

August 5, 2020

Dear Charger Parents and Guardians:

We are very excited about returning to school for the upcoming academic year with our hybrid model. As explained in our “Welcome Home: A Framework for Success a Return to Campus Plan” that was emailed last month, St. Joseph High School will open with a blend of both in person and distance learning. Please refer to previous email communications or our school’s website for the complete document. This plan was compiled with the input from the Illinois State Board of Education, the Archdiocese of Chicago, the Illinois Department of Public Health and Illinois High School Association as well as our devoted faculty, staff and administration. We look forward to another successful school year together with our students, teachers, staff, and families.

This mailing contains helpful information and several very important forms. Please give this mailing your careful attention. Please find the following:

- FAQ regarding our “Welcome Home: A Framework for Success a Return to Campus Plan”
- Biographical Update Form
- Quest information regarding our cafeteria program
- List of Important Dates for the 2020-2021 school year

Please note the following important dates for the return to school:

On the orientation dates listed below all students should follow the guidelines outlined in the Return to Campus Plan which include, wearing a facemask, enter the building at the east entrance, proper social distancing, etc. St. Joseph will follow our new protocols in the morning by taking temperatures at the entrance, hand sanitizer at entrances and in every classroom, etc.

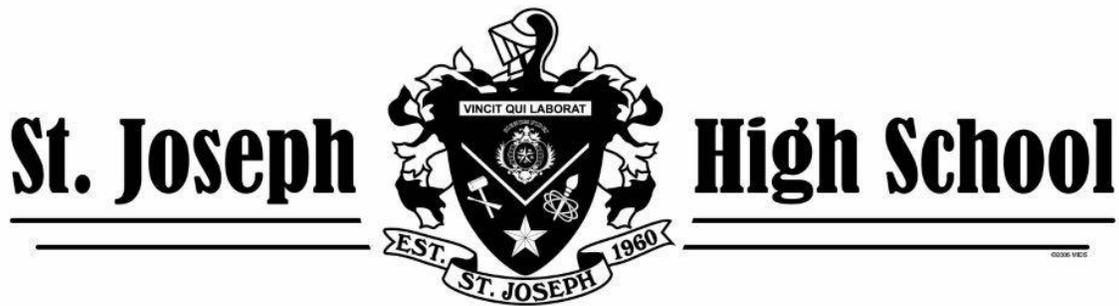
Freshmen Orientation will take place on Wednesday, August 19th and Thursday, August 20th from 8:00 a.m. until noon. Students are to be in dress code, including masks.

Transfer Student Orientation will take place on Thursday, August 20th from 9:00 a.m. until 10:30 a.m. Students are to be in dress code, including masks.

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Returning Students (Sophomores, Juniors and Seniors) Orientation will take place on Friday, August 21st from 8:00 a.m. until noon. Students are to be in dress code, including masks. Transfer students are to attend this orientation as well.

Junior/Senior first full days of school is Monday, August 24th. Daily dismissal is at 2:30 p.m. Please remember per our Return to Campus Plan to pick up your student at the east doors. Students should come prepared to learn on the first day of school, and should have folders, paper, and pens /pencils with them.

Freshman/Sophomore first full days of school is Tuesday, August 25th (i.e. no school on Monday, August 24th for the freshman and sophomore classes). Daily dismissal is at 2:30 p.m. Please remember per our Return to Campus Plan to pick up your student at the east doors. Students should come prepared to learn on the first day of school, and should have folders, paper, and pens /pencils with them.

Academic schedules will be distributed at orientation. Textbooks and technology devices will be distributed as the school year begins. A list of necessary supplies will be distributed during the first days of school by each of your student's teachers.

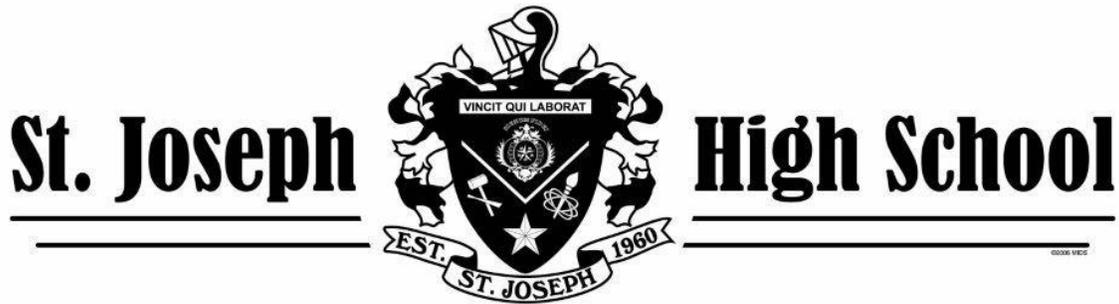
As we welcome our Chargers back to St. Joseph High School, we depend upon the support of all community members to help ensure a safe and effective learning environment. We want to acknowledge this academic year will begin unlike any other and we are extremely grateful for the support, understanding and feedback. St. Joseph High School is committed to providing a quality education to all the students entrusted to our care. We very much look forward to working with you and our Chargers in the coming school year. As we continue together the great work of Lasallian education, let us continue daily to make our prayer "Live Jesus in our hearts, forever!"

Sincerely,

David Hotek, AFSC
Principal

Tricia McGleam
Associate Principal

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FAQ regarding our “Welcome Home: A Framework for Success a Return to Campus Plan”

As explained in our “Welcome Home: A Framework for Success a Return to Campus Plan” that was emailed last month, St. Joseph High School will open with a blend of both in person and distance learning. Please refer to previous email communications or our school’s website for the complete document.

Please read the referenced document thoroughly with your student to review the polices that will be implemented to ensure proper social distancing in the cafeteria, hallways, and classrooms. In addition, please review the procedures and polices put in place regarding the monitoring symptoms of COVID, face masks and other PPE equipment, specific guidelines from Quest cafeteria service, etc.

1) Will the e-Learning process be the same as it was in the Spring?

No, we are following a hybrid model. Students should follow the schedule on page 5 from our Return to Campus Plan. We will also be utilizing Microsoft Teams this academic year. On the days students have remote learning they are required to participate in their normal class schedule via Microsoft Teams for live instruction from their teachers. Students are required to wear their school uniform polo during e-Learning.

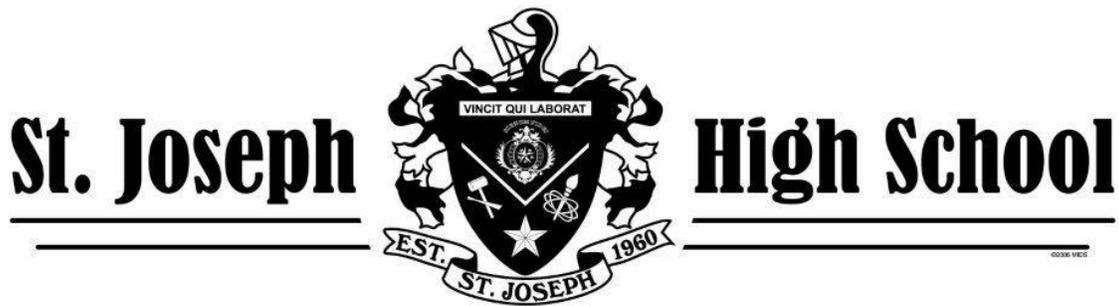
2) If families are not comfortable with in-person instruction, will students be allowed to choose remote learning only?

While we strongly encourage face to face learning in our hybrid model, families will have the option for remote only. Please know that we are taking every precaution to make our building safe for our students that are in person, however; we respect the decision you must make for your family. If a student will be remote learning only, they will be utilizing Microsoft Teams and be required to follow their daily schedule as if they were in person. If you are choosing remote only, you must notify the principal in writing (david.hotek@stjoeshs.org) by Monday, August 17th.

3) How will teachers take attendance for students who are e-Learning?

Students are expected to attend class through Microsoft Teams and be visible to their teacher to ensure students are present and ready to participate in class. Should a student not be present and not have an excused absence, a parent/guardian will be notified per our attendance policy.

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4) **If my student is ill and unable to attend in-person or virtual classes, how do I report an absence?**

Per our normal attendance policy, on each day of an absence, the parent or guardian must call the school office 708.562.4433 X 124 between 7:00a.m. and 8:00 a.m. to report the absence.

5) **Will students who are e-learning be required to attend class for the full class time?**

Students are to report to each class via Microsoft Teams on their e-Learning days on time. Teachers will direct their students as if they were in the classroom through classroom notes, discussion, assessments, etc. If there is time for independent work, teachers may let students leave the classroom early to work but the student then must report to their next class at the next scheduled time. Teachers will be available for help throughout the class time.

6) **Can my students arrange a time to meet with their teachers for extra assistance?**

Yes, students are encouraged to make an appointment with teachers when extra assistance is needed.

7) **If my student is struggling emotionally in school, will they have access to counseling?**

Yes, Ms. Palumbo will be available during the week to meet in person or virtually.

8) **Will my student be issued a locker?**

To provide for social distancing and avoid congregating in the corridors, students will not be allowed to use student lockers. Instead, they will be permitted to bring a backpack for their school supplies and lunch. While students are permitted to use a water bottle in class, they cannot eat any food outside the cafeteria. As temperatures change, we will update this policy to accommodate jackets, winter gear, etc.

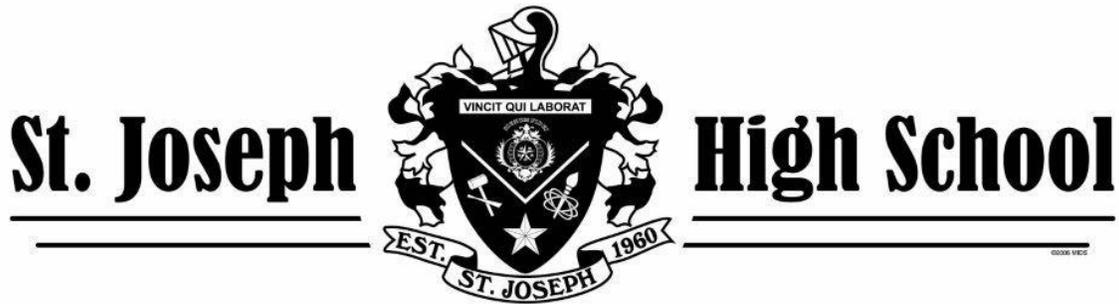
9) **What happens if a student has no symptoms at the beginning of the day and then develops symptoms throughout the school day?**

Any student exhibiting symptoms, or becoming ill, during the school day will be immediately sent to the office and parents will be contacted. Students will be asked to sit in the “quarantine room” until parents can pick them up.

10) **If a member of the school community tests positive for COVID, how will families be notified?**

Any student identified as having been in close contact (within six feet for more than 15 minutes) with a person who tested positive for COVID will be notified by the school.

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11) **What are the school's business hours?**

St. Joseph High School main office will be open from 7:30 a.m. – 3:00 p.m. Students will be allowed to enter through our east entrance beginning at 6:30 a.m. Dismissal for students on campus will be 2:30 p.m. Our building will close promptly at 3:00 p.m. to allow for proper daily sanitation. The GRC will not be available after school.

12) **What if parents need to visit the school to handle school business (parent meetings etc.)?**

It is our preference that most communication be via email or phone calls, however, personal payments will be accepted during office hours. Meetings with faculty and staff will occur virtually or in person with prior notification.

13) **Is there a chance that we could return to full e-Learning?**

While we do not anticipate returning to e-Learning, conditions may impose the need to do so that are out of St. Joseph High School's control. For example, a mandate from the Governor or Cook County or an outbreak of the virus within the school.

14) **Will there be adjustments made to tuition based on a hybrid or the chance of going full e-Learning?**

Please know that our tuition collection will continue as school expenses remain the same. While the e-Learning platform is different from our traditional methods, students and parents will continue to have access to faculty and administration. Faculty and staff will continue to work full time to ensure your student's success. Students will still be held to academic standards to meet the necessary requirements to advance in their education.

15) **What happens if a student or teacher tests positive for the virus and/or must quarantine and have a long-term absence?**

Students will have the ability to access the classroom remotely. This will better help them communicate and stay current with coursework. Teachers that need to quarantine will continue to provide instruction virtually.