



St. Philip’s College Early College High School (ECHS) 2020-2021 Back to School Information

Dear St. Philip’s ECHS Family,

As we begin the 2020-2021 school year, we face many challenges, but none as big as Coronavirus. The Webster dictionary defines challenge as a stimulating task or problem. I wouldn’t classify coronavirus as a stimulating problem, but as Dr. Martin Luther King stated, “our very survival depends on our ability to stay awake, to adjust to new ideas, to remain vigilant and to face the challenge of change.” Truly, we have had to make major changes during this pandemic, and as in the case of past pandemics, as a nation, we have come on top, and we will this time too.

As you prepare for the 2020-2021 school year, please use this newsletter as a resource.

Our Guiding Commitments:

- Health and Safety: SAISD is committed to employing strict measures to preserve the health and safety of our families and staff.
- Continuity, Mental Health, and Well-Being: SAISD is committed to prioritizing continuity and the social, emotional, and mental health of our families and staff.
- High-Quality Instruction: SAISD will ensure high-quality academics in both in-person and remote learning models.
- Educational Equity: SAISD respects the cultural and linguistic heritages of our students, families, and staff, and will ensure that human and financial resources are distributed in ways that meet their diverse and unique needs.
- Accurate and Timely Communication: SAISD is committed to providing timely and transparent communication to students, families, and staff.

<u>First day of school</u> August 17, 2020	<u>School Hours</u> 9:00-4:30
<u>Breakfast served</u> 9:00	<u>Lunch</u> 12:35-1:35

First three weeks of high school classes

All students will attend classes remotely during the first three weeks of school (August 17-September 4). Information will be posted regarding details after the 4th.

ECHS Instructional Calendar

Please make sure that you note the instructional calendar for 2020-2021. Go to our website to <https://schools.saisd.net/page/025.homepage> (under both parent and student resources)

School Uniform

Students when they are attending classes physically on St. Philip's College Campus		Students when they are attending class remotely at home
<u>Freshmen</u> Orange polo top Khaki or black bottoms	<u>Sophomores-Seniors</u> White, light blue or royal blue polo top Khaki or black	No uniforms provided

Community Service

Usually, students are to complete community service hours as part of the ECHS graduation requirement. **Due to the Coronavirus, we are waiving all community service requirements until further notice.** We will inform all parties when community service projects will be required.

General Information	All Classes
Hours required for graduation	100 hours by December of senior year
Hours required for community service cord (worn at graduation)	150 hours by December of senior year.
Where can I do my community service?	You can do your community service hours at any location except for a family member.
Can I count my internship hours (automotive, culinary and cybersecurity students)	Yes, hours will count towards those required to graduate, but will not count towards those required for the cord.
Where can I find the logs to document my community service hours	Logs are located on our website under the student resources tab. https://schools.saisd.net/page/025.homepage

Waived for 2020

2020-2021 School Supply List

<p><u>General Supplies provided by St. Philip's ECHS for all students</u></p> <p style="margin-left: 100px;">Ink pens Pencils Index cards Post-it notes Highlighter Loose leaf paper</p> <p style="text-align: center;">Chromebook issued by ECHS if needed and form completed</p>	
<p><u>Geometry</u> Protractor</p>	<p><u>Environmental Science (11th)</u> 1-standard composition book 1-pack of colored pencils 1-hand-held pencil sharpener</p>
<p><u>Astronomy (12th not in college science)</u> 1-standard composition book 1-pack of colored pencils 1-hand-held pencil sharpener</p>	<p><u>Chemistry (10th)</u> 200 index cards, 2-inch binder, a set of dividers for the binder, a large eraser</p>
<p><u>World Geography (9th)</u> 2 composition books, one per semester</p>	<p><u>World History (10th)</u> 3 -5 Subject College Ruled Spiral 1.5-inch binder</p>
<p><u>High School Government (12th)</u> 1 single subject spiral notebook</p>	<p><u>Economics (12th)</u> 1 single subject spiral notebook</p>
<p><u>9th English (Evans)</u> 1-1.5-inch binder 1-pkg of 5 dividers with pockets 1-index card holder high lighters</p>	<p><u>College Courses</u> A listing of supplies needed for individual college courses will be provided by the instructor or listed on the course syllabi.</p>
<p>All students will need access to a digital camera (phone, Chromebook) to upload images into canvas.</p>	

Student Remind Accounts for 2020-2021

We use the Remind APP as a tool for communicating

Download the Remind App on your phone (if you do not have it)

Text the remind code for your grade level to the number 81010.

If you're having trouble with 81010, try texting the remind code to (256) 850-3882.



Grade Level	Remind Account Code
12 th graders (class of 2021)	@fba4kh
11 th graders (class of 2022)	@kgd3d4
10 th graders (class of 2023)	@dk929e7
9 th graders (class of 2024)	@8ck26gb

Typing Practice

Students at St. Philip's ECHS use a lot of technology in both their high school and college courses. Students may be required to type out assignments. If you are not familiar with typing, especially touch typing, use the **free** online tutorial below to increase your skills and speed.

<https://www.powertyping.com/qwerty/lessonsq.html>

MLA Style Guide

All students should be familiar with the MLA Style Guide. This guide is used in most college courses (social science classes usually utilizes the APA Style Guide). This guide will be used in high school courses. Review or familiarize yourself with the guide by visiting:

<https://owl.english.purdue.edu/owl/resource/747/01/>

College classes (10th-12th only)

All college classes will be held remotely except for some culinary, automotive, and nursing classes which have lab components. Professors will provide students additional information regarding lab

attendance and requirements. Students are to attend college courses at the time they would have been attending the course physically. Students must sign into the course through Zoom each class meeting unless told otherwise by the college professor. Please check you ACES account for your college schedule.

Students in culinary, nursing, or automotive lab courses
Culinary: Chef outfit (we will provide the first uniform)
Nursing: We will provide the first set of scrubs for clinical rotation.
Automotive: May wear jeans and shirt they do not mind getting oily.

Nursing Program (10th-12th graders in the CNA Program)

We have had to make a change to our nursing program due to age requirements and the COVID-19 situation we are experiencing.

All students entering the CNA program will now complete both their CNA and Phlebotomy Certification. The LVN licensing requires a high school diploma to enter the program. Students may apply to the program after graduating, though.

CNA/Phlebotomy Requirements

- Student must have a Criminal Background check. **(We will take care of the background check through the ECHS and submit the results to the nursing program. Students must have a clear record).**
- Student must pass a drug screen indicating NO illegal drugs were found. If the student is on any prescription medication that may give a positive result on the drug screen, the student is required to bring a signed note from the prescribing physician (on the prescription pad) to verify that the positive test is due to the prescription. The student must use the Compliance Safety Systems (Lab Corp sites) located in San Antonio for the drug screen **(Parents will be responsible to take care of this. Testing should occur during the Christmas break and results provided to the ECHS in January. We will turn in results to the nursing department. Please do not turn in results directly to the nursing department as it will delay your acceptance into the program.)**
- You must show documentation of proof of current immunization status. The immunization requirements are mandated by the State of Texas for all Allied Health and Nursing students as part of entry into the programs. The immunization requirements consist of:

Most of the immunizations below are required for public school. Our nurse will check your record and notify students who are deficient. All shots must be made current during the fall semester.

- TB skin test - must have had at least 2 tests within the past 2 years and the most recent must be less than one year old (from the start date of clinicals) or if you have never had a skin test or your tests are older than 2 years old you must undergo the 2-step skin test
- Tetanus/Diphtheria/Pertussis (Dtap) - not more than ten years old
- Mumps/Measles/ Rubella – a series of two or proof of immunity
- Hepatitis B – not more than ten years old - if greater than 10 years (must check immunity by doing a titer) or must have recently completed the second of the series of 3 shots
- Hepatitis A – not more than ten years old - if greater than 10 years (must check immunity by doing a titer) or must have recently completed the first of the series of 2 shots
- Varicella –if you have no proof of prior vaccination, or serologic proof of immunity (titer) you must get 2 doses of varicella vaccine, 4 weeks apart
- Bacterial Meningitis – not more than 5 years old (exempt, if greater than 22 years of age)

Do not get your flu or HIV test until September at the earliest. You will need the shot and test before the January term begins.

- Flu shot / H1N1 immunization – required on an annual basis (This may be done after the start of the semester.)
- HIV test (within past 6 months)
- **Physical Examination (parents should have this done and turned in by the end of October)**
- The student must have proof of medical insurance. Other options may be thru Metro Health, CareLink, or any other Health Insurance carrier. **(will need to provide proof before the January term begins)**
- The student must have current CPR certification **(We will take care of this through the ECHS).**

2019-2020 CNA Cohort

Students who were in the CNA during the spring of 2020 did not get to complete their clinical or simulation lab. The college has developed a plan where you will complete both the clinical and simulation to prepare for your certification test. This will require your attendance of labs at the college full time. Students will begin their make-up sessions on August 24 at 9:00-4:30. These sessions will be in the Allied Health Building. Students and parents will be contacted before the 24th to determine their preference. Once you have completed the clinical and simulation hours, you will begin the Phlebotomy program (tentatively scheduled for October Flex II)

Attendance Reminder

Students will be required to meet all attendance requirements, whether attending classes at a campus in-person or remotely from home. Student attendance provisions are outlined in the Texas Education Code (TEC) Sec. 25.092, MINIMUM ATTENDANCE FOR CLASS CREDIT OR FINAL GRADE. Students must be in attendance for at least 90 percent of the days classes are offered to receive credit or a final grade.

For all students, the measurement frequency is daily. Therefore, students attending in-person and remotely from home must attend daily. Students learning remotely from home must log into Canvas, our Learning Management System, each day and demonstrate:

- Daily participation in Canvas; or
- Daily participation in Zoom; or
- Completion or submission of an assignment in Canvas from student to teacher. .

Attendance Period

Our official attendance this year will be at 12:15. Students will need to make sure that they sign in with their advisory teacher at that time or they will be counted absent for the entire day.

Attendance Period for students who have college courses at 12:15

Students with college courses at 12:15 will sign through Ms. Miller. She will mark your attendance before you leave to attend your college class. You must sign in through Zoom and visually show yourself to be counted present.

**2020-2021 Instructional Bell Schedule
A Day (Monday and Wednesday)**

9:00-10:30	Period 1
10:40-12:10	Period 2
12:20-1:35 Advisory 12:20-12:35	3 rd Period Advisory and Lunch
1:45-3:15	Period 4
3:25-4:30	Period 5

B Day (Tuesday and Thursday)

9:00-10:30	Period 6
10:40-12:10	Period 7
12:20-1:35 Advisory 12:20-12:35	8 th Period Advisory and Lunch
1:45-3:15	Period 9
3:25-4:30	Period 10

C Day (Friday)

9:00-10:30	Period 11
10:40-12:10	Period 12
12:20-1:35 Advisory 12:20-12:35	Period 13 Advisory and Lunch
1:45-3:15	Rotation 14
3:25-4:30	Rotation 15

Declaration

To ensure that we can safely meet the needs of students on campus, all parents were given the opportunity to declare whether their child/ren would attend school remotely or physically. Parents will be asked to complete a new declaration each nine weeks grading period.

Grading

The SAISD Grading and Reporting Procedures read, in part, “the objective of a student’s education is to acquire knowledge and skills to achieve a meaningful and productive life. The evaluation of knowledge and skills is traditionally called grading. Grading should reflect a student’s relative mastery of an assignment and that enough grades are taken to support the grade average assigned. Grades are to be based on curriculum-related criteria and will reflect academic achievement.” In response to schools remaining open or during temporary closures due to COVID-19, campuses will continue to follow the District’s mandatory grading requirements outlined in Administrative Procedure, E20. As such, numerical grades will be taken for grades 9-12. There will not be a difference in grading practices between the in-person model and the remote learning from home model. The top priority of the District will be maintaining a fair and equitable way to reflect your child’s mastery in these uncertain times.

Progress reports and Report Cards

Parents will receive progress reports and final report cards by logging in to the *mySAISD* application. Parents will be able to monitor grades in real-time through this app.

Health and Safety

The following safety measures will be employed at St. Philip’s ECHS:

- We have developed a safety committee to help plan for and monitor the health and well-being of our students, staff, and parents.
- Staff and students will receive training that includes:
 - Handwashing (with soap and water for at least 20 seconds)
 - Hand sanitizing
 - Covering coughs and sneezes
 - Properly putting on, wearing, and removing a face mask
 - Importance of physical distancing
- Cloth Face Coverings are Required
 - Face coverings will be worn by staff and students.
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
 - We will be providing each student a reusable mask upon his/her first attendance of an on-campus class.
 - Students will need to wear a mask each time they attend classes on campus.
- We ask parents to check the health of their students before sending them to school, and anyone showing symptoms remain at home. In addition, before entering our building for the day, all faculty and students will have a health survey and temperature screening conducted. Anyone exhibiting symptoms or with a temperature above 100 degrees will be

isolated and sent home. Health checks will be conducted safely and respectfully, and in accordance with Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) .

- Identifying Small Groups and Keeping Them Together (Cohorting/Teaming)
 - Each classroom will have a sign posted on the outside of the room with the maximum capacity possible with and without dividers.
 - Student and staff groupings will remain as static as possible by having the same group of children stay with the same.
 - Mixing between groups will be avoided to the maximum extent possible.
 - Arrival and drop-off times or locations will be staggered to the maximum extent possible.
 - Building entry and exit will flow in one direction and will be marked with arrows.
- In order to maintain social distancing in the administration complex, office staff will report on alternate schedules, especially those that do not have enough room to maintain appropriate social distance.

Cleaning, Disinfection, and Ventilation:

- Cleaning and disinfecting is required frequently on high-touch surfaces within the school at least daily or between use as much as possible.

Water Systems

- Drinking fountains will be cleaned and sanitized, but staff and students are strongly encouraged to bring their own water bottles to minimize the use of and touching of water fountains.

Modified Layouts

- Student seating will be spaced and modified at least 6 feet apart when in classrooms.
- Students will be assigned seating to ensure social distancing.
- Only open chairs and/or desks should be utilized.

Physical Barriers and Social Distancing Guides/Signage

- We have a plexiglass barrier at our desk in the foyer of the CEB. All business will be transacted at this desk to ensure safety for all. Individual offices are off limits and students are not allowed in the administrative offices due to COVID-19.
- We have provided physical guides, such as tape on floors or sidewalks and signs on walls, to facilitate staff and students remaining at least 6 feet apart in lines and at other times.

Communal Spaces

- Shared areas on the SPC campus (gym, Turbon, Cafeteria, snack bar, bookstore) will be closed for the fall semester
- Students will have access to the library with special procedures for accessing books. Computer labs in the library are off limits.

Gatherings, Visitors, and Field Trips

- To reduce risk to students, and parents, all nonessential visits, will not be allowed in the building.
- Any visits by parents must be pre-arranged by calling 210-486-2406.

- No in-person field trips will be allowed.
- Virtual field trips are encouraged.

Isolate Those Who are Sick

- Students and staff showing symptoms or testing positive for COVID-19 should not come to school, and staff or student's parents must notify school officials, e.g. the designated COVID-19 Point of Contact (POC)
- If a child becomes sick at school, the child will immediately be separated, and the family will be contacted.
- An isolation room will be established to ensure the child is appropriately separated from other individuals but is adequately supervised.

Sanitizing After an Exposure:

- Areas used by the individuals with COVID-19 will be temporarily closed.
- After 24 hours, the area will be cleaned and disinfected using a hospital-grade solution.

Parent Communication

The following are our modes of communication to parents:

Our campus website <https://schools.saisd.net/page/025.homepage>

Our campus activity calendar <https://schools.saisd.net/page/025.calendar>

Our FACE Specialist Remind messaging system

On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/f4fcdfh

Follow the instructions to sign up for Remind. You will be prompted to download the mobile app.

If you do not have a smartphone, get text notifications. Text the message @f4fcdfh to the number 81010. If you are having trouble with 81010, try texting @f4fcdfh to (816) 399-3215.

Our direct main office number: 210-486-2406

*This number will not appear on your caller ID when we call since we are on the college campus. It is imperative that you keep this phone number handy, otherwise, you will be sent to the college phone center.

School messenger phone messages