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PROVIDENCE CATHOLIC  
HIGH SCHOOL

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**REOPENING PROCEDURES & POLICIES  
FOR STUDENTS & PARENTS**



# Providence Catholic High School Mission Statement

*Inspired by our Augustinian values of Truth, Unity, and Love, the Providence Catholic High School family is a vibrant community of believers and learners, one in mind and heart on the way to God. In our spirited pursuit of excellence as a college-preparatory school, we provide rigorous programs at all levels in academics, arts, and athletics, along with extensive extracurricular activities and opportunities. In our authentic desire to witness the Gospel message of Jesus, we provide spiritual programs that foster and promote an enduring commitment to a life of faith, prayer, and service. In a safe and supportive environment, our dedicated, talented, and highly qualified faculty and staff guide students to embrace individuality, challenge assumptions and grow in confidence and compassion.*

*We invite young men and women, along with their families, to join us in the blessing that is Providence, and in so doing,*

## *Become something greater, together!*

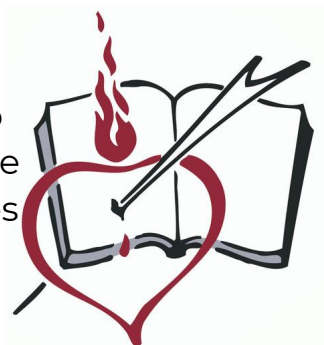
These words from our Mission Statement are even more important these days as we prepare to return to school this year.

We are all experiencing a lot of different thoughts and feelings...from excitement to fear, from uncertainty to determination. However, in the swirl of all these thoughts and feelings, our Augustinian way of life calls us to take seriously the invitation and challenge of becoming something greater, *together*. Now, more than ever, our values of Truth, Unity and Love will be even more essential if we are to flourish as a school community.

We will all be asked to give a little - and maybe even a lot. But that is our Christian life - to take our model, Jesus, and make him present, by serving others. We do that by wearing a mask, by following protocols, by coming together in-person and online - ready to be the witness this world needs, especially now.

This booklet is written with the best science available to us at this time, focused on our Catholic values of the dignity of the person and the Common Good, and rooted in our Augustinian values of Truth, Unity and Love.

Let's remember that we are one mind and one heart...on the way to God...and when we express this to our fullest, even though it may be inconvenient, or even difficult - our sacrifice for each other expresses and furthers our Mission: to become something greater, together.



- Fr. Richard Young, OSA, D.Min., Theology Department Chair



## 7 Daily Strategies to Promote a Healthy PCHS



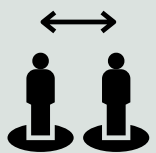
Complete daily pre-certification symptom screening



If you are sick, or may have been exposed to COVID-19, stay home



Wear a face mask or gaiter



Maintain appropriate social distance



Wash your hands frequently



Do not share personal equipment or supplies



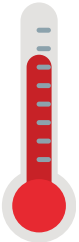
Disinfect frequently touched surfaces

# Campus COVID-19 Safety Measures

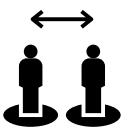


**Pre-certification Process:** Prior to arriving at school each day, parents (for students under 18) and students (18 years old) must USE THE STUDENT'S CELL PHONE and his/her Office 365 credentials to login and complete the pre-certification form. This form, and an instructional video, is located on the the Reopening Page of our website.

This form will certify in advance that a student has a temperature under 100.4 and is free from all other COVID-19 symptoms. For a list of symptoms, please see *Hey PC! Are You Symptom Free?* on page 5. If a student receives a **GREEN CHECK** for the day, please take a screenshot so that the student may show his/her pre-certification with the correct date when arriving at school. If a student has any symptoms consistent with COVID-19 and receives a **RED X** on the pre-certification form, he/she should not report to school, and a parent should report this absence to our Dean's Office at (815) 717-3130. Parents will be asked to share the specific symptoms the student is experiencing.



**Temperature Checks:** Upon arrival, students will walk thru a temperature scanner. School representatives will be available with handheld, no-touch thermometers to expedite the process if needed. After they are cleared by a school representative, students should report directly to their first class of the day. If a student has a temperature of 100.4 or higher, he/she will be directed to an area where the student will receive another temperature check after 5-minutes. If the student's second temperature check is under 100.4, he/she can report to his/her first period class. If the student's temperature is still above 100.4, the student will be directed to our quarantine room in the Dean's Office to contact his/her parents and make arrangements to go home.



**Social Distancing:** We expect students and staff members, in all areas of the building, to observe the 6-foot social distance recommended by the CDC. We have designed our classrooms, our lunch protocol and our school arrival and dismissal procedures to meet this expectation. Visual reminders are posted throughout the school building. Other indicators will be used in those areas where students congregate: arrival and departure doors, lunch lines, hallways, offices, etc.



**Do Not Share Personal Equipment or Supplies:** To as great an extent possible, we are restricting the borrowing or sharing of any items between faculty, staff and students. Faculty will have extra pens and pencils in their classroom to give students to keep if needed, but it is important that each student carries all of his/her textbooks for the day with an ample supply of pens, pencils, paper, etc.



**Disinfecting & Cleaning:** Our Maintenance Department will conduct a thorough cleaning of the building everyday. The last 5-minutes of every class period is set aside for cleaning and disinfecting. All classrooms and offices will be stocked with hand sanitizer, gloves and cleaning supplies.



**Face Masks & Gaiters:** *“We are not defenseless against COVID-19. Cloth face coverings are one of the most powerful weapons we have to slow and stop the spread of the virus-particularly when used universally within a community setting. All Americans have a responsibility to protect themselves, their families and their communities.”* - Dr. Robert R. Redfield, CDC Director

- ALL INDIVIDUALS (faculty, staff, students and visitors) are required to wear a face mask or gaiter in the building, even when practicing social distancing.
- Bandanas are not allowed.
- There are increased safety benefits to wearing a fabric mask or gaiter of three layers.
- Students should carry a second face mask or gaiter in their backpack in case the first one is lost or breaks.
- Any student reporting to school without a face mask or gaiter will be sent home.
- Students must wear a form fitting face mask or gaiter below the chin and over the nose, and must be worn over the nose and mouth **at all times**.
- Masks or gaiters cannot contain words or phrasing, inappropriate images, designs or logos that disrupt the learning environment.
- Students are subject to disciplinary consequences for failure to comply with this face mask mandate.

#### **Face Mask Exceptions:**

- When a student or staff member is eating breakfast or lunch.
- A person is younger than 2 years old.
- A person is having trouble breathing, is unconscious, incapacitated or otherwise unable to remove the cover without assistance.

**Face Masks & Students with a Pre-Existing Medical Condition:** A physician’s note is required for students who are not able to wear a face mask due to a pre-existing medical condition. These students will be required to wear a face shield while on campus. All physician’s notes must be on file in the Dean's Office prior to the first day of school.



**Hand Hygiene:** Hand hygiene is a simple, yet important response to COVID-19. All individuals on campus are encouraged to practice frequent hand hygiene by washing hands and using an alcohol-based hand sanitizer. Alcohol-based hand sanitizer stations will be available throughout the school building. Students are also asked to bring a personal hand sanitizer to carry in their backpack.

Hands should be washed frequently with soap for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school, after blowing one's nose, coughing or sneezing, following restroom use, before entering any food lines, after eating any food, after removing or replacing a face mask and following glove removal. All individuals on campus are directed and encouraged to avoid touching the face (eyes, nose and mouth) to decrease the transmission of COVID-19 or other infectious diseases.



**COVID-19 Symptoms & Illness:** Per health department recommendations, PCHS will institute a tracking process to maintain ongoing monitoring of students and employees excluded from school because they have symptoms consistent with COVID-19, have been diagnosed with COVID-19 or have been exposed to someone with COVID-19 and are in quarantine. Tracking ensures that CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or employee returns to campus.

Any individual within the school community who shows symptoms consistent with COVID-19 during the school day will be immediately separated from the rest of the school population and placed in a quarantine room located in the Dean's Office. Individuals who are sick will be sent home and will be encouraged to see a physician for an evaluation, any treatments necessary and a medical certification to return to campus. Special disinfecting protocols will be followed for any areas the sick individual visited while on campus. Before returning to school, all individuals must present school representatives with a note from their physician verifying resolution of symptoms, all criteria for discontinuation of quarantine have been met and clearly stating they are medically approved to return to school.

#### **Positive COVID-19 Diagnosis:**

- If an individual tests positive for COVID-19, he/she must notify the school immediately. This individual is required to quarantine at home for 14-days. Students who are under quarantine will be required to attend all online classes if their health allows.

If someone living in an individual's household tests positive for COVID-19, that individual must quarantine at home for 14-days. Students who are under quarantine will be required to attend all online classes if their health allows.

- Contact tracing will determine which students and staff members were in close contact with the infected individual and also need to quarantine.
- Those who had close contact with an individual who tested positive for COVID-19 or is suspected of having COVID-19, should isolate at home and monitor symptoms for 14-days. CLOSE CONTACT MEANS THE INDIVIDUAL WAS WITHIN 6 FEET OF THE INDIVIDUAL WITH SYMPTOMS FOR MORE THAN 15-MINUTES, EVEN WHEN WEARING A MASK.
- Confirmed cases of COVID-19 will be reported by the Administration using the Illinois Infectious Disease Reporting requirements set forth by the IDPH.
- The Administration will also report outbreaks per local and state health department guidelines while maintaining confidentiality.
- Based on direction from the Health Department, campus may close, and classes will pivot to online learning for 2-5 days to allow time for local health officials to better understand the situation impacting the school and for our Maintenance Department to clean and disinfect the affected facilities.

## Return to School After Exclusion:

Once an individual is excluded from school, he/she may return if the following CDC recommendations are satisfied:

**Untested:** Individuals who have not received a test proving or disproving the presence of COVID-19, but are experiencing symptoms may return if ALL three of the following conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of any fever reducing medicine); **AND**
- Other symptoms have improved (for example, cough or shortness of breath have subsided); **AND**
- At least 10 calendar days have passed since symptoms had first appeared.

**Tested Positive - Symptomatic:** Individuals who experienced symptoms and have been tested for COVID-19 may return to school if ALL of the following conditions are met:

- They no longer have a fever (without the use of any fever reducing medicine); **AND**
- Other symptoms have improved (for example, cough or shortness of breath have subsided); **AND**
- At least 10 calendar days have passed since symptoms had first appeared; **OR**
- The individual has received two negative COVID tests at least 24 hours apart.

**Tested Positive - Asymptomatic:** Individuals who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and must have approval to do so in writing from a licensed health care provider.

## Individuals who Exhibit Symptoms Consistent with COVID-19, but are Not Suspected of Having COVID-19

Individuals who exhibit one or more symptoms consistent with COVID-19, but are not suspected of having COVID-19 may be able to return to school in fewer than 10 days after the onset of symptoms and 24 hours fever free. Some examples of these symptoms and conditions include, but are not limited to seasonal allergies, ear infection, seasonal flu, strep throat, migraine, etc. In order to return to school, individuals must provide evidence of alternative reasons for symptoms and a physician's release to return to school/work.

# Hey E!

## ARE YOU SYMPTOM FREE?

In the last 48 hours, have you had any of the following symptoms?



1 FEVER OF 100.4 OR HIGHER



2 FEVER SYMPTOMS SUCH AS ALTERNATING CHILLS & SWEATS



3 COUGH



4 TROUBLE BREATHING, SHORTNESS OF BREATH OR SEVERE WHEEZING



5 CHILLS OR REPEATED SHAKING WITH CHILLS



6 MUSCLE ACHES



7 SORE THROAT



8 LOSS OF SMELL OR TASTE, OR A CHANGE IN TASTE



9 NAUSEA, VOMITING OR DIARRHEA



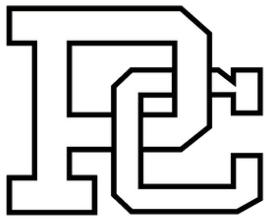
10 HEADACHE

If you answered yes, you currently have symptoms that could be consistent with Covid-19.



Please do not enter the school!  
Contact your health-care provider.





# Instructional Models

Although we are starting the school year in a blended instructional model, we have the flexibility to pivot to online classes should COVID-19 circumstances require it, or to eventually transition to on campus learning with the full student body in attendance. We will use the following models for the school year:

## 1.) In-Person Classes:

On campus learning in the classroom with the teacher.

## 2.) Blended Classes:

Combines on campus learning in the classroom with the teacher and live online classes. The PCHS student body is divided into two cohorts. While one cohort is on campus in the classroom, the other cohort will be at home connecting live to the classroom via Microsoft Teams.

## 3.) Live Online Classes:

Online learning experience via Microsoft Teams.



## All Instructional Models Include:

- Microsoft Teams is the main platform for course information and assignments.
- Grades will be posted on PlusPortal.
- New department specific reassessment policies will be published on each class syllabus.
- 70-minute (B & C Days)/30-minute (A Days) class periods with time set aside for cleaning; 30-minute lunch periods; 10-minute passing periods (15-minute break between classes for students online)
- Same daily schedule.
- Attendance will be taken at the start of each class for in-person and online students.
- The ability to quickly pivot between instructional models based on COVID-19 mandates.

## Daily Schedule:

Monday C	Tuesday C	Wednesday B	Thursday B	Friday A
This schedule is in effect for all instructional models. Daily schedule and calendar are included in this booklet.				

# Student Responsibilities When On Campus



- Wear a form fitting face mask or gaiter below the chin and over the nose, and must be worn over the nose and mouth at all times. Bandanas are not allowed. Masks cannot contain words and phrases, inappropriate images, designs or logos that disrupt the learning environment.
- Students will carry to all classes a backpack containing books and supplies for that day. Hallway lockers will not be utilized.
- Contact Tech Office Staff for problems with laptop or other technical issues. (See page 9)
- Utilize headset compatible with laptop at teacher's discretion.
- Follow all rules and regulations set forth in the *Student Handbook*. All Dress Code and Grooming policies are in effect. Fridays are now designated as Spirit Days. Students may dress down if wearing PCHS apparel.
- Comply with the guidelines published by the Illinois State Board of Education, Illinois Department of Public Health and the Diocese of Joliet.
- Students will be allowed to bring a water bottle from home. Water will also be available for purchase during lunches. Refilling stations located in the Student Commons will be operational; drinking fountains will be disabled.



# Student Responsibilities When Online

- Students are expected to attend all scheduled online classes per the published daily schedule, or they will be marked absent.
- Students must enter scheduled online meetings prior to the start of class.
- Students must be online throughout the school day. Part-time jobs should not conflict with school.
- Students should check their Providence email and Microsoft Teams at least once per day.
- Laptop cameras must remain on during class Team meeting unless permission is granted by the teacher.
- Laptop audio should be turned on and off at the direction of the teacher.
- Students should utilize a headset compatible with their laptop.
- When students are attending class online, they should be sitting at a table, desk or workstation.
- Please dress appropriately and modestly. No pajamas are allowed.
- Contact Tech Office Staff for problems with laptop or other technical issues.  
(See page 9)

# Student Supplies

Below is a list of student supplies needed for a successful school day whether the student is attending in person or online. Other supplies may be needed at the direction of our teachers.



- Daily Pre-certification Confirmation Screenshot on Phone
- Backpack
- Laptop w/ charger
- Headset w/ microphone
- Student ID
- Face Mask or Gaiter  
(Bandanas are not allowed)
- Pens, pencils & notebooks
- Personal Hand Sanitizer
- Calculator for Math & Science Classes

- Proper desk or workstation
- Headset w/ microphone
- Laptop w/ charger
- Calculator for Math & Science Classes



## NEED TECH HELP?

Email: [techhelp@providencecatholic.org](mailto:techhelp@providencecatholic.org)

Or Call:

Mrs. Eileen Copenhaver: (815) 717-3151

Mr. Gus Xydakis: (815) 717-3149

Mrs. Rosanne Grigoletti: (815) 717-3137

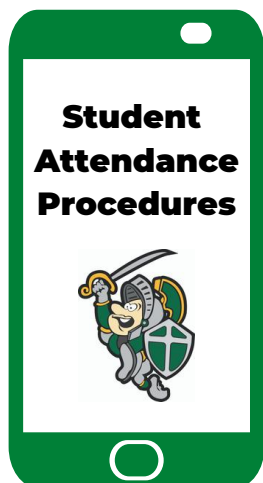


# Parents as Partners



Parent engagement with his/her student and the staff at Providence Catholic will ensure a successful school year. We ask that you please:

- Familiarize yourself with this booklet.
- Check your email and portal on a daily basis.
- Using your student's phone and his/her Office 365 login, complete the online pre-certification form for your student (if under 18) that is located on the Reopening page of our website. This must be done everyday prior to your student's arrival at school. The instructional video is located on the Reopening page.
- Report any symptoms consistent with COVID-19 to the Dean's Office.
- Call in attendance by 9 a.m. each day for students whether they are in person or online @ (815) 717-3130.
- DO NOT REPORT ABSENCES TO TEACHERS.
- Support your student by giving him/her a distraction free place to work and learn.
- Use your student's Microsoft Teams login to keep up to date regarding classes.
- Reach out to your student's teacher(s) if you have concerns about your student's progress.
- Remain vigilant in tracking/monitoring student grades.



## Attendance Line

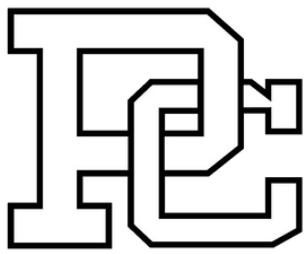
**(815) 717-3130**

**Call in your student's absence no later than 9 a.m.**

**Attendance calls are required for all students whether in person or online.**

**Be prepared to report your student's specific symptoms, as they pertain to COVID-19.**

**Do not report absences to teachers.**



# Reopening Policies & Procedures

The following pages contain policies and procedures as they pertain to COVID-19 and the reopening of Providence Catholic High School. These policies and procedures are in addition to those to be followed in the Student Parent Handbook.

## Section 1: Pre-certification & Attendance Procedures



**Pre-certification Process:** Prior to arriving at school each day, parents (for students under 18) and students (18 years old) must **USE THE STUDENT'S CELL PHONE** and his/her **Office 365** credentials to login and complete the pre-certification form. This form, and an instructional video, is located on the the Reopening Page of our website.

This form will certify in advance that a student has a temperature under 100.4 and is free from all other COVID-19 symptoms. For a list of symptoms, please see *Hey PC! Are You Symptom Free?* on page 5. If a student receives a **GREEN CHECK** for the day, please take a screenshot so that the student may show his/her pre-certification with the correct date when arriving at school. If a student has any symptoms consistent with COVID-19 and receives a **RED X** on the pre-certification form, he/she should not report to school, and a parent should report this absence to our Dean's Office at (815) 717-3130. Parents will be asked to share the specific symptoms the student is experiencing.

**Recent Travel:** At this time, we are not restricting student attendance based on state-to-state travel. However, we ask all families to be aware when considering travel to states on any warning list. Being around large groups of people who you do not know not only puts your family at risk, but other students, our faculty and staff. This is difficult, but we must be cooperative and mutually vigilant for everyone's safety. Diligence and caution promotes a safe environment and is one of the ways we can help mitigate COVID.

Students should self-quarantine for 14 days after entering the United States from the following countries: Austria, Belgium, Brazil, China, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Iran, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, United Kingdom and Vatican City.

**Attendance:** **A student absence should be reported for all students regardless of whether the student will be in person or online that day.** All attendance calls should be made to our Dean's Office no later than 9 a.m. by calling (815) 717-3130. Please be prepared to share the student's specific symptoms. **PLEASE DO NOT REPORT AN ABSENCE TO A TEACHER.**

**School Notification:** Students should not attend in-person learning, and parents should notify the Dean's Office if their student becomes sick with COVID-19 symptoms, tests positive for COVID-19, or has been exposed to someone who has tested positive for COVID-19.

## **Section 2: Student Arrival & Dismissal Procedures**

We encourage students to arrive no earlier than 30-minutes prior to their first class and to leave campus promptly at dismissal time. For particular reasons students may be allowed an earlier arrival; please contact the Dean's Office at (815) 717-3130 for consideration.

Students who arrive prior to 7:20 a.m. may go to the Student Commons or the former cafeteria. After 7:20 a.m., students may also report to their first class of the day or the BLC (opens at 7:30 a.m.) Social distancing rules apply everywhere! Students should not congregate in the hallways, bathrooms, parking lots or any other areas on campus. Only students who have an appointment with a teacher, a club meeting or athletic practice should remain on campus after the last bell. As soon as that activity/meeting has concluded, the students should exit the campus as soon as possible.

### **Student Arrival Procedures:**

- Only those students who received a **GREEN CHECK** on their pre-certification form should report to campus. School representatives will check each student's phone to be sure the pre-certification process has been completed, and the student is approved to attend school.
- If a student arrives to school without a pre-certification confirmation, or their confirmation states they should not be on campus, that student will immediately report to the Dean's Office.
- Students will enter the school through either Door 4 (East Entrance) or 13 (Student Commons).
- Upon arrival, students will walk thru a temperature scanner. School representatives will be available with handheld, no touch thermometers to expedite the process if needed.
- After they are cleared by a school representative, students should report directly to their first class of the day. Students should not go to their lockers as these will not be used.
- If a student has a temperature of 100.4 or higher, he/she will be directed to an area where the student will receive another temperature check after 5-minutes. If the student's second temperature check is under 100.4, he/she can report to his/her first period class. If the student's temperature is still above 100.4, the student will be directed to our quarantine room in the Dean's Office to contact his/her parents and make arrangements to go home.
- Athletes who have been pre-certified prior to the school day due to morning workouts, conditioning or practice, will NOT need to recertify and have his/her temperature taken again prior to the start of the school day.

**Bus Riders:** All bus riders (or their parents if student is under 18), must complete the pre-certification process and be free of any symptoms consistent with COVID-19 prior to boarding the bus. Students must show their pre-certification form on their phone to their bus driver. Students will be assigned a seat to ensure social distancing and must wear a face mask on the bus ride to and from school.

**Student Dismissal Procedures:** After all-school prayer, student dismissal will be staggered. First, bus riders and those students being picked up by their parents/family member/friend will be dismissed. Bus riders should dismiss through Door 1. Students being picked up should exit through Doors 13, 14 & 15 in the Student Commons near the roundabout. Next, student-drivers parked in the East lot will be dismissed through Door 4. Finally, all remaining students, including those parked behind the school and in the gravel lot will be dismissed at the closest door to their classroom.

## **Section 3: School Day Procedures**

**Backpacks:** Students should carry their books, laptop and school supplies in a backpack throughout the day. The use of lockers has been suspended.

**Bathrooms:** Students in bathrooms should socially distance as much as possible. Students cannot congregate in bathrooms. A new classroom bathroom pass system will be explained to students on the first days of school.

**Clubs & Activities:** Our club moderators are encouraged to continue hosting meetings and events in person or online. A club with more than 50 members must meet online, or can split attendance to two meetings accordingly to allow for proper social distance between club members.

**Cell Phones:** Student cell phones should be turned off during the day and stored in backpacks. Students should not have their cell phones out of their backpack without the expressed permission of the teacher. Any classroom disruptions caused by cell phones will be subject to disciplinary action.

**Detentions:** Student detentions will continue to be served observing social distancing guidelines.

**Hallway Walking Patterns:** The Administration has reconfigured the flow of hallway traffic throughout the school. Students should continue to social distance in the hallways whenever possible. The Main Hallway will accommodate one way traffic from the 100-wing to the 200-wing. Generally, traffic will then flow clockwise. The school will be furnished with directional signs to assist students.

**Lockers:** In order to maintain social distance, students will not have access to hallway lockers.

**Mass:** We will continue to celebrate daily morning Mass in our Chapel for PCHS students and employees. Until further notice, no visitors from the outside may attend these services. Mass is celebrated at 7:25 a.m. daily; 8:50 a.m. on a B schedule day. All-School Masses will be livestreamed to classrooms.

**Medications & First Aid:** Healthy students reporting to the Dean's Office for medical management such as medications, assessment of injury or first aid, will be treated in a separate, clean designated area inside or outside of the Dean's Office to prevent contact with potentially ill students.

**Parking & Parking Passes:** Students that have already purchased a parking pass online for the 2020-21 school year will be receiving their pass the first week of school via a delivery system to one of their classes. **Students should not report to the Dean's Office to pick up their pass.** Students that have already purchased a pass may park on campus beginning the first day of school.

Parking passes are available to purchase online at:  
<https://www.providencecatholic.org/parking-permit-payment/>

**Shadow Days:** At this time, PCHS will not be hosting Shadow Days. Individual tours can be scheduled through the Enrollment Office.



**Student Aides:** We will be limiting the use of Student Aides to our Dean's Office, Counseling Office and Food Service Department.

**Tutoring Center & Services:** Our Tutoring Center will be open to students during the school day, and after school until 3:30 p.m. The Tutoring Center will not be available prior to the start of the school day. We are also investigating the possibilities of offering virtual tutoring services, with hours during the school day, as well as in the evening. As we make progress on this initiative we will update you.

**Visitors:** We are restricting visitor access to the school (i.e. college representatives, coaches, Jr. High visitors, salespeople, etc.). No outside groups will be able to utilize the campus. If you are picking up your student during the school day, please report to Door 4 (East Entrance), ring the bell and identify the student by name. A representative from the Dean's Office will escort your student to you. Please try to limit dropping off forgotten items.

**Water Bottles:** Students will be allowed to bring a water bottle from home. Water will also be available for purchase during lunches. Refilling stations located in the Student Commons will be operational; drinking fountains will be disabled.

## **Section 4: Classroom Procedures**

**Assigned Seats:** Students will be assigned seats in each class. Desks in all classrooms have been spaced 6-feet apart for social distancing.

**Attendance:** Faculty will take attendance at the beginning of every class period, including those students online. Class attendance and tardies will be reported to the Dean's Office.

**Blanchette Learning Commons:** The BLC will be used throughout the day as a classroom space. Certain library services may be delivered by staff visiting classrooms. Students will not be allowed to use the BLC during Study Halls, but will be permitted to use the BLC printers before and after school. The BLC will be open prior to school at 7:30 a.m. and after school until 3:30 p.m.

**Class Periods:** On a B and C schedule, each class period is 70 minutes in duration. On an A schedule, each class is 30 minutes in duration. The last 5-minutes of every class period is set aside for cleaning and disinfecting. A Daily Bell Schedule and 1st Quarter Calendar are included at the end of this booklet.

**Field Trips:** Our faculty have been directed to pursue virtual activities and events in lieu of field trips.

**Full-Time Online Students:** Students who have elected to attend full-time online classes (no in-person component) this quarter, should plan to begin connecting with their classes, via Microsoft Teams, on Monday, 8/24 if they have been assigned to the Green cohort, or Tuesday, 8/25 if they have been assigned to the Gold cohort. These online students should continue to follow the schedule of their respective cohort and are expected to attend all scheduled online classes per the published daily schedule.

**Passing Periods:** Each in-person passing period will be 10 minutes long to allow for new traffic patterns and for all online students to have a 15-minute break between classes.

**Permission to Record:** All online meetings will be recorded for students in those classes to view. A Permission to Record form will be emailed to the PRIMARY PARENT for each student in the coming week.

**Shared Supplies & Objects:** To as great an extent possible, we are restricting the borrowing or sharing of any items between faculty, staff and students. Faculty will have extra pens and pencils in their classroom to give students to keep if needed, but it is important that each student carries all of his/her textbooks for the day with an ample supply of pens, pencils, paper, etc.

## **Course-Specific Procedures**

**Freshman Celtic Time:** Celtic Time will meet on C days for in person students only. Those freshman students who have opted for full-time online learning will participate in Celtic Time via Teams with their assigned cohort. In the event we are required to shift to full online learning, Celtic Time will be held on Fridays via Teams during the A schedule.

### **Music-Related Courses:**

- When possible, band and choir courses will be held outside.
- Band instruments will not be played while indoors.
- Choir students are expected to wear masks at all times. During indoor face-to-face class, students may only hum behind masks. All students must avoid contact, choreography and singing in a circle.
- It is permissible for band members to remove their masks during the time they are playing, but only if necessary.
- Band members should wash hands prior to and after handling instruments, as well as disinfect instruments between classes.
- Instruments and equipment should not be shared at any time.
- Long-term instrument rentals are permitted but instruments should be properly cleaned and sanitized between rentals.
- Special care shall be taken with instrument mouthpieces. Reed players should use plastic instead of cane reeds.
- When playing outdoors, conductors will be positioned more than 10 feet away from the first row of singers/band members. Conductors are also encouraged to wear glasses, goggles or install a plexiglass shield.

### **Physical Education Courses:**

- Students will change for PE classes. Locker rooms will be cleaned between student use. Showers will NOT be available.
- Students will only have access to lockers during PE class to be able to keep personal hygiene items (deodorant, body wipes, etc.) and gym shoes.
- Lockers will not be shared.
- Face masks must be worn, and activities will allow for 6-foot distance between students as much as possible.
- Games and activities that require close guarding and any potential physical contact with another player will be avoided in order to comply with IDPH requirements.
- If class needs to take place indoors, faculty will utilize markings on the wall and gym floor to ensure social distancing.

### Physical Education Courses (continued):

- Handshaking, high fives or other physical contact is prohibited.
- Students should wash hands at the start and end of each class period, after use of each piece of equipment or when hands are visibly dirty. At the end of PE class, the locker room and all equipment used will be sanitized before the next class.

**PE Locks:** Freshman PE locks will be distributed to students on their first day of class. The Lock Fee will be added to your tuition statement.

### Science Laboratory Courses:

The Providence Catholic Science department is committed to producing the least restrictive approximation of an inquiry-based approach to observation and evidence collection while exploring phenomenon in the laboratory setting. However, our number one priority is the safety of your student and the Providence Catholic community. Due to the current climate, we will be adjusting our laboratory procedures to accommodate student safety and physical distancing.

#### **Laboratory Activities Without Equipment Limitations**

- Activities will be explored at the student's individual seats.
- Lab partners will be classmates at adjacent seats distanced to 6 feet and/or synchronous partners from their online class at home. Students will not move throughout the room to perform labs.
- Manipulatives used will be disposable when appropriate. In the instance where disposable manipulatives are not appropriate, items will be cleaned and sanitized between classes.

#### **Laboratory Activities With Equipment Limitations**

- Activities will be explored in a variable experience approach. Groups of students will observe different phenomenon and present their results to the class for discussion.
- Lab partners will be classmates at adjacent seats distanced to 6 feet and/or synchronous partners from their online class at home. Students will not move throughout the room to perform labs.
- Members within the group will be engaged by being charged with variable roles within the group: observation, data collection and analysis, presentation organization, etc.
- Manipulatives used will be disposable when appropriate. In the instance where disposable manipulatives are not appropriate, items will be cleaned and sanitized between classes.

#### **Essential Activities That Cannot Occur Safely With Student Interaction Limitations**

- Activities will be explored in a demonstration format. The classroom teacher will perform the activity, record the activity, or direct students to a recording of the activity.
- Following exploration students will be engaged through discussions of their observations and conclusions based on evidence they collected during their observations.

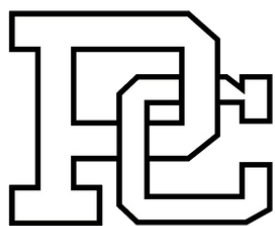
## **Section 5: Food Service Procedures**

- **NEW FOR 20-21: ALL students will be required to use their ID cards for food purchases. Cash payments at the cashier will not be accepted.**
- Food is not allowed in classrooms or hallways.
- At the time of compiling these procedures, the Illinois State Board of Education limits the number of individuals in any one space to 50. Consequently, we will utilize the Student Commons, small gymnasium and former Cafeteria for lunch periods.
- Extra time has been allotted for lunch periods as all tables and chairs will be disinfected between lunch periods.
- Students will sit two to a table, 6-feet apart at all tables; desks will be provided in the small gymnasium.
- Students will be assigned a lunch room and will be dismissed by table to visit the Student Commons food line.
- Students must wear a mask in the food line.
- Prior to entering the socially distanced food line, students will be asked to use hand sanitizer. A hand sanitizer station will be available at each food line entrance.
- Breakfast and lunch will be individually wrapped.
- Students will be allowed to bring a water bottle from home. Water will also be available for purchase during lunches. Refilling stations located in the Student Commons will be operational; drinking fountains will be disabled.

## **Section 6: Athletes & Athletic Locker Rooms**

- Athletes who have been prescreened prior to the school day due to morning workouts, conditioning or practice, will NOT need to recertify and have their temperature taken prior to the start of the school day.
- In-person students that are involved with extracurricular activities/athletics may store sport-specific equipment at a designated location in the gym area before school only.
- Designated locker rooms with limited access for boys/girls will be available after school for students who only attended classes in-person that day.
- Locker rooms are for CHANGING PURPOSES ONLY. LOCKERS WILL NOT BE AVAILABLE TO STORE PERSONAL ITEMS.
- Students who attended class online that day will not be allowed locker room access after school; they must come dressed and prepared for activity/athletics and report directly to the team facility.
- A school representative will check each student's phone for pre-certification, along with taking each student's temperature.
- Locker rooms will NOT be available after practice.

Athletic locks, which are separate from the PE locks, can be purchased in the Spirit Shop once locker rooms are available for after-school activities.



# Daily Bell Schedule & 1st Quarter Calendar

## PROVIDENCE CATHOLIC 20-21 DAILY SCHEDULE

<b>SCHEDULE C</b>	
Warning Bell: 7:50 a.m.	
Period 1	7:55 a.m. – 9:05 a.m.
Period 2	9:15 a.m. – 10:25 a.m.
All-School Prayer	10:25 a.m. – 10:30 a.m.
Period 4	10:40 a.m. – 1:10 p.m.
4A/Lunch A	10:40 a.m. – 11:10 a.m.
4B/Lunch B	11:20 a.m. – 11:50 a.m.
4C/Lunch C	12:00 p.m. – 12:30 p.m.
4D/Lunch D	12:40 p.m. – 1:10 p.m.
Period 3	1:20 p.m. – 2:30 p.m.
Announcements	2:30 p.m. – 2:35 p.m. Staggered dismissal after prayer

<b>SCHEDULE B</b>	
Warning Bell: 7:50 a.m.	
Zero-Hour	7:55 a.m. – 9:05 a.m.
Period 5	9:15 a.m. – 10:25 a.m.
All-School Prayer	10:25 a.m. – 10:30 a.m.
Period 6	10:40 a.m. – 1:10 p.m.
6A/Lunch A	10:40 a.m. – 11:10 a.m.
6B/Lunch B	11:20 a.m. – 11:50 a.m.
6C/Lunch C	12:00 p.m. – 12:30 p.m.
6D/Lunch D	12:40 p.m. – 1:10 p.m.
Period 7	1:20 p.m. – 2:30 p.m.
Announcements	2:30 p.m. – 2:35 p.m. Staggered dismissal after prayer

<b>SCHEDULE A</b>	
Zero-Hour Warning: 7:15 a.m.	
Zero-Hour	7:20 a.m. – 7:50 a.m.
1 <sup>st</sup> Period Warning Bell: 7:50 a.m.	
Period 1	7:55 a.m. – 8:25 a.m.
Period 2	8:35 a.m. – 9:05 a.m.
Prayer	9:05 a.m. – 9:10 a.m.
Period 3	9:20 a.m. – 9:50 a.m.
Period 5	10 a.m. – 10:30 a.m.
Period 4	10:40 a.m.
4A/Lunch A	10:40 a.m. – 11:10 a.m.
4B/Lunch B	11:20 a.m. – 11:50 a.m.
4C/Lunch C	12 p.m. – 12:30 p.m.
4D/Lunch D	12:40 p.m. – 1:10 p.m.
Period 6	1:20 p.m. – 1:50 p.m.
Period 7	2:00 p.m. – 2:30 p.m.
Announcements	2:30 p.m. – 2:35 p.m. Staggered dismissal after prayer

**BUS RIDERS:** On B Schedule days, all buses will pick up students ONE HOUR later than normal pick-up time.



# AUGUST

## 2020

### BLENDED CLASS SCHEDULE

#### Green Cohort

**In-Person Classes:** Monday, Wednesday & Every Other Friday  
**Online Classes:** Tuesday, Thursday & Every Other Friday  
**Celtic Time** for in-person freshman students only.

#### Gold Cohort

**In-Person Classes:** Tuesday, Thursday & Every Other Friday  
**Online Classes:** Monday, Wednesday & Every Other Friday  
**Celtic Time** for in-person freshman students only.

The below calendar reflects the daily schedule, as well as the cohort that will be on campus for in-person classes.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
<b>FULL TIME ONLINE STUDENTS:</b> Students who have elected to attend full-time online classes (no in-person component), should plan to begin connecting with their classes via Microsoft Teams on Mon., 8/24 if they have been assigned to the Green cohort or Tues., 8/25 if they have been assigned to the Gold cohort. These online students should continue to follow the schedule of their respective cohort and are expected to attend all scheduled online classes per the published daily schedule.			5	6	7	8
			12	13	14	15
			16	17	18	19
				<b>NEW CELTIC WELCOME</b>	<b>NEW CELTIC WELCOME</b>	
23	24	25	26	27	28	29
No online attendance this week Mon-Thurs unless full-time online student.	<b>C</b> CELTIC TIME	<b>C</b> CELTIC TIME	<b>B</b>	<b>B</b>	<b>A</b> Full Green Cohort online today! <b>SPIRIT DAY</b>	
30	31					
Online attendance & instruction for all cohorts begins this week	<b>C</b> CELTIC TIME		<b>BUS RIDERS:</b> On B Schedule days, all buses will pick up students ONE HOUR later than normal pick-up time.			



# SEPTEMBER

## 2020

### BLENDED CLASS SCHEDULE

**Green Cohort**

**In-Person Classes:** Monday, Wednesday & Every Other Friday  
**Online Classes:** Tuesday, Thursday & Every Other Friday  
**Celtic Time** for in-person freshman students only.

**Gold Cohort**

**In-Person Classes:** Tuesday, Thursday & Every Other Friday  
**Online Classes:** Monday, Wednesday & Every Other Friday  
**Celtic Time** for in-person freshman students only.

The below calendar reflects the daily schedule, as well as the cohort that will be on campus for in-person classes.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <b>C</b> CELTIC TIME	2 <b>B</b>	3 <b>B</b>	4 <b>A</b> SPIRIT DAY	5
6	7 <b>NO CLASSES</b>	8 <b>C</b> CELTIC TIME	9 <b>C</b> CELTIC TIME	10 <b>B</b>	11 <b>B</b> SPIRIT DAY	12
13	14 <b>C</b> CELTIC TIME	15 <b>C</b> CELTIC TIME	16 <b>B</b>	17 <b>B</b>	18 <b>A</b> SPIRIT DAY	19
20	21 <b>C</b> CELTIC TIME	22 <b>C</b> CELTIC TIME	23 <b>B</b>	24 <b>B</b>	25 <b>A</b> SPIRIT DAY	26
27	28 <b>C</b> CELTIC TIME	29 <b>C</b> CELTIC TIME	30 <b>B</b>			
<b>BUS RIDERS:</b> On B Schedule days, all buses will pick up students ONE HOUR later than normal pick-up time.						



# OCTOBER

## 2020

### BLENDING CLASS SCHEDULE

**Green Cohort**

**In-Person Classes:** Monday, Wednesday & Every Other Friday  
**Online Classes:** Tuesday, Thursday & Every Other Friday  
**Celtic Time** for in-person freshman students only.

**Gold Cohort**

**In-Person Classes:** Tuesday, Thursday & Every Other Friday  
**Online Classes:** Monday, Wednesday & Every Other Friday  
**Celtic Time** for in-person freshman students only.

The below calendar reflects the daily schedule, as well as the cohort that will be on campus for in-person classes.

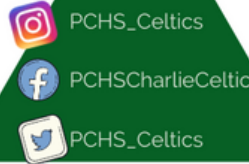
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <b>B</b>	2 <b>A</b> SPIRIT DAY	3
4	5 <b>C</b> CELTIC TIME	6 <b>C</b> CELTIC TIME	7 <b>B</b>	8 <b>B</b>	9 <b>A</b> SPIRIT DAY	10
11	12 <b>NO CLASSES</b>	13 <b>C</b> CELTIC TIME	14 <b>C</b> CELTIC TIME	15 <b>B</b>	16 <b>B</b> SPIRIT DAY / END OF 1 <sup>ST</sup> QUARTER	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>BUS RIDERS:</b> On B Schedule days, all buses will pick up students ONE HOUR later than normal pick-up time.						



# PROVIDENCE CATHOLIC HIGH SCHOOL



## ONLINE LEARNING TIPS & TRICKS



**SET AN ALARM** on your phone for a few minutes prior to the starting bell for each period so that you are logged into the class Team meeting on time (before the bell rings).



### **DON'T PROCRASTINATE.**

If a teacher gives you time in class to work on something, then work on it! Not only will you stay on schedule, but you will be able to ask your teacher relevant questions.



**CONTACT THE TECH OFFICE** right away about any trouble you are having with your laptop. They can also help you if you don't know how to use a particular app or software.



**MAKE IT COUNT** when you are at home and connected to the class online. Your involvement in class is important. Pay attention, take notes, participate in discussions, ask for clarification, stay on task, do your work.



### **GIVE YOUR EYES A BREAK!**

You have 15 minutes between classes - use that time to get away from your screen, grab a snack, use the bathroom, stretch and move. During lunch, you have about an hour which can be used for lunch and exercise or other non-school tasks.



**CHECK YOUR EMAIL** and the Teams activity multiple times a day so you don't miss any posts, messages and assignments from your teachers and work groups. Check feedback daily in order to learn from mistakes prior to starting new coursework.



### **AVOID DISTRACTIONS.**

Set up a quiet learning space to minimize distractions. Have all of your books and pens (and everything else) ready for the day to begin. That way, you're not scrambling or missing out on the lesson.



### **ASK FOR HELP!**

We care about you and want you to succeed! This new style of learning will require us to work together to make it the best possible learning experience for all of us!

