting where/how to complete work and where to turn it in or upload completed work.

If a student is having trouble locating an assignment or needs clarity regarding submission instructions, he or she should contact the course instructor immediately. A student's advisor, counselor, and the [Dean of Student Academics](#) are also

available for support.

Assessments

Ensuring academic progress for all students is essential to drive instructional practice and lesson design. Therefore, students will have opportunities to demonstrate their knowledge. Opportunities may include written response, oral exam, performance task/video or audio presentation, and small formative assessments.

Students are not required to take more than two major assessments on a given day. Major assessments include tests, research paper, and quizzes longer than 30 minutes. If a student has more than two major assessments due on a single day, he/she should notify his/her teachers prior to the due date to reschedule one of the assessments.

All assessments for on-campus learners must be taken on campus.

Academic Honesty

Students are expected to conduct themselves with integrity and honesty. Standards of academic honor apply in all learning models. Students should familiarize themselves with the St. Pius X High School honor code and the consequences for violating it as outlined in the [Student/Parent/Guardian Handbook](#).

Teachers are encouraged to use the following online assessment tools:

- Turnitin.com
- FinalSite
- Microsoft Forms

Technology Support

Action Plan

During all models of learning, teachers and students will use SPX adopted platforms to communicate and provide instruction. Microsoft Teams will be used to provide instructional support and host live class meetings with students. SPX Community will be used to host, deliver, and manage content, instructional resources, and assignments. Additionally, the SPX Community will be used to monitor student engagement and progress.

Technology Overview	Student	<p>Office 365</p> <ul style="list-style-type: none"> • Access SPX Email and communicate with teachers • Access online Office Suite • Access and save documents to OneDrive <p>Microsoft Teams</p> <ul style="list-style-type: none"> • Attend live class meetings • Assess course resources • Communicate with teachers • Review recorded lessons <p>SPX Community</p> <ul style="list-style-type: none"> • Access school calendars and course calendar, resources, and assignments • Monitor grades and attendance
	Faculty/Staff	<p>Office 365</p> <ul style="list-style-type: none"> • Access SPX E-mail and communicate with stakeholders • Access online Office Suite • Access and save documents on OneDrive <p>Microsoft Teams</p> <ul style="list-style-type: none"> • Create Teams meetings • Conduct live, synchronous instruction • Communicate with students • Record synchronous lessons to corresponding channel <p>SPX Community</p> <ul style="list-style-type: none"> • Post a clear glance for the week to include objective, instructional activities and homework. If a link is required for an asynchronous activity, it should be included in the “Week at a Glance.” • Post all materials (power points, instructional videos, etc. in the resources tab • Note all graded assignments in the calendar • Report daily attendance • Update grades weekly
	Parent/Guardian	<p>Office 365</p> <ul style="list-style-type: none"> • Ability to provide students with support <p>Microsoft Teams</p> <ul style="list-style-type: none"> • Participate in Teams meetings and Teams Live Events as needed for student support <p>SPX Community</p> <ul style="list-style-type: none"> • Access student grades and attendance • Access course specific calendars • Access school calendar and resources

Office 365- SPX faculty, staff, and students have access to Office 365. In it is an online, cloud- based suite that offers communication and productivity tools such as Outlook, Word, Excel, PowerPoint, OneNote, and OneDrive.

- Use: Office 365 applications can be used for accessing email through Outlook and using online versions of Microsoft products.

Microsoft Teams- Teams is a digital platform that offers virtual communication and collaboration between students and teachers. Students can be provided with continued support and enhanced learning experiences through conversations, video, and audio meetings, and live events.

- Use: Teams will be SPX's platform for student communication. Using Teams, teachers will be able to provide synchronous instruction and continued support.

SPX Community- Also known as Finalsite or the Student/ Parent Portal, this learning management system allows registered users (parents and students) to log in and access a variety of student information and see class assignments calendars, and feedback.

- Use: The SPX Community Portal allows access to daily attendance, class schedules and assignments, progress reports, report cards, and parent and student resources.

Swivl

While we recognize that an on-campus experience is the most conducive learning environment, we also understand that some students may not be able to return to campus for health reasons. To support and include all students, SPX will utilize Swivl, a technology to connect the classroom — via real-time — beyond the physical space on campus.

This technology will improve the learning experience beyond the pandemic; when students are absent for a day, week, or longer, they will still be able to actively participate in classes, learn, ask questions, and receive feedback in real-time. We will use this technology in all classrooms daily, regardless of the learning model in place, allowing those who are immunocompromised to join their regular classrooms, and anyone who is ill, under quarantine, or exhibiting COVID-like symptoms to stay at home and attend class remotely.

Note:

- Scheduling and pedagogy will provide time for students and teachers to move away from their screens to refresh themselves, thereby varying the pacing and substance of interactions.
- Teachers will take great care, especially in the virtual and hybrid learning models, to ensure that classroom engagement is varied and engaging for those in the classroom as well as for those learning remotely.

The Swivl camera follows the teacher and those who are speaking, including those who are remote, for a full-class experience when distance learning is in place during learning models A and B, and when anyone is home due to quarantine or for health reasons.

Swivl:

- helps to facilitate distance/hybrid learning
- provides synchronous and asynchronous distance learning
- provides live streaming
- gives remote students the ability to interact with in-classroom peers
- allows teachers to record screencasts

Technology Expectations and Guidelines

Students must abide by the Acceptable Use Policy as outlined in the [Student/Parent/Guardian Handbook](#). Misuse of school technology resources will be reported to the Dean of Student Life and may result in disciplinary consequences.

Technology Assistance, Questions, and Support

- For assistance with an application, assignment, or class-specific material, first contact the teacher.
- The St. Pius X Technology team is available to assist with trouble shooting on school days. All support should be initiated through [email](#); all emails will be responded to the same day. Emails after 4 pm may be addressed the following school day. If a student is without a device or Internet access, contact the [Dean of Student Academics](#).

Attendance

When a student is scheduled to be on campus, he or she is expected to be present on campus. Students may not transition between learning models. Distance learning will be reserved for students who are under mandated quarantine and those approved through the distance learning application process due to health concerns. Ad Hoc virtual attendance will not be permitted unless parent/guardian communication is received by 7:30 am on the day of the absence and virtual attendance is approved due to illness.

Attendance policies, including consequences regarding excessive tardiness and absenteeism, as noted in the [Student/Parent/Guardian Handbook](#) are in effect. Vacations, absences not approved by the school, and absences for which the school does not receive communication, are deemed unexcused.

Attendance communications should be directed to the attendance office (mcbridej@stpiousx.org or 713-579-7505).

Students are responsible for all missed assignments and class time, no matter the learning model. If a student misses class, he/she should initiate a conversation with the classroom teacher regarding missed coursework.

Students should regularly monitor their attendance record via the related course page.

Student Support

The Counseling Department will continue to support students. The Counseling Department will communicate with parents and students via e-mail and teleconference platforms by appointment.

Advisory sessions are scheduled every Tuesday and Thursday. These are synchronous sessions. Students must submit their attendance to their advisory's dropbox every Wednesday between 8 and 10 am.

Learning for Success staff, in conjunction with faculty, will use distance learning tools to serve students. All students will continue to have access to their accommodations, no matter the learning model. Parent or student accommodation questions should be directed to [Patrick Triplett](#), Director of Learning for Success, as soon as possible.

Co-Curricular Activities

Clubs and Organizations

Sponsors will work to preserve the intent of SPX organizations, clubs, and groups- whether in-person or online.

Athletics and Fine Arts

With the guidance of national, state, and local officials, leadership will work to ensure that any athletic and fine art participation aligns with the current recommendations. Our policies and procedures will be modeled after the guidelines presented by the Texas Education Agency, University Interscholastic League, and Texas Association of Private and Parochial Schools.

Campus Ministry

Mass & Prayer Services

The Office for Campus Ministry will host one Mass and one prayer service each quarter. Mass and prayer services will be live streamed from the auditorium. Dress uniform is expected for the on-campus cohort and dress shirt will be required for students participating in distance learning. A special block/liturgy schedule will be utilized for Mass. Prayer services will be conducted during community/advisory time.

Retreats

All class retreats will be one day and hosted on the Wednesday flex day. It is preferred that retreats take place on one day, but another day will be reserved, should the retreat need to take place in cohort groups. Class retreat formations and orientations will take place on designated Wednesdays.

Resources

There are several members of our community ready to help students and their families during this time. As always, a student's first resource should be his or her teacher.

Additional points of contact include the following:

Attendance:

[Jo McBride](#)

Athletics Questions:

[Jeff Feller](#)

Campus Ministry Questions
(Christian Service Learning,
Retreats, Masses or Liturgies):

[Patrick Spedale](#)

Academic Questions:

[Marc Martinez](#)

Fine Arts Questions:

[Paul Jurick](#)

Academic/Wellness Questions:

[Jennifer Boyles \(O-Z\)](#)

Student Life Questions:

[Jerry Hornsby](#)

Technology-Related Assignment
Questions:

[Help Desk](#)

[Dr. Yvonne Clark \(H-N\)](#)

[Christian Zela \(A-G\)](#)

Learning Center Questions:

[Patrick Triplett](#)

COVID-19 Report:

[Health Check](#)

College Counseling Questions:

[Claudia Mejia](#)

Admissions Questions:

[Jeffrey Guedry](#)



ST. PIUS X HIGH SCHOOL
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Prayer, Study, Community, Preaching - this is Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.