



*Incarnate Word Academy*

# Second Quarter Education Guide

Effective: Week of Oct. 26, 2020



# A letter from our Principal

October 12, 2020

Dear IWA Parents and Guardians:

I am happy to share our Second Quarter Educational Guide, reviewing the two options for instructional learning during the COVID-19 pandemic. The safety of your daughters and our faculty and staff continues to be the highest of priorities as we remain focused on our mission and commitment to Catholic education

As the second quarter of the academic year begins, we will continue to offer both on-campus instruction and off-campus, asynchronous learning. Roughly 85 percent of our families are participating in on-campus instruction, while 15 percent have committed to participate in learning remotely. Our instructional plans meet the guidelines of the Texas Education Association, the Texas Catholic Conference of Bishops Education Department, and the Archdiocese of Galveston-Houston Catholic Schools Office.

The following are highlights of our second quarter instructional plans:

- Students participating in on-campus instruction will continue to participate in synchronous and asynchronous learning.
- Lesson plans will continue to be posted with assignments labeled as “prep work” in preparation for in-class discussion and activities.
- Four days a week, up to 50 percent of our students will rotate on campus, receiving in-classroom instruction.
- Remote students will participate with their assigned on-campus group via Zoom.
- The Wednesday schedule has changed! Students will no longer have to check in each period while they continue to participate in asynchronous learning. Attendance will be taken each morning through the form posted with morning announcements. Students will continue to receive individualized student support through teachers’ office hours which are now designated by department (See schedule on page 3).
- Wednesdays will also focus on wellness, spiritual formation and community development through clubs and leadership.
- The deadline to turn in homework assignments has been changed to 10:00 p.m.; however, there should be no same-day assignments due unless assigned as in-class work. In-class work is expected to be turned in before the class period is over.
- Beginning Oct. 21, students will have the opportunity to connect with their sisters through community building clubs and organizations during Flex Time.
- To allow equitable opportunities for all learners (both hybrid and remote), semester exams will not be administered in December 2020. The last two weeks of the semester will be dedicated to extended instructional learning.

Please take a moment to review these plans with your daughter as we gear up to finish this semester. We look forward to bringing all the girls back together on campus as soon as it is safe to do so.

Thank you for the opportunity to partner together. We are committed to your daughter's success!

In Christ,



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





# Meet the Principal's Leadership Team



## **Ms. Andrea Smith, *Principal***

Ms. Smith joined Incarnate Word Academy in June 2020 as the principal. She has 27 years of experience as an educator serving in private, Christian and Catholic schools as a teacher, and in administrator roles in schools overseas and in Hawaii, Georgia, Florida and Alabama. She has extensive leadership experience in accreditation, analyzing academic performances, aligning curriculum, coordinating student services and encouraging program development. She is a licensed professional counselor in Alabama and Texas, a national certified counselor and a grief recovery specialist. Andrea holds a Bachelor of Science from Marymount College and a Master of Education in counseling, foundations, and leadership from the University of Montevallo. Having moved to Texas three years ago, Ms. Smith enjoys exploring her new surroundings in Houston. She loves to travel, is a gourmet cook, raises orchids, and lives with her two rescue cats Norma Jean and Opie Taylor, who are fantastic travelers. Ms. Smith has two grown children and welcomed her first granddaughter, Evie Smith, in August.



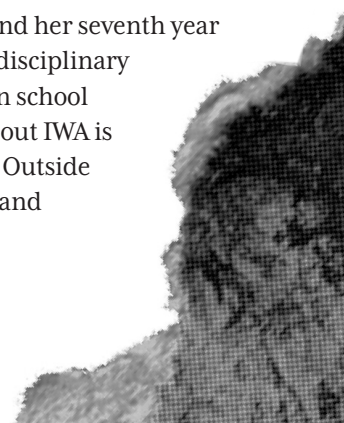
## **Ms. Stefanie Howard, *Dean of Academics***

Ms. Howard is entering her second year at Incarnate Word Academy and her seventh year in education. She received her Bachelor of Arts in history with a minor in English and her Master of Arts in education from Michigan State University (Go Green!). Ms. Howard holds teaching certifications in history, social studies and English. Ms. Howard's favorite thing about her role is getting to work with students individually to achieve their goals. She also loves to talk about history, and not just with her AP World History class. When Ms. Howard is not at IWA, she enjoys traveling, spending time with loved ones and spoiling her sweet puppy Lincoln.



## **Mrs. Erika Eberhart, *Student Wellness Counselor***

Mrs. Eberhart is entering her second year as the school counselor and her seventh year as a school counselor. She received her Bachelor of Science in interdisciplinary studies from the University of Houston and a Master of Education in school counseling from the University of St. Thomas. Her favorite thing about IWA is working with dedicated and compassionate teachers and students. Outside of school, Erika enjoys working out, spending time with her family and volunteering at church.



# Meet the Principal's Leadership Team

## **Mr. Kerr-Heraly, *Director of Leadership and Educational Technologist***

Mr. Kerr-Heraly is in his fourth year at IWA and his 18th year as an educator, having worked in a variety of different school types, including a Texas public school, a university and an international boarding school in London. He has a Bachelor of Science in Biochemistry from Baylor University and a Master of Arts in English from the University of Houston, and he is a dual citizen of the U.S. and the U.K. Prior to this year, he taught English and actually started his career as a chemistry teacher. Mr. Kerr-Heraly loves that at IWA he is able to work with students with so many different goals who all pursue them with such dedication and poise. Outside of IWA, he loves traveling, reading, trivia and spending time with his wife and their seven year-old daughter.



## **Ms. Ana Paula Panzarini, *Campus Minister***

Ms. Panzarini is in her third year at IWA. She joined as the pre-calculus teacher, and last year became director of campus ministry. Ms. Panzarini holds a teaching degree from Colegio Sagrada Familia in Brazil and a Certificate of Religious Studies from the Institute Mystici Corporis in Florence, Italy. Ms. Panzarini received her Bachelor of Arts in liberal studies with a minor in mathematics education from California State University Dominguez Hills and she is currently working on a Masters of Arts in faith and culture at the University of St. Thomas. Ms. Panzarini is a consecrated member of the Focolare Movement and has worked in youth ministry for more than 15 years. She is passionate about Catholic education and she loves that IWA educates young women to be leaders with integrity, values and rooted in the faith. The best thing about her job is that she gets to accompany students along their spiritual journeys, as they grow in the awareness that they have the power to transform the world with God's love. She loves to bike and bake.

## **Mr. Rick Perez, *Athletic Director***

Coach Perez is in his 20th year at IWA and 30th year overall in Catholic schools. He's been an athletic director for 18 years. He received his Bachelor of Science in physical education from the University of Houston and holds a master's degree in secondary education from Grand Canyon University. He loves IWA because of the sisterhood from all the students and the camaraderie from the faculty and staff. Coach Perez's favorite thing to do outside IWA is working out at the gym or at home, hanging out with family and watching any Houston sports team. He's been married for 27 years and has three beautiful children.





# Meet the Principal's Leadership Team



## **Mrs. Stephanie Perez-Gill, *College Counselor***

Mrs. Pérez-Gill joined IWA in August 2020 as college counselor. She comes to IWA with eight years of experience in Catholic schools. In previous roles, Mrs. Pérez-Gill served as a social studies teacher, dean of college counseling and administrator. While she is a native Houstonian, she attended the University of Notre Dame where she received a Bachelor of Arts in American studies and Latino studies, as well as a master's degree in education. Mrs. Pérez-Gill is currently pursuing her Ph.D. in higher education leadership and policy studies at the University of Houston.

## **Ms. Carman West, *Dean of Students***

Ms. West is in her first year at IWA and her 27th year in education. Prior to joining IWA, she served as dean of students at a Catholic school in Houston for nine years. In addition, she has held numerous leadership roles, all in Catholic schools. She holds a Master of Education in education administration, a Bachelor of Science in child and family studies, certification in kinesiology and an Associate of Arts in elementary education. In addition, Ms. West spent 24 years coaching high school volleyball and tennis, and 12 and under volleyball. Ms. West truly loves being involved with the students and encouraging their successes. Away from IWA, Ms. West enjoys spending time with family and friends, traveling and a variety of fitness activities.



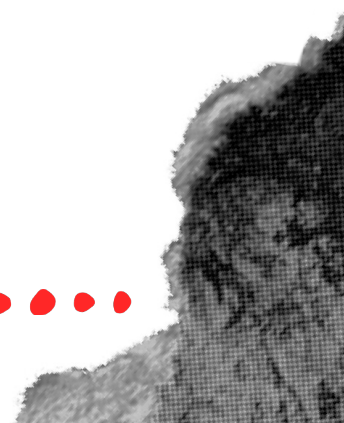
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# Definitions, Explanations and Community Expectations

## Helpful Terms

### Asynchronous:

Learning takes place on the student's schedule with previous recorded lessons and materials. Students engage in independent learning guided by the teacher.

### Hybrid Learning:

Learning takes place in-person and virtually.

### Remote Learning:

Learning takes place virtually and incorporates asynchronous and synchronous learning activities.

### Synchronous:

Learning takes place with the teacher and students online and/or in-person concurrently. Students follow their daily schedule and log in to live instruction and collaboration.

## Important Dates

### October 14

SAT testing for seniors

### October 15

Ninth and 10th Grade Mass;  
Group A on campus

### October 20

Second Quarter  
Education Guide Published

### October 21

Club meetings begin

### October 26

Group A Picture Day

### October 27

Group B Picture Day

### October 28

Freshman Retreat

### November 2

11th and 12th Grade Mass;  
Group A on campus

### November 4

Sophomore Retreat

### November 13

Senior Retreat

### November 15

Experienc IWA open house

### November 18

PWC Leadership Conference  
for seniors

### November 20

Ninth and 10th Grade Mass;  
Group B on campus

### December 2

Junior Retreat

### December 8

11th and 12th Grade Mass;  
Group B on campus

### December 18

Last day of semester

### December 21 – January 4

Christmas Break

### January 5

First day of second semester

# 2nd Quarter 2020 Instructional Options

We are committed to providing a high quality, college preparatory education to all students. At this time, we continue to offer two options for instructional learning. On-campus hybrid learning or continued remote learning. Remote learners have made a commitment to this type of learning through the end of the second quarter, Dec. 18, 2020.

## What does it look like?

- Students will attend campus twice a week, allowing the campus to remain at 50 percent capacity. Students are divided into two groups, A and B, split alphabetically.
- Wednesdays are an asynchronous learning day. In addition, teachers are available for office hours according to the schedule on the following page. Wednesdays will also focus on wellness, spiritual formation and community development through clubs and leadership. Attendance on Wednesdays for all students will be taken through the daily attendance form found in the morning announcement email.
- 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.

## Continued Remote Learning

- Families may continue with remote learning through Dec. 18, 2020.
- Students enrolled in continued remote learning will follow the hybrid schedule, based on their group A or B placement. Remote students are expected to participate when their group is on campus in synchronous instruction as directed by their classroom teachers.
- Zoom links for each class are posted in Google Classroom. On the days their group is off campus, remote students will work asynchronously.
- Remote students will follow the same Wednesday schedule as hybrid learning students. See above.
- 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, soccer, swimming) during the first semester.
- Remote students will not be able to participate in on-campus athletics (volleyball, basketball) as students are required to come on campus for practices and competitions.





# On-Campus Hybrid Learning

## On-Campus Hybrid Learning

- The on-campus hybrid learning model incorporates synchronous in-person instruction and asynchronous instruction. This model allows our community to maintain a safe and productive learning environment.
- Students are alphabetically split into two groups, and designated as Group A and Group B. While Group A is on campus, Group B will engage in asynchronous learning. While Group B is on campus, Group A will engage in asynchronous learning.
- Wednesdays are an asynchronous learning day. In addition, teachers are available for office hours according to the schedule below. Wednesdays will also focus on wellness, spiritual and formation, as well as community development through clubs and leadership. Attendance on Wednesdays for all students will be taken through the daily attendance form found in the morning announcement email.

## On-Campus Hybrid Learning Schedule

IWA will follow the schedule below while students are in hybrid learning.

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 (Off Campus)	Remote Learning (Off Campus)	0 7:00-7:55	FLEX 1 & Asynch. Learning	Wellness, Spiritual Formation, Grade Level Meetings 8:00-9:30	0 7:00-7:55	Remote Learning (Off Campus)	Remote Learning (Off Campus)	0 7:00-7:55
1 8:00-9:25			1 8:00-9:25	Office Hours & Asynchronous Learning	World Languages 9:30-10:00	2 8:00-9:25			2 8:00-9:25
3 9:31-10:56			3 9:31-10:56		Theology 10:00-10:30	4 9:31-10:56			4 9:31-10:56
9 <sup>th</sup> /10 <sup>th</sup> 5 11:02-12:27			9 <sup>th</sup> /10 <sup>th</sup> 5 11:02-12:27		Social Studies 10:30-11:00	9 <sup>th</sup> /10 <sup>th</sup> 6 11:02-12:27			9 <sup>th</sup> /10 <sup>th</sup> 6 11:02-12:27
			11 <sup>th</sup> /12 <sup>th</sup> LUNCH 11:02-11:42		Science 11:00-11:30	11 <sup>th</sup> /12 <sup>th</sup> LUNCH 11:02-11:42			11 <sup>th</sup> /12 <sup>th</sup> LUNCH 11:02-11:42
				LUNCH 11:30-12:30					
9 <sup>th</sup> /10 <sup>th</sup> LUNCH 12:33-1:13			9 <sup>th</sup> /10 <sup>th</sup> LUNCH 12:33-1:13	Office Hours & Asynchronous Learning	Math 12:30-1:00	9 <sup>th</sup> /10 <sup>th</sup> LUNCH 12:33-1:13			9 <sup>th</sup> /10 <sup>th</sup> LUNCH 12:33-1:13
			11 <sup>th</sup> /12 <sup>th</sup> 5 11:48-1:13		Leadership 1:00-1:30	11 <sup>th</sup> /12 <sup>th</sup> 6 11:48-1:13			11 <sup>th</sup> /12 <sup>th</sup> 6 11:48-1:13
					English 1:30-2:00				
					Electives 2:00-2:30				
7 1:19-2:44	Remote Learning (Off Campus)	Remote Learning (Off Campus)	7 1:19-2:44	FLEX 2 & Asynch. Learning	Clubs, Community Building, Leadership Programming 2:30-3:30	8 1:19-2:44	Remote Learning (Off Campus)	Remote Learning (Off Campus)	8 1:19-2:44
FLEX 2:50-3:30			FLEX 2:50-3:30			FLEX 2:50-3:30			FLEX 2:50-3:30

## Lunch Services

Lunch is available through Simply Fresh Catering. Please see the Incarnate Word Academy website for menus and how to preorder boxed lunches.

## Dress Code and Uniform Policy

Students are expected to follow the uniform policy as outlined in the 2020 - 2021 Student-Parent Handbook. The handbook is available on the IWA website.

# On-Campus Hybrid Learning

## Hybrid Learning Daily Attendance

If there is a concern about attendance, please contact Mrs. Candelario ([ccandelario@incarnateword.org](mailto:ccandelario@incarnateword.org)).

Please see the table below regarding attendance procedures during hybrid learning.

	A GROUP (A – I) HYBRID	A GROUP (A – I) REMOTE	B GROUP (J-Z) HYBRID	B GROUP (J-Z) REMOTE
Monday	Attendance taken by teachers in classrooms	Attendance taken by teachers via zoom	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Must submit daily attendance form found in the morning announcements email and/or on google classroom
Tuesday	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Attendance taken by teachers in classrooms	Attendance taken by teachers via zoom
Wednesday	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Must submit daily attendance form found in the morning announcements email and/or on google classroom
Thursday	Attendance taken by teachers in classrooms	Attendance taken by teachers via zoom	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Must submit daily attendance form found in the morning announcements email and/or on google classroom
Friday	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Must submit daily attendance form found in the morning announcements email and/or on google classroom	Attendance taken by teachers in classrooms	Attendance taken by teachers via zoom

## Technology Platforms

- IWA will use Google Classroom as the school's main learning platform.
- IWA will use Zoom to conduct live classes (remote students only), meetings, tutorials and office hours.
- All teacher Zoom information is located in Google Classroom.
- Teachers may use other programs, such as Edpuzzle, Flipgrid and Delta Math to support student learning.
- Please be patient with technological glitches or outages. 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.

## Zoom Guidelines and Etiquette

- Students should arrive five minutes early to their Zoom classrooms.
- Cameras should be turned on.
- Microphones should be muted.
- Students are expected to follow the remote learning dress code.
- Students should ensure anything displayed on Zoom is school appropriate.
- Cell phones and other devices should be turned off during Zoom sessions.
- Students may only attend Zoom sessions for classes they are enrolled in.
- In compliance with the Safe Haven guidelines, students may not be one-on-one online with teachers. 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](#) or [Tim Moudry](#) immediately so that we can devise a solution and develop an appropriate alternate plan if needed.

# On-Campus Hybrid Learning

## Assignments

- Teachers will communicate all assignments for the week via Google Classroom by Monday at 7:30 a.m.
- Teachers will communicate prep work for Monday's on-campus class no later than the previous Thursday at 3 p.m.
- In-class assignments are due by the end of the class period on the same day in which they were assigned. These assignments will be communicated in the weekly lessons.
- 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.
- **The homework deadline is set at 10 p.m. on the due date assigned by teachers.**



## Fall Semester Exams

- In order to allow equitable opportunities for all learners (hybrid and remote), IWA will not have semester exams in December 2020.
- The last two weeks of the semester will be dedicated to extended instructional learning.

## 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.
- Communication between students and teachers will be conducted through school email, Zoom and Google Classroom.
- Students should contact teachers via email if there are any questions about their classes.
- Parents should contact teachers via email if there are any questions about their daughters' classes.
- Each morning, the announcements are played in the classroom for the on-campus students. Off-campus and remote students are required to watch these important announcements, which are sent to them, via email.
- Students must submit the daily attendance form found in the morning announcements. Students who do not submit the attendance form while off-campus will be marked absent.

## Contacting Teachers

- Teachers are on campus Monday through Friday from 7:30 a.m. to 3:30 p.m. Teachers have office hours on Wednesdays as indicated on page 3. In addition, teachers may be reached Monday through Friday by email from 7:30 a.m. to 3:30 p.m.
- Teachers are eager to help ensure all students are successful in their class. In the event that a student needs additional support outside of regularly scheduled class time, the student is responsible for contacting their individual teacher.

## Student Support

- Students who receive extended time will be given 50 percent extended time on remote assessments.
- [Erika Eberhart](#), the student wellness counselor, will inform teachers of students who qualify for accommodations, and teachers will communicate confidentially with students about extended deadlines and expectations.
- Additionally, Mrs. Eberhart is available to remote learners for support.



# On-Campus Hybrid Learning

## Campus Ministry

- Incarnate Word Academy remains committed to the spiritual growth of our community. IWA's student-led Campus Ministry Team is guided by our campus minister, but the responsibility and leadership come straight from the 48 juniors and seniors on the team. From planning retreats to coordinating prayer services and all-school events, whether in-person or through Zoom, Campus Ministry Team students are in the driver's seat in living out their faith.
- Students will continue to have opportunities to grow closer to God and connect with their classmates in sisterhood.
- Every morning during hybrid learning, students will participate in morning prayer.
- There will also be morning Masses offered on Tuesday and Thursday, devotionals during Flex Time, as well as a day-long retreat for each classification. Remote students will also have the opportunity to participate in activities during Flex Time.
- All-School Mass will be by classification and live streamed for on-campus and remote learners. Students are also encouraged to continue serving the needs of the local community, through many opportunities for service hours that can be completed from home. During this unprecedented time of global pandemic, campus ministry will continue to promote service as women for others, conscious of the real needs of the most vulnerable and disadvantaged in our society and through a deeper understanding of Catholic social teaching.



## Arrival and Departure

Drop-off time begins 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 Fahrenheit will be allowed oncampus. 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.



# On-Campus Hybrid Learning Sample Schedule

The following sample schedule outlines what students and families should expect during hybrid instruction. Prep work assigned by the teacher should be completed before the student's on-campus classes.

Monday			Tuesday		Wednesday		
Group B Asynchronous Learning (Off Campus)			Group B On Campus Learning		All Students Asynchronous Learning (Off Campus)		
1 – Theo IV	8:00-9:25	Prep work for Tuesday's class: <ul style="list-style-type: none"> <li>Watch 15 min video lesson on Unit 2.2 – Family, Community, Participation</li> <li>Complete Edpuzzle interactive video on nuclear families</li> <li>Read Chs. 3 &amp; 4 in textbook</li> </ul>	Flex 1 & Asynch. Learning	<ul style="list-style-type: none"> <li>Warm up activity on Google Classroom</li> <li>Reading and discussion on "The Rights of Family"</li> <li>Group activity exploring examples of spiritual communities</li> <li>Exit ticket on Google Classroom</li> </ul>	8:00 - 9:30	<ul style="list-style-type: none"> <li>Complete stretches shared by PE teachers on announcements</li> <li>Prayer and meditation on scripture verse shared by CMT</li> <li>Work on college applications</li> <li>Watch AP Daily Video on poetry analysis for English class</li> </ul>	
3 – Latin III	9:31-10:56	<ul style="list-style-type: none"> <li>Watch verb types video (8 mins) and verb tenses video (5 mins) to prepare for Tuesday's class</li> <li>Complete Ch. 55 Assessment on Google Classroom</li> </ul>		<ul style="list-style-type: none"> <li>Review of verb types and tenses</li> <li>Section D whole class translation activity</li> </ul>	9:30-10:00	<ul style="list-style-type: none"> <li>Read Ch. 56 in Latin textbook to prep for next Monday's class</li> </ul>	
					10:00-10:30	<ul style="list-style-type: none"> <li>Complete Theology 2.2 Reflection on Google Classroom</li> </ul>	
LUNCH	11:02-11:42				10:30-11:00	<ul style="list-style-type: none"> <li>Study for Monday's Econ quiz and login to office hours to ask Mrs. Ray any questions</li> </ul>	
			Office Hours & Asynchronous Learning		11:00-11:30	<ul style="list-style-type: none"> <li>Complete AP Bio Edpuzzle video on cells and energy to prepare for Monday's class</li> </ul>	
5 – Econ	11:48-1:13	Prep work for Tuesday's class: <ul style="list-style-type: none"> <li>Listen to podcast on supply, demand, and markets &amp; answer comprehension and application questions</li> <li>Complete Edpuzzle interactive video on market equilibrium</li> </ul>	LUNCH	<ul style="list-style-type: none"> <li>Warm up – supply graphing practice</li> <li>Market equilibrium worksheet and discussion</li> <li>Class discussion on previous week's reading assignment on minimum wage</li> </ul>	11:30-12:30		
7 – AP Bio	1:19-2:44	<ul style="list-style-type: none"> <li>Test - Units 1&amp;2 (on Canvas)</li> </ul>	Office Hours & Asynchronous Learning	<ul style="list-style-type: none"> <li>Cystic fibrosis case study – group activity and class discussion</li> <li>Review practice questions on cell organelles and functions</li> </ul>	12:30-1:00	<ul style="list-style-type: none"> <li>Work on precal practice problems due Friday and login to office hours to ask questions</li> </ul>	
					1:00-1:30	<ul style="list-style-type: none"> <li>Zoom with Leading with Business group to brainstorm business plan</li> </ul>	
					1:30-2:00	<ul style="list-style-type: none"> <li>Login to English office hours to ask Ms. Cuneo for feedback on poetry analysis essay</li> </ul>	
					2:00-2:30	<ul style="list-style-type: none"> <li>Review jazz terminology slides to prepare for Friday dance class</li> </ul>	
FLEX	2:50-3:30	<ul style="list-style-type: none"> <li>Zoom meeting with Mr. KH to discuss Distinguished Leader progress</li> </ul>	Flex 2 & Asynch.		2:30-3:30	<ul style="list-style-type: none"> <li>Teens for Unity meeting on Zoom</li> <li>Complete DL Formal Enrichment reflection</li> </ul>	



# On-Campus Safety Protocols

## Hallway/Stairwell Traffic Patterns

In order to ensure adequate physical distancing, hallways and staircases have specific directional traffic patterns when passing between classes. Signage in the hallways indicate counterclockwise traffic patterns. Staircases are 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 has been allocated between classes to allow for safe movement from class to class.

## Elevator Usage

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

No lockers will be assigned at this time.

## 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 are open. Students are required to bring refillable water bottles. Bottles of water are also available in the vending machine. Vending machines buttons are disinfected throughout the day.





# On-Campus 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 are posted throughout the campus. Additionally, hand sanitizer stations are available 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 serves students who exhibit symptoms of the virus. Isolated students will be dismissed directly from this area.

## Physical Distancing

Physical distancing protocols are in place. Signage, rearrangement of furniture and ongoing reminders assist the students, faculty and staff with adhering to this expectation. Desks in classrooms are set up with the six-foot social distancing guidelines in mind. Adequate tables and chairs are set up in the lunchroom and auditorium during lunches for students, faculty and staff to maintain social distancing. Floor stickers serve as markers and reminders to maintain social distancing. Signage in hallways and on stairwells indicate directional flow to maintain physical distancing.



## 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 are not 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 have been 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.

# On-Campus Safety Protocols

## Library Books/Headphones

Books returned to the library are 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 are responsible for disinfecting them before and after usage.

## Classrooms and Community Spaces

The cleaning staff frequently cleans and sanitizes heavy traffic areas and surfaces throughout the school day with hospital-grade disinfectants. Teachers and students disinfect classroom desks at the end of each class period. Classrooms are also cleaned and sanitized each night with hospital-grade disinfectants. Hand sanitizer stations are 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 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.

## Temperature Checks

Every person who enters the school building during school hours has their temperature checked. All students who are dropped off 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. Parents and guardians are responsible for completing the self-screening agreement located in myIWA. The agreement contains 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, [Jessica Umana](#).

# 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:**

- 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.

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, [Jessica Umana](#).

## **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 (see page 11). 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). 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.



# 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

## **Academic Records**

[Priscilla Manrique](#), Registrar

## **Admissions:**

[Sarah Sheppard](#), 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

## **Campus Ministry:**

[Ana Paula Panzarini](#), Campus Minister

## **College Admissions:**

[Stephanie Perez-Gill](#), College Counselor

## **Communications:**

[Holly Beretto](#), Director of Marketing and Communications

## **Course Issues:**

Individual teachers  
(Please see faculty/staff directory)

## **COVID-19 Reporting:**

[Jessica Umana](#), COVID-19 coordinator

## **Dean of Students:**

[Carman West](#), Dean of Students

## **President:**

[Sr. Lauren Beck](#)

## **Principal:**

[Andrea Smith](#)

## **Student Support:**

[Erika Eberhart](#), School Counselor

## **Technology and Google Classroom Learning Apps Issues:**

[Eric Kerr-Herally](#), Educational Technologist

## **Technology and iPad Issues:**

[Tim Moudry](#), Director of Technology

## **Textbooks:**

[Kelly Morrison](#), Librarian

## **Young Leaders Program:**

[Eric Kerr-Herally](#), Director

This Instructional Plan must be read and an agreement form must be agreed to and returned to myIWA.  
Please log into your myIWA to complete this agreement.