

## Holy Savior Menard 2020-2021

I realize there are many questions about the beginning of the 2020-2021 school year. I want to assure you that many people have been working diligently to create a plan that will allow us to provide a quality education for all our students. This school year will present many challenges, but I believe things that we learned in the spring will allow us to continue to excel and improve the overall experience for our Menard community.

Under the guidance of Superintendent Tommy Roque, the advisory council, and our newly formed technology panel, HSM is bringing technology into our classrooms. We are in the process of installing fiber connectivity and a wireless grid to facilitate a much faster internet connection and increase our ability to handle higher bandwidth. Each classroom will also be equipped with cameras and microphones so students who are not able to physically attend class will be able to join class from home. The plan is for students to be able to tune in for real time video instruction. If students are unable to tune in for instruction, lectures will be made available for future use. Holy Savior Menard will also now allow students to **bring their own device (BYOD)** to school for digital learning. Students must always abide by the BYOD policy – see end of this document for BYOD Policy and BYOD Student Agreement.

Regardless of uncertainty caused by COVID-19, **HSM will begin class on August 7, 2020**. In our preparations for beginning school in August, we have developed plans for four different scenarios. All scenarios will require coordination, communication, and flexibility.

- **Coordination:** Our top priority is the health and safety of our students and school personnel. Our presence on campus will be guided by information and recommendations provided by public health officials and the local physicians that make up HSM's own medical panel.
- **Communication:** Beginning the school year will require diligent communication between the school, our students, and our parents. We will continue to use email, text alerts, and various social media outlets to ensure that parents are confident about the measures we have in place.
- **Flexibility:** We recognize the need to be flexible with our rules and regulations that govern attendance, daily instruction, and assessments.

Four different scenarios:

1. **All Students in Physical Building – In **Phase 2 and Phase 3**, students will be in school with modifications recommended by physicians.**

**Phase 2 and Phase 3 allow us to begin school on campus. Phase 2 allows for 24:1 student to teacher ratio. We have worked hard on our master schedule to ensure that classes sizes remain less than 24 students. The small class sizes will allow us to social distance inside the classrooms.**

- Practicing Prevention
  - HSM will use social media and email to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene and school-specific protocols.
  - School will provide hand soap, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
  - Signage will be posted in classrooms, hallways, and entrances to communicate how to stop the spread.
  - Classrooms and surfaces that are touched often will be cleaned throughout the day.
  - Water fountains will be turned off. Students are encouraged to bring their own water bottles.
  - Students are encouraged to bring hand sanitizer from home.
  - Students must bring a mask and keep it on their person. Teachers/situations/circumstances will determine if/when masks are required.
  - Masks must be a solid color. Masks with political statements or symbols will not be allowed. **We will have masks in Menard colors with HSM logo for sale at the school. We will release specifics about purchasing at a later date. Acceptable masks include:**



- Entering School Buildings
  - Temperature screenings will be done for all students and faculty when entering the building.
  - An isolation room has been established for students/staff who feel ill or experience symptoms when they come to school. Students and staff with a temperature of 100.4 will be isolated and sent home.
  - All visitors/volunteers are required to check in through the front office. Visitors and volunteers will be medically screened when entering the school.
  - Morning drop off – Our goal with our morning drop off procedure is to eliminate unnecessary congregations of students and staff.
    - 7<sup>th</sup> and 8<sup>th</sup> grade will enter the Mall area by the library
    - 9<sup>th</sup> and 10<sup>th</sup> grade will enter the Activities building
    - 11<sup>th</sup> and 12<sup>th</sup> grade will enter the gym
  - Lunch
    - We will practice social distancing protocols to the greatest extent possible
    - Hand sanitizer and hand washing stations will be available for staff and students.
    - Students are encouraged to bring their own lunch or grab a lunch from the cafeteria and eat outside.
  - Conducting Large Group Gatherings
    - We will adjust for our weekly mass. Each week one grade level will attend mass in the gym. All other students will remain in their classrooms and mass will be streamed into the classrooms.
    - The Sacrament of the Eucharist will be delivered to the classroom by Eucharistic ministers.
  - Bell Schedule
    - Please make note of our new start and end time.
    - We have added 30 minutes to each day. This time will be used for enrichment and instructional purposes.

BELL SCHEDULE (+ Focus Period)	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>	10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>
1st Bell	7:40	7:40
Tardy Bell	7:46	7:46
Announcements	7:46 - 7:48	7:46 - 7:48
1st Period	7:48 - 8:39	7:48 - 8:39
Focus Period (ACT)	8:42 - 9:12	8:42 - 9:12
2nd Period	9:15 - 10:06	9:15 - 10:06
HS Break	-----	10:06 - 10:14
3rd Period	10:09 - 11:00	10:17 - 11:08
Jr. High Lunch	LUNCH 11:00 - 11:25	-----
4th Period	11:28 - 12:19	11:11 - 12:02
HS Lunch	-----	LUNCH 12:02 - 12:27
5th Period	12:22 - 1:13	12:30 - 1:21
Jr. High Break	1:13 - 1:21	-----
6th Period	1:24 - 2:15	1:24 - 2:15
7th Period	2:18 - 3:09	2:18 - 3:09

2. **Some Students in Physical Building (staggered schedule)** – In **Phase 1**, student presence is limited in school

**Phase 1 would limit the number of students to a 9:1 student to teacher ratio. If we are limited to a certain number of students allowed on campus, we will execute a staggered schedule. Students will be split alphabetically. This split will allow family members to attend school on the same day.**

- The staggered schedule will divide the student body into 2 groups.
  - **Group 1** will attend on Monday and Wednesday
  - **Group 2** will attend on Tuesday and Thursday
  - Groups will alternate Fridays
  - On days when students are not physically in school, the expectation is for students to tune into the class remotely.

Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Group 1		Group 1		Group 1
	Group 2		Group 2	
Week 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Group 1		Group 1		
	Group 2		Group 2	Group 2

3. **All Students Virtual** – In case of localized 14- to 28-day **rolling closure** triggered by new outbreaks, no students will be on campus.

**Principles of Distance Learning:**

- A. Establish and maintain regular interaction**
  - To ensure quality instruction, verify performance, and participation, teachers will keep in contact with students on a regular basis.
- B. Create opportunities for student centered learning**
  - In distance learning, the role of the teacher is a facilitator.
  - Students should be encouraged to interact not only with the teacher but each other in order understand content and come to their own conclusions.
- C. Create opportunities that have practical real-world applications**
  - Activities should be based on tasks that students would have to perform outside the classroom.
  - Students should have chances to enhance their knowledge about the real world through critical thinking and reasoning skills.
- D. Provide support for each student’s learning process and autonomy**
  - Lessons will provide content and assessments that respect and accommodate the different needs and learning styles of each student.
- E. Ensure all course content is readily and easily accessible to all students**
  - Content and assessments should be user-friendly in terms of technology.
  - Teachers will provide alternate means of access to the course material should there be problems with the TEAMS app.

**Expectations for Virtual Learning:**

- A.** Teachers post assignments through TEAMS app. Assignments will include due dates, points assigned to each assignment, and a rubric.
- B.** Students complete assignments and turn them in through TEAMS app.
- C.** Teachers will be available during normal school hours to answer questions by email.
- D. Students are expected to tune in remotely for instruction at the scheduled time for each class.**
- E.** Daily assessments will be given to award attendance in classes.

**Daily Virtual Schedule:**

- **Monday - Thursday**

7:45-8:15      1<sup>st</sup> Period  
8:30-9:00      2<sup>nd</sup> Period  
9:15-9:45      3<sup>rd</sup> Period  
10:00-10:30    4<sup>th</sup> Period  
10:45-11:15    5<sup>th</sup> Period  
12:15-12:45    6<sup>th</sup> Period  
1:00-1:30      7<sup>th</sup> Period

- **Friday** will be used to complete assignments. Students may contact teacher through email for additional assistance on assignments.

4. **Students Occasionally Virtual** – **Regardless of which Phase, some students may attend class virtually more than in-person.**

- Accommodations will be made for teachers, administrators, school staff, and students who may be at heightened risk from COVID-19 due to their age or other health conditions.
- Lessons will be streamed through TEAMS app for students who are not able to attend in-person classes
- Lessons will be recorded and posted to Microsoft office Teams app for students who are absent to review.
- Assignments will be posted to Microsoft office Teams app for students who are absent.

**CONTINUE TO NEXT PAGE FOR BYOD POLICY AND BYOD STUDENT AGREEMENT.**

## **BYOD Policy**

### **Introduction**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Device (BYOD) at Holy Savior Menard. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this program within our school. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of instructional activities.

### **Definition of "Device"**

For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic hand-held device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, laptops, and tablets that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **Internet**

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones/cell network adapters (Hotspots) are not permitted to be used to access outside Internet sources at any time.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. HSM is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office like other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom, school-appropriate touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

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## BYOD Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cellphone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all school policies, particularly Internet Acceptable Use (AUP) and Internet Safety policies. Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campus.
- The technology may not be used for non-instructional purposes.
- The student accesses only files on the computer or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down the computer or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- The student understands that bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the AUP and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

As a student of Holy Savior Menard, I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_