2020-2021 RETURN TO SCHOOL GUIDE
OPENING THE 2020-2021 SCHOOL YEAR AMIDST THE COVID-19 CRISIS

It is essential for our school community to work together to prevent the introduction and spread of COVID-19 in the school environment while continuing to provide a rigorous, relevant, and meaningful education program. Incarnate Word High School is committed to providing a safe, rigorous, engaging Catholic education for the 2020-2021 school year in the midst of a global pandemic.

Our goal is to resume our regular mod schedule but we will reach our goal safely.

WE WANT STUDENTS IN SCHOOLS!

We also realize the importance of creating a stable, consistent instructional program, free from disruption during the first several weeks of school. Due to the ever-changing landscape COVID is causing, including data and scientific knowledge, revisions will be made accordingly throughout the year.

Document Last Updated: August 13, 2020

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PART ONE: INSTRUCTION FOR THE 2020-2021 SCHOOL YEAR

Returning to school will consist of stages of reopening the school building. IWHS is gradually opening up (first for our faculty and staff as they will begin working on campus August 4) to ensure the safety of our entire community.

Beginning the year in an eLearning environment is a good way for everyone to learn together. The eLearning platform for the 2020-2021 school year will be very different than the fourth quarter of last school year. Unlike the fourth quarter, the IWHS eLearning plan for this school year consists of synchronous learning; this means that all students are expected to be in the class at the scheduled time. The teacher will be in his/her classroom either livestreaming or working with students via Microsoft Teams.

The information coming from various research-based resources, suggests that there will be breaks in the school year where schools across the country will have to go into eLearning intermittently. Starting in this environment allows IWHS to ensure all learners (students/faculty/staff/parents) are prepared for eLearning. Although there might be hesitancy for some students and parents with starting in an eLearning environment, IWHS will be the front runners in showing commitment to the core values of Faith, Academics, Leadership, Service, and Social Justice. Safety, academic preparedness, social-emotional awareness and faith formation are at the forefront of our decision making.

*** The phases of scheduling will be reevaluated every three weeks to determine the readiness of our community to return to campus. Community health benchmarks/indicators will be analyzed with the Administrative Team and Board of Trustees to determine when we move to Phase 2. Students/families will have the decision to switch in and out of the schedules below every three weeks. Due to an unsurmountable number of logistical and safety concerns, IWHS cannot utilize the traditional mod schedule at this time. This does NOT mean that IWHS is eliminating the modular schedule. We will continue to review and revise options as the year progresses.
## Schedules at a Glance

### Phase 1: eLearning Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periods 1-4</td>
<td>Periods 5-7</td>
<td>Schedule posted every 2 weeks</td>
<td>Periods 1-4</td>
<td>Periods 5-7</td>
</tr>
</tbody>
</table>

### Phase 2: Hybrid Blended Learning Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periods 1-4</td>
<td>Periods 5-7</td>
<td>eLearning</td>
<td>Periods 1-4</td>
<td>Periods 5-7</td>
</tr>
<tr>
<td>Freshmen &amp; Sophomores on campus</td>
<td>Juniors &amp; Seniors on campus</td>
<td>No students on campus</td>
<td>Juniors &amp; Seniors on campus</td>
<td>Freshmen &amp; Sophomores on campus</td>
</tr>
</tbody>
</table>

### Phase 3: Flexible Block Learning Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periods 1-4</td>
<td>Periods 5-7</td>
<td>eLearning</td>
<td>Periods 1-4</td>
<td>Periods 5-7</td>
</tr>
<tr>
<td>Regular start time</td>
<td>Flex day</td>
<td>No students on campus</td>
<td>Flex day</td>
<td>Regular start time</td>
</tr>
</tbody>
</table>

### Wednesday's Opportunities for Students during Phases 1-3

<table>
<thead>
<tr>
<th>Science class instruction aligned w/ labs</th>
<th>Assessments</th>
<th>College rep. meetings</th>
<th>Guest speakers</th>
<th>Deep cleaning will take place on campus while students participate in eLearning activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office hours</td>
<td>Teachers &amp; NHS peer tutoring</td>
<td>Social &amp; emotional activities</td>
<td>Club meetings</td>
<td></td>
</tr>
</tbody>
</table>
Schedules in Detail

Phase 1: eLearning

This remote learning option will allow students to attend class in an eLearning environment. A synchronous remote platform will be used. This means that students must be “in class” remotely during the scheduled class time. Students and parents may choose this schedule for the entire 2020-2021 school year.

Periods 1-4 will meet on Mondays and Thursdays. Periods 5-7 will meet on Tuesdays and Fridays. In Phase 1, Wednesday’s schedule will be published two weeks in advance and consist of science instruction which aligns with a lab, college visits, grade-level meetings, faith development (including service opportunities), student support meetings with intervention specialist, club meetings, office hours for students to meet with instructors, peer tutoring (NHS), social emotional activities and virtual presentations.

*** Attendance will be taken regardless of modality of learning. If a student is sick and unable to attend classes, the parent must call the school and report the student absent.

Phase 2: Reduced Number Flexible Block Schedule or eLearning (Hybrid - On and off campus)

The reduced number option allows for fewer students to be on campus at one time. This blended learning option ensures all students will meet with instructors twice a week on campus and three times a week virtually.

The freshman and sophomore class will meet on campus on Mondays and Fridays, while the junior and senior class will meet on campus Tuesdays and Thursdays. The flexible block schedule will be utilized. Periods 1-4 will meet on Mondays and Thursdays. Periods 5-7 will meet on Tuesdays and Fridays.

Students will learn on campus. Periods 1-4 will meet on Mondays and Thursdays. Mods 5-7 will meet on Tuesdays and Fridays.

On Tuesdays and Thursdays, the schedule is flexible, as there is an extra hour and a half for students to participate in activities, meet in open mods to work on assignments, meet with instructor, or to work on group projects. Depending upon the needs of the students and activities on the
flex days (Tuesdays and Thursdays), there will be times when IWHS has a
late start because of the research regarding adolescents and lack of sleep.
The late start days will also allow teachers to meet with instructional
leaders showing Incarnate Word High School’s commitment to ongoing
professional development.

Wednesdays will be eLearning days. This allows time for the buildings to
have a deep cleaning. Students will not be on campus on Wednesdays,
eLearning Days. These days will be used for science class instruction which
aligns with labs, office hours, assessments, teacher and NHS peer tutoring,
college reps, social/emotional activities, guest speakers, and club
meetings.

*** Attendance will be taken regardless of modality of learning. If a
student is sick and unable to attend classes, the parent must call the
school and report the student absent.

• If a student is exhibiting any symptoms, she should stay home and join
classes remotely through the eLearning program. Attendance will
show to modality of learning.

Phase 3: Flexible Block Schedule or eLearning (Hybrid - On
and off campus)

A flexible block schedule will be utilized which will reduce the number of
times students move around the building. This blended learning option
ensures all students will meet with instructors four times a week on
campus and one time a week virtually.

Students will learn on campus. Periods 1-4 will meet on Mondays and
Thursday. Periods 5-7 will meet on Tuesdays and Fridays. On Tuesdays and
Thursdays, the schedule is flexible, as there is an extra hour and a half for
students to participate in activities, meet in open mods to work on
assignments, meet with instructor, or to work on group projects.
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*** Attendance will be taken regardless of modality of learning. If a student is sick and unable to attend classes, the parent must call the school and report the student absent.

• If a student is exhibiting any symptoms, she should stay home and join classes remotely through the eLearning program. Attendance will show to modality of learning.

Phase 4: Modular Schedule

During phase 4, student will learn on campus with our traditional 17 mod schedule with open mods. Students and families will have the decision to remain in a synchronous eLearning platform.
PART TWO: HEALTH PROTOCOLS

It is essential for our school community to work together to prevent the introduction and spread of COVID-19 in the school environment while continuing to provide a rigorous, relevant and meaningful education program. Signs of symptoms will be posted at predetermined locations students will use throughout the year. IWHS staff will also be at the entrances and exits to ask students/visitors a series of questions and to take temperatures.

Symptoms for Exclusion from Physically Attending School

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC guidance that is not otherwise explained.

- A fever of 100.4F or greater
- Shortness of breath or difficulty breathing
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
Return to School After Exclusion

Once a student or employee is excluded from the physical school environment, they may return if they satisfy the recommendations of the CDC. Currently these guidelines are:

**If you believe or know you had COVID-19 and had symptoms**

Students and faculty may return to school if the following three conditions are met:

- At least **10 days** since symptoms **first appeared**
- At least **24 hours** with **no fever** without fever-reducing medication
- **Symptoms** have **improved**
  
  **OR**
  
  You have received **two negative tests** at least **24 hours apart**

**If you tested positive and had no symptoms**

Students and faculty who have not had symptoms but test positive for COVID-19 may return to school if the following conditions are met:

- At least **10 days** since the **test**
  
  **OR**
  
  You have received **two negative tests** at least **24 hours apart**

**If you have been around a person with COVID-19**

Students and faculty who have been around a person with COVID-19 may return to school if the following conditions are met:

- At least **14 days** after **last** exposure
Impact on School Operations

If a student or employee has tested positive, IWHS may choose to implement a short-term closure if the infected person was in the school building. Once learning of a positive case:

❖ IWHS may dismiss students and most staff for 2-5 days to allow time for administrators and health officials to better understand how the situation impacts the school community.

❖ If appropriate, IWHS will communicate with MetroHealth, staff, parents, and students about the situation, while maintaining the confidentiality of the student or staff members as required by the ADA and FERPA.

❖ Inform those who have had close contact with the person diagnosed with COVID-19 to stay home for 14 days after the last contact with the COVID positive individual and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

❖ Clean and disinfect all areas thoroughly.

❖ Make decisions about extending the school closure based on recommendations from the Administrative team, the Board of Trustees and local health officials.

❖ Implement strategies to continue education and support for students while the building is closed.
Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. At Incarnate Word High School, we will follow the screening procedures below:

<table>
<thead>
<tr>
<th>Self-Screening</th>
<th>IWHS will communicate symptoms of COVID-19 with parents and employees and require them to self-screen before coming to school.</th>
</tr>
</thead>
</table>
| School-Based Screening | **Temperature Screening:** IWHS will use touch-free thermometers to conduct temperature screenings when students and employees enter the school building.  
**Question Screening:** Students and others entering the building will answer a series of questions. |
| Observation/Self-Reported Screening | IWHS will provide faculty/staff with training on recognizing COVID-19 symptoms and screening. |
Wearing Masks and Other Personal Protective Equipment

Mask-wearing requirements will be consistent with state and local guidelines. The current CDC guidelines recommend that all students and employees wear cloth face coverings.

❖ Individuals must have a mask on when on campus – students, faculty/staff, administrators, parents, guests.

❖ Research is showing the effectiveness of face shields. Face shields will be used by all students and faculty/staff and required at certain times.

❖ Some staff may be required to wear additional PPE (i.e. custodial staff, etc.) when directed to do so by school protocol.

❖ Additional accommodations will be made for faculty/staff based on their individual health plans.

Preventative

Students and faculty/staff should remain at home if someone in their household has COVID-19 symptoms or is being tested for COVID-19. To prevent the spread of the virus on campus, IWHS will implement the following measures: social distancing, frequent handwashing, added sanitation stations and appropriate PPE.

❖ Social distancing guidelines can be found in the next section.

❖ Handwashing and avoiding face-touching are important steps our community can take to prevent the spread of the virus. Employees will be required to wash their hands often and will incorporate key times throughout the day where all persons on campus will wash their hands.

❖ There will be staggered times for arrival and dismissal, before eating, after using the restroom, and after using shared equipment.

❖ Students and faculty/staff will enter and exit the building in predetermined locations. For example, the main office, Madeline Hall and annex in the back of the school. These locations may change.

❖ Water fountains will not be used and instead water will be available on campus and students will be required to bring their own water bottles to school daily.
Exchange of Resources to and from School

Students and faculty/staff will be asked to reduce the amount of materials, supplies, and personal belongings going to and from school. The same consideration will be given to high-touch, shared resources at the school. Lockers will not be used this school year.

PART THREE: SOCIAL DISTANCING IN THE SCHOOL ENVIRONMENT

The following are measures which Incarnate Word High School will utilize to increase social distancing while still maintaining a level of face-to-face instruction. These protocols may evolve as they are implemented and as we receive more information about COVID-19.

Educational Programming

❖ Groups will be used throughout the day for safety measure, including tracking purposes, and to minimize the students exchanging classrooms when all students are on campus.

❖ Groups of students will be scheduled to attend in-person school on alternate days to minimize the number of students in the buildings.

❖ eLearning (full-time remote instruction) will be offered throughout the school year to families who do not feel comfortable sending their children to school.

❖ Students not physically attending school will be provided with remote, synchronous learning opportunities.
Faculty will be required to be on campus during the school day unless otherwise mandated by local/state government.

If a faculty member has to quarantine, he/she will teach from home and a sub will fill-in for the students in the classroom. Because the instructor is working, paid time off will not be utilized.

If a faculty member is sick, paid time off will be utilized and in-house substitute teachers are available when faculty are not able to be in school.

Class Sizes, Structure, and Environment

Students will remain in the same groups and the same classrooms/learning spaces as much as possible.

Routes will be created to help reduce the flow in hallways in between classes.

The cafeteria will not be used for breakfast/lunch services.

Classroom visitors will be eliminated whenever possible.

IWHS will ensure adequate supplies to minimize or reduce the sharing of high touch materials. Any shared materials will be cleaned and disinfected between uses.

Tape marks will be used in classrooms and hallways to indicate appropriate social distancing measures.

Maximum occupancy signs (utilizing social distancing guidelines) will be posted in all school areas. To determine the number of students in a classroom, all three of these factors must be true:

- Each individual must have a minimum of 45 square feet of space.
- No more than 12 individuals can group in a typical IWHS classroom space.
- Student desks must be placed a minimum of six feet apart and all facing the same way.

Alternative classrooms will be utilized this school year. Maximum occupancy signs will be posted in these areas as well. Multiple
groups can meet in a larger space so long as all of these four factors are met:

❖ Each individual has a minimum of 45 square feet.
❖ Students are separated into distinct groups that don’t exceed 22 individuals.
❖ Student desks are placed a minimum of six feet apart.
❖ Each class group is separated from each other by at least 12 feet.

**Food Service Procedures**

❖ All meals will be served in classrooms or outside (weather-permitting).
❖ All meals will be served in individual packaging and will be bagged with all necessary utensils, condiments, napkins, etc.
❖ All students will utilize hand washing or sanitizing before eating.

**Eliminate Large Gatherings of Students**

❖ Students will use different (assigned) entrances when entering and exiting school.
❖ Pick-up and drop-off will be staggered.
❖ Restroom breaks will be scheduled to avoid overcrowding.
❖ In locations where students line up, tape marks will be placed on the floor to indicate appropriate social distancing.

**Eliminate Large Gathering of Staff**

❖ The staff lounge will be used only if necessary.
❖ Virtual meetings will be encouraged whenever possible.

**Measures to Easily Trace Exposure**

❖ Assigned seating will be used whenever possible.
❖ Attendance in Blackbaud/Sign-in sheets/Calendar invite confirmations will be used for data collection and tracking.
❖ Accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel will be made.
Eliminate Need for Non-Required Persons in the Building

- Vendor access will be restricted to when students are not present.
- Family and volunteer visits will be minimized.
Students and Family Engagement

Weekly Communication

Continue sending newsletter but change date of distribution.
Blackbaud will be utilized for disseminating information.
Utilize new website as a one-stop shop for all stakeholders.

Attendance and Student Advisory

Attendance will be taken at 8:15 every morning in the first period of the day and entered in Blackbaud.
Attendance clerk will be notified via email of any student not in class.

Senior Sign-Out

Senior sign-out is redefined this year as the following: If a student does not have seven classes and graduation requirements are met, she may sign out early (if Period 4 or 7 is the last class of the day and there is not a required assembly) or sign-in late (if Period 1 or 5 is the first class of the day).
This earned privilege recognizes and rewards seniors who have worked so hard throughout the last three years.

Meet the Shamrock Event

This event will take place in September.
The event will be either virtual or a hybrid depending upon local health conditions. IWHS has learned that broadcasting across social media platforms accommodates many families.
## Operation Protocol

### Arrival and Dismissal

<table>
<thead>
<tr>
<th>IWHS</th>
<th>Students and Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWHS will have staff members at a minimum of three check-in stations taking temperatures and asking questions upon entering school.</td>
<td>Certain groups of students will enter and exit in assigned locations.</td>
</tr>
</tbody>
</table>

Staff will also assist with dismissal. Entering and exiting school may be staggered.

### Lunch/Food Distribution

<table>
<thead>
<tr>
<th>IWHS</th>
<th>Students and Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch will not be served in cafeteria but in designated areas, including classrooms. Lunch may be an extension of the class.</td>
<td>Students may bring brown-bag lunch to school. Students will not have access to microwaves or refrigerators.</td>
</tr>
</tbody>
</table>

IWHS will either offer classroom delivery or have a pick-up station for students. This is yet to be determined. When food vendor has been established, a pre-order plan will be shared.

### Family and Student Orientation

<table>
<thead>
<tr>
<th>IWHS</th>
<th>Students and Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWHS will host an orientation outlining safety protocol and eLearning expectations.</td>
<td>Freshman and transfer students (and families) will attend a virtual welcome ceremony.</td>
</tr>
</tbody>
</table>
Classrooms and Shared Spaces

IWHS

The number of students is limited per class. Larger learning areas will be utilized for classes which exceed the twelve student maximum capacity per room.

Students will use assigned seating in classrooms throughout Phase 2 and Phase 3. Social distancing will be mandated.

Signs will be posted naming maximum capacity and social distancing markers will be displayed throughout the building.

Identifying Sick Students

IWHS

All students will have temperature taken upon entering building. The school nurse will lead IWHS in this important step.

Students need to self-monitor before coming to school.

All COVID safety protocol will also be utilized.

Students and parents are expected to be in compliance with safety plan.

Janitorial Staff/Hygiene Considerations

IWHS

Custodial staff and other faculty/staff will have gloves and cleaning supplies to disinfect classrooms between use, specifically the areas of student touch - doorknobs, display board, teacher desk.

Students will also be a part of this process by practicing personal sanitation skills. For example, washing/sanitizing hands and cleaning her own work station/desk. Training will be provided which will lay out the student expectations.

Training will be provided for faculty and staff.

Hand sanitizing stations will be added throughout the building.
### Health Protocols for the Campus

**IWHS**  
The safety plan will continuously be reviewed and revised as research and more information becomes available.

**Students and Parents**  
Students and parents must adhere to safety plan and check Blackbaud/email for any revisions the school send out.

### PPE Equipment

<table>
<thead>
<tr>
<th>IWHS</th>
<th>Students and Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWHS will require masks to be worn at all times for any individual on campus. Face shields and other personal protective equipment may also be required.</td>
<td>Masks will be provided by the school and must be worn at all times. The mask will be a part of the uniform for the 2020-2021 school year.</td>
</tr>
</tbody>
</table>

Two masks and one face shield will be provided by the school for all students/faculty/staff/administrators.

Students will also be required to wear additional personal protective equipment at certain times, such as a face shield.
## Technology

### Internet Access

IWHS  
**Students and Parents**

Ms. Yanira Cruz, Director of Instructional Technology will work with students who do not have internet access.

If you have not already done so, please contact Ms. Yanira Cruz at yvcurz@uiwtx.edu to request help getting internet access at your home.

### Lending Technology to Students

IWHS  
**Students and Parents**

Students are required to have a laptop which meets the criteria set forth in the BYOD Plan emailed earlier in the summer. If a student does not have access to a laptop, loaner laptops are available. Forms will be provided to students and parents by Ms. Yanira Cruz, Director of Instructional Technology.

Contact Ms. Yanira Cruz at yvcruz@uiwtx.edu to request a loaner laptop.

### Training for Students

IWHS  
**Students and Parents**

IWHS will host technology training for students and parents the week before school starts.

Students and parents must attend the assigned technology training session. It is the student’s responsibility to notify the school if there is a conflict.
IWHS will provide technology training, including Blackbaud, interactive display boards, web cam and portable microphone and general professional development on continuous school improvement.

Director of Instructional Technology will share a plan for helping students and faculty/staff with technology problems.

Students are expected to maintain their laptop and have it charged and ready for all classes. It is the responsibility of the student to reach out to the Director of Technology’s Team for help with technology.
PART FIVE: SCHEDULE FOR 2020-2021

IWHS Regular Block Schedule 2020-2021 School Year

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday (A)</th>
<th>Tuesday (B)</th>
<th>Wednesday</th>
<th>Thursday (A)</th>
<th>Friday (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:15</td>
<td>Announcements (in Block 1)</td>
<td>Announcements (in Block 5)</td>
<td></td>
<td>Announcements (in Block 1)</td>
<td>Announcements (in Block 5)</td>
</tr>
<tr>
<td>8:15-9:45</td>
<td>Block 1</td>
<td>Flexible Learning/ Activity Block</td>
<td>Block 1</td>
<td>Block 5</td>
<td></td>
</tr>
<tr>
<td>9:45-10:00</td>
<td>Transition</td>
<td>Transition</td>
<td></td>
<td>Transition</td>
<td>Transition</td>
</tr>
<tr>
<td>10:00-11:30</td>
<td>Block 2</td>
<td>Block 5</td>
<td>Flexible Learning/ Activity Day</td>
<td>Block 2</td>
<td>Block 6</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>Lunch (in Block 2)</td>
<td>Lunch (in Block 5)</td>
<td>Lunch (in Block 2)</td>
<td>Lunch (in Block 6)</td>
<td></td>
</tr>
<tr>
<td>12:15-1:45</td>
<td>Block 3</td>
<td>Block 6</td>
<td></td>
<td>Block 3</td>
<td>Block 7</td>
</tr>
<tr>
<td>1:45-2:00</td>
<td>Transition</td>
<td>Transition</td>
<td></td>
<td>Transition</td>
<td>Transition</td>
</tr>
<tr>
<td>2:00-3:30</td>
<td>Block 4</td>
<td>Block 7</td>
<td></td>
<td>Block 4</td>
<td>Flexible Learning/ Activity Block</td>
</tr>
</tbody>
</table>
PRAISED BE THE INCARNATE WORD!

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