

Handbook Addendum for the 2020-2021 School Year

Updated as of August 14, 2020

The Administration of Jesuit Dallas may make adjustments to this plan as needs dictate.

Learning Guidelines

Introduction

The purpose of the Jesuit Dallas Learning Plan is to provide our community with a structure to move between all possible learning environments while maintaining our commitment to educational excellence and the formation of a community of faith. The plan allows continued focus on these goals as we move among in person learning, virtual learning, and a blended learning environment. Students will engage in academic work on a regular basis.

Learning Environments

Framework: In all learning environments, classes will follow the bell schedule.

On campus: Students will attend classes on campus following the safety protocols in place. Students who are at home due to exposure, illness, or risk, will join classes virtually unless prevented by illness.

Blue/Gold Hybrid: Each student will be assigned to one of two cohorts, Blue or Gold. Both cohorts are expected to attend class every day; however the cohorts will alternate the method by which they receive instruction. The Blue cohort will attend class in person on Mondays and Thursdays and virtually on Tuesdays and Fridays. The Gold cohort will attend class virtually on Mondays and Thursdays and in person on Tuesdays and Fridays. All students from both cohorts will attend class virtually on Wednesdays. Students who are at home due to exposure, illness, or risk, are able to join classes virtually through Microsoft Teams regardless of which cohort they are assigned. The following visual outlines this expectation:

	Monday	Tuesday	Wednesday	Thursday	Friday
Blue	In Person	Virtual	Virtual	In Person	Virtual
Gold	Virtual	In Person	Virtual	Virtual	In Person

eLearning: All students will attend class virtually.

Student expectations when joining a class remotely

- **Show up on time.** Classes will continue during the scheduled class time regardless of the current learning environment. Students should be prepared with any needed materials and ready to learn. Students will be considered absent if they are not in class within the first ten minutes of class.
- **Mute your microphone immediately.** As soon as you log on to the platform, mute your microphone. This will avoid any excess background noise. Release the mute button when it is your turn to speak.
- **Everyone is visible in a synchronous videoconference.** Students must have their camera on unless the teacher indicates they may turn them off for an activity.
 - Students are required to have their cameras on and be visible for other periods of the academic day including but not limited to: Daily Prayer and Announcements, the Examen.
- **Student dress code for distance learning.** Students must wear polo style collared shirts in respectable and non-distracting colors. Students should not wear hats while in class virtually.
- **Focus and engage.** It is easy to get distracted on your computer or your cell phone. Remember that this is class. You are responsible for the material presented in class. Keep your video conference platform open and do not navigate to other tabs or web pages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can pin the teacher to be the main focal point to ensure that you do not get distracted by your peers. To pin a screen simply right click on the view and select “pin.”
- **If you have questions.** Follow your teacher’s directions about how to ensure that your voice is heard. Do not interrupt while someone else is speaking. Some teachers might prefer that you type in a question directly to the chat feature or raise your hand.
- **Respect.** Seeing yourself on a screen can bring up vulnerabilities. Do not take a screenshot, picture, Snapchat, etc. of your teacher or fellow students. Do not make any audio or video recordings. These behaviors violate our Computer Services Acceptable Use Policy and will result in disciplinary action. Teachers will communicate to the Dean of Students any inappropriate behavior that violates any school policy found in the Jesuit Dallas Student and Parent Handbook. Disciplinary sanctions will be enforced as appropriate.
- **Support one another.** Students should not interfere with their teacher’s instruction and/or their classmates’ learning. It is the students responsibility to support this process. Remember that students as well as teachers are responsible for maintaining an effective learning environment.
- **Loss of power/WiFi access during a remote class.** Students should email the teacher immediately if they have a loss of power or Wifi access during class. It is recommended Students add the Teams app on their phone as a backup for these situations.
- **Teacher loss of connectivity during a class.** "If a teacher drops out of (or is disconnected from) Teams during a class, please refer to the agenda for the day and wait in Teams for a minimum of 10 minutes before disconnecting. Students should check their email for a message from their teacher. Students are still responsible for any assignments on the agenda for the day.

Attendance

- Daily attendance will be taken for each scheduled class session. Students more than 10 minutes late will be considered absent for the purpose of student records and parents will be contacted regarding the tardy/absence. A student should plan to be present throughout the class even though they may be working independently at times.

Guidelines for Students

- All standards of student conduct outlined in the [Jesuit Dallas Student and Parent Handbook](#) remain in full effect regardless of learning environment.
- Students should communicate regularly about classes with their parents, teachers, and counselors. This includes reaching out to teachers with any questions about their class and reaching out to counselors if they begin to become overwhelmed with academic expectations.
- Students should maintain normal routines as much as possible:
 - Attend all classes following the bell schedule as seen on RangerNet.
 - Continue school night bedtime hours and maintain appropriate sleep.
 - Complete academic work during normal school hours as best as possible.
- Continue to practice proper hygiene for health and wellness, including sleep.
- Sufficient sleep, regular physical exercise, and a healthy diet all help boost our immune systems to stay safe and healthy in the days ahead.

Guidelines for Parents/Guardians

- All standards of student conduct outlined in the [Jesuit Dallas Student and Parent Handbook](#) remain in full effect regardless of learning environment.
- Monitor your son's health and follow the protocol for keeping him home for his safety and the safety of others in the community.
- Email or call Student Affairs (studentaffairs@jesuitcp.org 972-387-8700, x325) if your son is ill, has a doctor's appointment, is showing Covid related symptoms, has been exposed to Covid, has a loss of power, or a loss of WiFi access.
- When your son is working remotely, remind him to check agendas for each course and any upcoming due dates in RangerNet.
- You can continue to access your son's grades and upcoming assignments during this time through RangerNet. Three week grade checks will continue as scheduled regardless of the learning environment.
- Remember, when working remotely, your son is in school each day from a remote location. He should plan to be fully present for classes. He is expected to reach out to teachers first with questions or concerns about assignments and/or grades. He is responsible for his academic work and progress. You are responsible for supporting him as you would if he were physically in the school building.

- Communications on academic matters should ideally begin between the student and his teacher. If further conversation is needed, you as parent/guardian should then reach out to the teacher, followed by the department chair, and then, if necessary, the Assistant Principal for Academics mosullivan@jesuitcp.org. Communicating through the proper channels of teacher, department chair, and Assistant Principal is always the expected way of proceeding. Of course, open communication with your son's school counselor is always beneficial as well.

Communication

- Teacher initiated communication to parents will be done through RangerNet.
- RangerNet, Moodle, and email will be used for communication between students and teachers.
- Please allow teachers 24 hours to respond to a student (or parent email) received during regular school hours Monday through Friday.
- If a student is sick or unable to engage in digital work due to a power/internet disruption, parents will email Student Affairs (studentaffairs@jesuitcp.org 972-387-8700, x325) as soon as possible.

Platforms

Microsoft Teams

- Teams will be the video instructional space for all synchronous learning. When learning remotely, students will join each class on teams, according to the class schedule.

RangerNet

- All assignments and grades will be posted in RangerNet.
 - Assignment postings will include the due date, type/category of assignment, method of submitting work digitally, and assignment description that includes the topic of the assignment. All assignments will clearly state the method of submission (e.g., email, on RangerNet, on Moodle, on Google Classroom, in class). Students are expected to submit assignments according to posted guidelines.
- Course Guidelines and Policies will be posted on the Bulletin Board in RangerNet. Course Guidelines and Policies will include any access codes needed for classes.

Moodle

- All agendas will be posted in Moodle.

Google Classroom

- Teachers who use Google Classroom will provide the enrollment key in the Course Guidelines and Policies and a link to their Google Classroom in the course Guidelines and Policies.

Mask Policy

Upon entering a school property, students now must wear a mask in compliance with Jesuit's COVID-19 response plan. Students are expected to follow these guidelines throughout their day at Jesuit whether it be in classrooms, hallways, or other common areas. Additionally, any student who enters school buildings without a mask will be asked to step outside to put their mask on before reentering the building. Students who forget a mask will be referred to the Office of Student Affairs where a mask can be purchased for \$2.

Students will be allowed to remove their masks only under the following circumstances.

- During assigned lunch period to eat at tables in the designated dining areas.
- In consultation with and permission from Jesuit's school nurse and/or school staff to administer medications or health exam.
- While following protocol for athletic practices and periods under the supervision of a coach and/or school staff.
- In outside areas (courtyards, track, football stadium, and other common areas) ONLY when maintaining appropriate social distancing of at least 6 feet in accordance with CDC guidelines.

Any violation of this policy will be referred to the Office of Student Affairs. Students who do not follow Jesuit's policies regarding masks may face disciplinary consequences, including being asked to leave campus immediately.

Mask Requirements

- Must completely cover and enclose the nose, mouth, and chin. Style must mimic acceptable medical grade masks (i.e N95) and must secure behind the head or ears in order to avoid falling and exposing the nose and mouth.
- Cloth or a material consistent with medical grade masks similar to N95. Acceptable cloth masks must be at least 2 ply (layers). Masks may not have an exhaust valve or vent.
- Neck / face gaiters are considered appropriate masks in outdoor areas only. Gaiters will not suffice for masks when inside school buildings.
- Any solid color OR a Jesuit approved design. Approved Jesuit designs are on sale in Ranger Connection. Mask designs may be submitted to the Office of Student Affairs for approval.
- Masks must not be ripped, torn, or repaired to a point where the integrity of the mask could be called into question. If a mask's integrity is questioned by a member of the Jesuit faculty and staff, that student will be immediately referred to the Office of Student Affairs. Mask integrity will be at the sole discretion of Jesuit faculty and staff.

See below for visual examples of acceptable masks.

Unacceptable Masks

- Any mask or face covering that would be deemed to be a distraction while on school property. Whether a mask is a distraction is at the discretion of Jesuit faculty and staff.
 - Examples of inappropriate masks include but are not limited to
 - Ski Masks
 - Bandanas
 - Costume Masks
 - Painting Masks
 - Gas Masks
 - Students wearing any mask that fits the above criteria will be referred to the Office of Student Affairs where they will be able to purchase a mask for \$2.

Acceptable Masks Examples



Neck / Face Gaiter (Outside Only)

