

Appendix Q

Living Lial at Home Handbook

2020-2021

In the event of a required isolation/quarantine, or a family choosing the Living Lial at Home online option while face-to-face learning is happening on campus, students will be expected to follow the guidelines in this handbook when completing their distance learning assignments. It is imperative that all students follow the guidelines established below so we can continue to progress them forward in their academic and religious studies. Living Lial at Home takes place Monday-Friday from 8am-3pm and aligns with in-class instruction.

BANDWIDTH FOR AT HOME LEARNING:

Suggested bandwidth for families at home is 35 -50 Mbps (depending on household size and usage). We feel bandwidth should be closer to 50 or higher Mbps, as a family of 3-5 who have multiple members online streaming or gaming would require this amount. Please check with your internet provider to determine your family's needed bandwidth.

WORK AREA/SCHEDULES/TRANSITIONS:

- It is important students have a designated area set up at home where they can go to complete their school work and participate in their virtual class meetings. This area should include a table or a desk, be free from distractions, and have all the necessary materials students would need to be successful in their daily studies. Collaborate with your student about where “school will happen” and what materials he/she will need.
- It is also helpful to maintain a consistent daily schedule when learning at home. Have your child help draw pictures or write labels so they can see the plan for the day. We understand each household is different and that parents' work schedules may affect student schedules, but being as consistent as possible will be beneficial for student success.
- Lastly, consider transitions. Flow, pace and movement are essential to a student's learning. After your student does an activity that requires focus, they should then take part in a movement activity, such as running around outside, a GoNoodle, or self-directed play.

Expectations for the Digital Classroom

Parents should expect:

- The school day will last from **8:00am - 3:00pm**.
- Clear due dates will be established and late work will be addressed by unit teachers.
- Materials and assignments for the following week will be ready for Front Porch Pickup on Fridays after 3:30pm.
- To have their student's completed assignments returned every Friday after 3:30pm to the Front Porch.
- The school will provide opportunities for parents to learn about Google Meet and Classroom.

Students will be expected to:

- Attend all required Google meetings.
- Show their face at all virtual meetings (live, no images).
- Use their proper name on virtual meetings.
- Do all of their own classwork and homework.
- Put forth effort to produce quality work.
- Complete all assignments by the given due date.
- Follow the school dress code during all virtual meetings.
- Participate in virtual meetings as if they were in the physical classroom. This includes sitting at a table/desk and following all rules that are set forth in the physical classroom, including rules regarding food, cell phone use and pets.

ATTENDANCE : Daily attendance will be counted based on the following criteria:

- Attendance at all Google class meetings each day.
- Completion of assignments.
- In the event that a child is sick and unable to participate for the day, the parent/guardian must send an email to notify both the teacher and the school office. If a child fails to participate for 3 or more consecutive days, a doctor's note must be sent to the school office explaining the nature of the illness.

LIAL COVENANT: Lial students are expected to continue to uphold the Lial covenant during distance learning

LIAL SCHOOL COVENANT

**Because I am a Child of God
I have a right to be happy,
And to be treated with kindness in this school,
And the responsibility to treat you with kindness.**

**Because I am a Child of God
I have a right to be myself in this school,
And the responsibility to respect your unique differences.**

**Because I am a Child of God
I have a right to be safe in this school,
And the responsibility to make choices that keep our school safe.**

**Because I am a Child of God
I have a right to hear and be heard in this school,
And the responsibility to listen and to speak with kindness.**

**Because I am a Child of God
I have a right to learn about myself in this school
And the responsibility to let you learn about yourself.**

**Because I am a Child of God
I have a right to listen to others,
And the responsibility to let you listen and respect you when you speak.**

**Because I am a Child of God
I have a right to listen to my teachers,
And the responsibility to let you listen to your teacher.**

**Because I am a Child of God
I will try my best
To attend to what is being taught
So that I will be the best student
I can possibly be.**

**Because I am a Child of God, I have these rights and responsibilities.
Because you are a Child of God, you have these rights and responsibilities.
Our respect for each other as God's Children will guide
Our attitudes, words and actions,
So I pray.**

STUDENT WEEKLY WORK:

Packets for students in grades 1-8 will be ready for Porch Pick-Up on Fridays after 3:30pm. Parents should return completed work and pick up new work each Friday. Readiness lessons will be created in 2-week cycles with time for parent/teacher conferencing.

MORNING PRAYER AND MASS:

Morning announcements/prayer and Thursday liturgies will be live-streamed via Google calendar invite.

Readiness Materials List For At-Home Learning

Below is a list of materials for at-home learning with your Readiness student. With these materials on hand, it will be much easier to create work should your child need to stay home for an extended period of time.

- Index cards – white, blue, pink, green, yellow
- Pony beads – bucket – multi-colored
- Pipe cleaners – 100
- Baskets, trays, boxes, containers – Goodwill is a great resource (In Montessori fashion, the items you choose should be interesting to draw the child to the work. Having different sizes of each item will be helpful. If you are unable to gather these materials, please have quart-size baggies on hand to store created work.)
- Shoe bags (or any opaque bag)
- Counters – buttons, coins, pasta, Legos, beads, etc.
- Blue, red, green markers
- Kindergarten paper and pencils
- Work rug or towel
- Playing cards – deck
- Dominoes
- Play-Doh
- Crayons
- Glue
- Scissors
- Markers
- Colored pencils
- Jumbo push pin (Dollar Store)
- 2 dice

STUDENT SCHEDULES FOR LIVING LIAL AT HOME

Primary Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Religion/Hand-writing 8:25-9:00	Religion/Hand-writing 8:25-9:00	Religion/Hand-writing 8:25-9:00	Gospel prep 8:25-9:00	Religion/Hand-writing 8:25-9:00
Math (Tech/Span) 9:00-9:40	Math/Writing 9:00-9:40	Math/Writing 9:00-9:40		Math (Tech/Span) 9:00-9:40
Math (Tech/Span) 10:00-10:40	Math/Writing 10:00-10:40	Math/Writing 10:00-10:40	Math (Library) 10:00-10:40	Math (Tech/Span) 10:00-10:40
CAFE 10:40-11:20	CAFE 10:40-11:20	CAFE 10:40-11:20	Math (Library) 10:40-11:20	CAFE 10:40-11:20
Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00
Vocab/Phonics/ Grammar 12:00-1:35		Vocab/Phonics/ Grammar 12:00-1:35	Mass 2:00-2:40	Vocab/Phonics/ Grammar 12:00-1:35

- Live, daily screen-time will be approximately 2 hours.
- Students will attend lessons via Google Meets with opportunities to participate in group discussions and ask questions.
- Teachers will notify remote learners when independent work is about to occur so they can log-off and work quietly at home.
- Specials teachers will provide opportunities/assignments in their given craft. Formats will vary depending on the given special.

Intermediate Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Religion 8:20-9:00		TL-A/TL-B/ Religion-C 8:20-9:00	Religion 8:20-9:00	TL-A 8:20-9:00
TL 9:00-10:20		TL-D/TL-A/ Religion-B 9:05-9:45	TL 9:00-10:20	TL-B 9:05-9:50
	TL 10:20-10:55	TL-C/TL-D/ Religion-A 10:00-10:40		TL-C 9:50-10:35
	Gospel Prep 10:55-11:20	TL-B/TL-C/ Religion-D 10:40-11:20		Family Rm. Meeting 11:05-11:20
Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00	Lunch/Recess 11:20-12:00
Math/SS/ Science Block 12:15-2:45	Math/SS/ Science Block 12:15-2:45	Math/SS/ Science Block 12:15-2:45	Test Taking/ Silent Reading 12:00-1:30	Math/SS/ Science Block 12:15-2:45
			Mass 2:00-2:40	

A.- Sr. Anne-Marie B.- Mrs. Ellis C. Miss Urbaniak D. Mrs. O'Donnell

- Live, daily screen-time will be approximately 2 hours.
- Students will attend lessons via Google Meets with opportunities to participate in group discussions and ask questions.
- Teachers will notify remote learners when independent work is about to occur so they can log-off and work quietly at home.
- Specials teachers will provide opportunities/assignments in their given craft. Formats will vary depending on the given special.

August 13, 2020

Middle School Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Religion/TL/ Science	Religion/TL/ Science/	Religion- A/C 8:30 - 9:10	Electives: 8:30 - 9:55	Religion/TL/ Science
8:30-9:10 B/C/A	8:30-9:10 B/C/A		Science A/TL BC	8:30-9:10 B/C/A
9:15-9:55 A/B/C	9:15-9:55 A/-/C		10:00 - 10:30	9:15-9:55 A/B/C
10:00-10:40 C/A/B	10:00-10:40 -/A/B	Religion-B 10:00-10:40	Science C/TL AB 10:30 - 11:00	10:00-10:40 C/A/B
TL-X 10:45-11:25	10:45-11:25 C/B/-	Electives 10:45-11:25	Science B/TL AC 11:00 - 11:30	Math XL 10:45-11:25
Lunch 11:40-12:20	Lunch 11:40-12:20	Lunch 11:40-12:20	Lunch 11:40-12:20	Lunch 11:40-12:20
Math/SS/ Spanish	Math/SS/ Spanish	Math/SS/ Spanish	Confirmation/ Study Skills/ Health 12:20-1:00/1:05-1:35	Math/SS
12:30-1:10 A/B/C	12:30-1:10 A/B/C	12:30-1:10 A/B/C		12:30-1:10 A/B
1:15-1:55 B/C/A	1:15-1:55 B/C/A	1:15-1:55 B/C/A		1:15-1:55 B/C
2:00-2:40 C/A/B	2:00-2:40 C/A/B	2:00-2:40 C/A/B	Mass 2:00-2:40	2:00-2:40 C/A

- Students will attend lessons via Google Meets with opportunities to participate in group discussions and ask questions.
- Whenever possible, at-home students will be given an in-class buddy for small group work/discussions via Google Meet.
- Students will participate in their chosen electives. Formats will vary depending on elective.

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SPECIALS FOR LIVING LIAL AT HOME

Directions on where to find assignments for each special's class and how to return completed assignments are listed below.

ART

- Readiness: Classwork will be distributed in classroom 2-week cycle packets. Assignments will be returned via pictures emailed to Mrs. Sasala.
- Primary: Classwork will be assigned on the classroom page. Assignments will be returned via pictures emailed to Mrs. Sasala.
- Intermediate: Classwork/Homework will be assigned on Google Classroom. Assignments will be returned via pictures emailed to Mrs. Sasala.
- Middle School:
 - Elective classwork/homework will be assigned on Google Classroom.
 - Assignments will be returned via pictures emailed to Mrs. Sasala.
 - Foundations will be given optional work on Google Classroom.

TECHNOLOGY

- Readiness: Classwork will be distributed in classroom 2-week cycle packets.
- Primary: Classwork will be posted under the specials tab on the Lial online website.
- Intermediate: Classwork will be assigned on Google Classroom.
- Middle School: Classwork/Homework will be assigned on Google Classroom.

PHYSICAL EDUCATION

- Readiness: Classwork will be distributed in classroom 2-week cycle packets. Work will be returned via Friday drop-off packet.
- Primary: Classwork will be in the Friday pickup packet. Work will be returned via Friday drop-off packet.
- Intermediate: Classwork will be in the Friday pickup packet. Work will be returned via Friday drop-off packet.
- Middle School: Elective classwork will be in the Friday pickup packet. Work will be returned via Friday drop-off packet.
 - Foundations will be given optional work in the Friday pickup packet.

SPANISH

- Readiness: Classwork will be distributed in classroom 2-week cycle packets. Work will be returned via Friday drop-off packet.
- Primary: Classwork will be assigned on the classroom page along with instructional videos. Workbooks sent home. Work will be returned via Friday drop-off packet.
- Intermediate: Classwork/Homework will be assigned on Google Classroom along with instructional videos. Workbooks sent home. Work will be returned via Friday drop-off packet.
- Middle School:
 - Students will engage in synchronous learning with classmates via Google Meet.
 - Classwork and homework assignments will be available through Viva Spanish online curriculum.
 - Workbooks sent home. Work will be returned via Friday drop-off packet.

MUSIC

- Readiness: Classwork will be distributed in classroom 2-week cycle packets.
- Primary: Classwork will be assigned on the classroom page. Assignments will be returned via video/email description to Mrs. McGilvery.
- Intermediate: Classwork will be assigned on Google Classroom. Assignments will be returned via video/email description to Mrs. McGilvery.
- Middle School: Elective classwork will be assigned on Google Classroom.
 - Assignments will be returned via video/email description to Mrs. McGilvery.
 - Foundations will be given optional work on Google Classroom.

SCHOOL COUNSELOR

- Our school counselor, Mrs. Kall, will be available to all at-home students on Mondays from 11:20am-12:00pm via an open Google Meet.

INTERVENTION SERVICES

- If your child works with Mrs. Moor, she will be in contact with you. You can expect to receive help from home using the same plan as if your child was in school.