



INCARNATE WORD ACADEMY

A Catholic College Preparatory for Young Women, Est. in 1873



THIRD QUARTER EDUCATION GUIDE

Effective: Week of January 5, 2021

From our Principal

December 15, 2020

Dear IWA Parents and Guardians:

The season of Advent is upon us and provides the opportunity to slow down, prepare ourselves for the birth of Christ and open our hearts to the blessings that surround us. As we end our first semester of this unique academic year, we shift to the planning and preparations for welcoming our students back on campus in January.

I am delighted to share our Third Quarter Education Guide for the 2020–2021 academic year. Our commitment to the safety of your daughters and our faculty and staff remains a high priority as we continue to focus on our mission and commitment to Catholic education. An additional measure we've taken is to install plexiglass shields on the cafeteria tables, classrooms with tables and the teachers' desks.

Highlights of our third quarter instructional plan include:

- January 5–8, 2021: Students will participate in remote instruction alternating between Red (odd-period classes) and White (even-period classes) Days (see page 2).
- January 11, 2021: Students return to on-campus instructional learning
- Days designated with a special schedule will be noted as Plaid Days. Special communication will go out as needed to families, students and faculty regarding these special schedules.
- Falcon Fridays return! Every Friday during the spring semester will be a Falcon Friday. Students may wear IWA spirit T-shirts with their uniform skirts and all students will be dismissed at 2:44 p.m.

Looking forward across the spring, semester exams will take place in May 2021.

Please take a moment to review the third quarter plans with your daughter before we return to campus after Christmas Break.

Best wishes for a happy Christmas season and a healthy 2021!

In Christ,

A handwritten signature in black ink, appearing to read "Andrea Smith". The signature is fluid and cursive, with a long horizontal line extending from the end.

Andrea Smith, M.Ed., LPC, NCC
Principal

Important Dates

January 4

Staff development — No school

January 26

PSAT on-campus (grades 10 and 11)

February 20

Steps for Students (Virtual)

January 5

First Day of spring semester

February 1–5

Catholic Schools Week

March 5

All-School Mass

January 5–8

Remote Learning

February 5

All-School Mass; progress reports due

March 8

Faculty/Staff meeting

January 7

IWA Returning Graduate Panel
(Virtual)

February 12

Parent/Teacher conferences

March 12

Third quarter ends

January 11

All students return to campus

February 15

Staff development — No school

March 15–19

Spring Break

January 18

MLK Day — No school

February 17

All-School Ash Wednesday Mass

March 30

Lenten Reconciliation

Incarnate Word Academy | Academic Contacts

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Erika Eberhart | Student Wellness Counselor | eeberhart@incarnateword.org

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Eric Kerr-Herally | Director of Leadership/Educational Technologist | ekerr-herally@incarnateword.org

Priscilla Manrique | Registrar | pmanrique@incarnateword.org

Tim Moudry | Director of Technology | tmoudry@incarnateword.org

Ana Paula Panzarini | Campus Minister | apanzarini@incarnateword.org

Rick Perez | Athletic Director | rperez@incarnateword.org

Jessica Umana | COVID-19 Coordinator | jumama@incarnateword.org

Carman West | Dean of Students | cwest@incarnateword.org



On-Campus Learning

Classes will meet daily based on the following schedule:

RED		WHITE	
0	7:00 – 7:55	0	7:00 – 7:55
1	8:00 – 9:25	2	8:00 – 9:25
3	9:31 – 10:56	4	9:31 – 10:56
9th/10th 5 11:02 – 12:27	11th/12th Lunch 11:02 – 12:42	9th/10th 6 11:02 – 12:27	11th/12th Lunch 11:02 – 12:42
9th/10th Lunch 12:33 – 1:13	11th/12th 5 11:48 – 1:13	9th/10th Lunch 12:33 – 1:13	11th/12th 6 11:48 – 1:13
7	1:19 – 2:44	8	1:19 – 2:44
FLEX	2:50 – 3:30	FLEX	2:50 – 3:30

MASS DAY—RED		MASS DAY—WHITE	
0	7:00 – 7:55	0	7:00 – 7:55
First Bell	7:55	First Bell	7:55
MASS	8:10 – 9:10	MASS	8:10 – 9:10
1	9:25 – 10:41	2	9:25 – 10:41
3	10:47 – 12:03	4	10:47 – 12:03
9th/10th 5 12:09 – 1:25	11th/12th Lunch 12:09 – 12:49	9th/10th 6 12:09 – 1:25	11th/12th Lunch 12:09 – 12:49
9th/10th Lunch 1:31 – 1:13	11th/12th 5 12:55 – 2:11	9th/10th Lunch 1:31 – 1:13	11th/12th 6 12:55 – 2:11
7	2:17 – 3:30	8	2:17 – 3:30



On-campus Learning

Arrival/Departure

- Drop-off begins at 6:30 a.m. at the Jackson Street entrance.
- School will be dismissed at 3:30 p.m.
- Standard after-school policy remains in effect for all students. When leaving the school building, students may only use only the Jackson Street exit.

Daily Attendance Procedures

- If there is a concern about attendance, email [Mrs. Candelario](#).

Dress Code

- Students are expected to follow the uniform policy as outlined in the [2020–2021 Student-Parent Handbook](#).

Grades

- Teachers will post grades weekly in myIWA.
- Late work and make-up policies are outlined in the [2020–2021 Student-Parent Handbook](#).

Lockers

- Lockers will be assigned.

Lunch

- Boxed lunches are available through Simply Fresh Catering. Please see our [website](#) for menus and preorder.

Spring Semester Exams

- The week of May 17 will be a protected work week for students. No new information will be introduced.



Technology Platforms

- Google Classroom remains the school's main learning platform. All students are expected to come to class prepared with their iPad.
- If students are having ongoing issues related to hardware or software, contact [Tim Moudry](#), the director of technology, and [Eric Kerr-Herally](#), the educational technologist.

COVID-19 Protocols

Masks

Masks are required for everyone on campus.

Temperature Checks

Every person who enters the school building during school hours has their temperature checked. Students have their temperature read with a touchless thermometer before entering the building. Anyone with 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. Parents and guardians are responsible for completing the self-screening agreement in myIWA. The agreement asks:

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 in a way that is not normal for them must stay at home and notify [Jessica Umana](#), COVID-19 compliance coordinator, via email at.

Students, parents, faculty and staff members must notify the school via [email](#) and stay home if any of the following situations occur:

- 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 conditions below 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 best extent possible following a lab-confirmed case on campus.

COVID-19 Protocols

Presumptive Positive

If a student exhibits COVID-19 symptoms, she 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 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 or since an individual was identified as being in close contact with someone who had tested positive. 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 48 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/>. The first day of testing would have to be 6 days after symptoms or close contact.

* These guidelines also apply to faculty and staff.

Close Contact

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

Close contact 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 six 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
- Close contact, even with a mask on, is still considered close contact
- 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). The Archdiocese of Galveston/Houston will also be notified. HIPPA prevents us from revealing the identity of any individual who is presumed positive to anyone besides the above organizations.

