

# **Appendix R**

## **Lial Catholic School Online Handbook**

### **2020-2021**

In the event of a government issued stay-at-home order, or if an entire unit is required to quarantine, students will be expected to follow the guidelines in this handbook when completing their distance learning assignments. Lial Catholic School Online takes place Monday-Friday from 9am-2pm and follows the schedules listed in this handbook.

As set forth by the state, all students must show academic growth in the event of a stay-at-home order. While we allowed some flexibility during the first stay-at-home order, 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.

#### **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.

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

- Attendance at all Google class meetings each day.
- Completion of Exit Ticket or Question of the Day as established by the classroom teacher.
- 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.

## 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.

## CATHOLIC IDENTITY:

We will provide a list of weekly live-streamed Masses from surrounding parishes. Morning announcements as well as classroom virtual meetings will all begin with prayer. Other opportunities to practice our faith and service learning will also occur virtually.

# Expectations for the Digital Classroom

Parents should expect:

- The school day will last from **9:00am - 2:00pm**.
- Grades 1-8 will require Google meetings for core classes throughout the week. (Frequency will be determined as needed.)
- Teachers will have evening office hours one night per week for parent contact/questions.
- Video instruction for core classes, which can be viewed at any time.
- Clear due dates will be established and late work will be addressed by unit teachers.
- If their student receives intervention services, those services will continue.
- 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 or a desk and following all rules that are set forth in the physical classroom, including rules regarding food, cell phone use and pets.

## LIAL COVENANT:

Students are expected to continue living 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.

## **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

# SCHEDULES FOR LIAL CATHOLIC SCHOOL ONLINE

\*All assignments for all units are found on the school website:

<https://lialschool.org/lial-catholic-school-online>

## Primary Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Religion 9:00-9:30	Religion 9:00-9:30	Religion 9:00-9:30	Gospel Prep 9:00-9:30	
Math 9:30-10:00	Math 9:30-10:00	Math 9:30-10:00	Math 9:30-10:00	
Break 10:00-10:15	Break 10:00-10:15	Break 10:00-10:15	Break 10:00-10:15	Maltman Family Room Meeting 10:00-11:00
Science/SS 10:15-11:00	Creative Writing 10:15-11:00	Science/SS 10:15-11:00	Creative Writing 10:15-11:00	
Lunch 11:00-11:40	Lunch 11:00-11:40	Lunch 11:00-11:40	Lunch 11:00-11:40	Swint family Room Meeting 11:00-11:40
TL 11:45-1:00	TL 11:45-1:00	TL 11:45-1:00	TL 11:45-1:00	
Break 1:00-1:15	Break 1:00-1:15	Break 1:00-1:15	Break 1:00-1:15	
Technology 1:15-2:00	Music/Gym 1:15-2:00	Art 1:15-2:00	Spanish 1:15-2:00	
	Office Hours: Mrs. Maltman 7:00-8:00pm	Office Hours: Mrs. Swint 7:00-8:00pm	Office Hours: Mrs. McCarthy 7:00-8:00p	

\*Attendance will be taken in Religion class, TL class and Family Room Meetings.

# Intermediate Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Religion 9:00-9:30	Library/Read 9:00-9:30	Religion 9:00-9:30	Religion 9:00-9:30	This is your time to finish up work for the week. Teachers will be available to help.  9:00-10:00
TL 9:30-10:45	Music 9:30-10:00	TL 9:30-10:45	TL 9:30-10:45	
SPANISH 10:45-11:15	TL 10:30-11:15	Technology 10:45-11:15	Art 10:45-11:15	
Lunch/Recess 11:15-12:00	Lunch/Recess 11:15-12:00	Lunch/Recess 11:15-12:00	Lunch/Recess 11:15-12:00	Phys. Ed. 10:00-10:30
Math 12:00-1:00	Math 12:00-1:00	Math 12:00-1:00	Math 12:00-1:00	Family Rm. Meeting (required) Students may stay on for lunch together.  10:30-11:30
Science/SS 1:00-2:00	Science/SS 1:00-2:00	Science/SS 1:00-2:00	Science/SS 1:00-2:00	
Office Hours: Miss Urbaniak 7:00-8:00pm	Office Hours: Sr. Ann-Marie 7:00-8:00pm	Office Hours: Mrs. O'Donnell 7:00-8:00pm  Mrs. Kuhl 7:00-8:00pm	Office Hours: Mrs. Ellis 7:00-8:00pm	

\* Attendance will be taken in all Google Meets

# Middle School Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
AM Rotation 1 9:00-10:00	AM Rotation 3 9:00-10:00	AM Rotation 1 9:00-10:00	AM Rotation 3 9:00-10:00	Elective 9:00-10:00
AM Rotation 2 10:15-11:15	AM Rotation 2 10:15-11:15	Elective 10:15-11:15	TL Work Period 10:15-11:15	TL Work Period 10:15-11:15
<b>Lunch</b> 11:15-12:00	<b>Lunch</b> 11:15-12:00	<b>Lunch</b> 11:15-12:00	<b>Lunch</b> 11:15-12:00	<b>Lunch/Family Rm. Meeting</b> 11:15-12:00
PM Rotation 1 12:10-1:00	PM Rotation 2 12:10-1:00	PM Rotation 1 12:10-1:00	PM Rotation 3 12:10-1:00	Science/SS Work Period 12:10-1:00
Math Work Period 1:00-2:00	PM Rotation 3 1:00-2:00	PM Rotation 2 1:00-2:00	Math Work Period 1:00-2:00	Technology Work Period 1:00-2:00
		<b>Office Hours:</b> <b>Miss Clark</b> <b>6:00-7:00pm</b>  <b>Mrs. Kuhl</b> <b>7:00-8:00pm</b>	<b>Office Hours:</b> <b>Mr. Norris</b> <b>6:00p-7:00pm</b>  <b>Mrs. Chirico</b> <b>7:00-8:00 pm</b>	

\*Attendance will be taken in all Google Meets

\*AM Rotations: Religion, Science, TL

\*PM Rotations: Math, Social Studies, Spanish

## SPECIALS FOR LIAL ONLINE



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

### ART

- Readiness: Work will be posted on the Lial school website under the art page.
- Primary: Work will be posted on the Lial school website under the art page.
  - Monthly optional Google Meet
- Intermediate: Work will be posted on Google Classroom.
  - Monthly optional Google Meet
- Middle School: Elective work will be posted on Google Classroom. No foundations work will be given.
  - Monthly optional Google Meet

### TECHNOLOGY

- Readiness: Work will be posted on the Lial school website under the technology page.
- Primary: Work will be posted on the Lial school website under the technology page.
  - Monthly optional Google Meet
- Intermediate: Work will be posted on Google Classroom.
  - Monthly optional Google Meet
- Middle School: Elective work will be posted on Google Classroom. No foundations work will be given.
  - Monthly optional Google Meet

### PHYSICAL EDUCATION

- Readiness: Work will be posted on the Lial school website under the Physical Education page.
- Primary: Work will be posted on the Lial school website under the Physical Education page.
  - Monthly optional Google Meet
- Intermediate: Work will be posted on Google Classroom.
  - Monthly optional Google Meet
- Middle School: Elective work will be posted on Google Classroom. No foundations work will be given.
  - Monthly optional Google Meet

## SPANISH

- Readiness: Work will be posted on the Lial school website under Spanish.
- Primary: Classwork and instructional videos will be posted on the Lial school website under the Spanish page.
- Intermediate: Classwork/Homework will be assigned on Google Classroom along with instructional videos.
- Middle School:
  - Instructional videos will be uploaded on Google Classroom.
  - The teacher will be available during class time for questions via Google Meet.
  - The teacher will be teaching via Google Meet at least once a week.
  - Classwork and homework assignments will be available through Viva Spanish online curriculum.

## MUSIC

- Readiness: Work will be posted on the Lial school website under the music page.
- Primary: Work will be posted on the Lial school website under the music page.
  - Monthly optional Google Meet
- Intermediate: Work will be posted on Google Classroom.
  - Monthly optional Google Meet
- Middle School: Elective work will be posted on Google Classroom. No foundations work will be given.
  - Monthly optional Google Meet

### SCHOOL COUNSELOR

- Our school counselor, Mrs. Kall, will be available Mondays & Thursdays 9:30am-1:30pm.

### 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.