

# Lourdes Academy High School

## Virtual Schedule and Expectations 2020-21



*Mission: In partnership with families, parishes, and the community, Lourdes Academy provides a family environment in which students can achieve academic excellence, develop strong moral character, live as authentically Catholic disciples, and contribute positively to their communities.*

*Vision: Inspired by Our Lady of Lourdes and rooted in our Catholic faith, Lourdes Academy forms and challenges students to realize their God-given potential.*

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### **Holiday Transition Plan:**

We will transition the Virtual Schedule model from Monday, November 30, 2020 until the end of the semester, January 15, 2021. Monday, January 18 will still be off as a Records Day. Second semester is scheduled to start on Tuesday, January 19, 2021. Present plan is to return to the COVID-19 Schedule plan, which has been used every instructional day so far in the 2020-21 school year.

## Schedules:

Below are the time period schedules for the regular school day and for days where mass or Liturgy of the Word are held. To help your student convert their COVID-19 schedule to the present schedule, please see the worksheet on Appendix A.

High School Virtual Regular Schedule		
Block	Start	End
Block 1	7:55	8:55
Block 3	9:00	10:00
Lunch	10:00	11:00
Block 2	11:00	12:00
Block 4A	12:05	12:50
Block 4B	12:55	1:40
Office Hours	1:40	3:30

High School Virtual Mass Schedule		
Block	Start	End
Block 1	7:55	8:55
Block 3	9:00	10:00
Mass/Prayer Service	10:00	10:45
Lunch	10:45	11:15
Block 2	11:15	12:15
Block 4A	12:20	1:05
Block 4B	1:10	1:55
Office Hours	1:55	3:30

## Mass:

Masses will be held weekly during Virtual Schedule, except for Tuesday, December 8 instead of Thur. Middle and high school will be joined together.

Dates for school masses are: December 3, December 8, December 17 and January 7.

Holy Days of Obligation during this time include Tuesday, December 8, Friday, December 25, and Friday, January 1.

## Attendance Expectations:

Students are responsible for being on time to every class each day.

1. Absent Unexcused - If a student is absent and we do not receive a valid reason (sick, appointment, etc.), the student will be marked absent unexcused and will be responsible for what was covered in class that day and any assignments, tests, quizzes, etc. that took place. An absence unexcused receives a 0 for that day's work.
  - a. A student is considered absent if he or she misses more than 10 minutes of any class.
  - b. A student will be considered absent unexcused if he or she is logged into the Google Meet but is unresponsive and/or has the camera off.
  - c. If a student is marked absent unexcused for any class throughout the day, he or she will be ineligible for any extra-curricular activity practice or competition that day.
2. Tardies - This will work just like it would for normal school. A student will receive a detention for every 3 tardies accumulated.
3. Excused Absence - Just as in person school, with an excused absence, **the student is responsible** for communicating with the teachers for anything he or she missed or needs to hand in and what the due dates would be.
  - a. An absence is considered excused if a parent calls in and gives a valid reason for the absence (sick, doctor's appt, family emergency, etc.). Parents need to call in by 9:00am if a student will be absent for the day or part of the day.
  - b. The general rule is the student will receive an extra number of days to get work done that equals the number of days absent. (Ex: if a student is sick for 2 days, he or she will have 2 extra days to get any assignments done.)

## Academic Expectations:

Students are responsible for meeting academic expectations with integrity:

1. Due dates for assignments will be given to students by the teacher via Google Meet, Google Classroom, or email. It is the students' responsibility to get their work completed on time.
2. Each individual teacher will handle late work at his or her discretion for the individual classes.
3. Students need to check their email throughout the day for information that may have been emailed by teachers.
4. If a student is caught cheating or is unwilling/unresponsive to a teacher asking him or her to show his or her workspace for a test or quiz, the student could/will receive a "0" for that test/quiz and will not be allowed to make it up.
5. If a teacher asks to see your workspace, you can move your chromebook to show your entire workspace, so we know there is no cheating taking place.

Students are responsible for advocating for themselves and asking for help.

1. Our teachers will do their absolute best to educate your child, but if your child is struggling with something, he or she needs to reach out to the teacher and ask for help. This is the best way for teachers to know how to assist your child.
2. If there are technology issues, please reach out to the teachers and administration so that both can support you as best as possible.

## **Student Engagement**

Students are responsible for their engagement and behavior choices

1. Camera is on at all times. If everyone within your household is having their cameras on is contributing to bandwidth issues at home, please notify the teacher and administration.
2. The teacher has the right to ask you to show your work area at any time, especially during tests/quizzes.
3. Phones should not be out during class unless the teacher has you using it for an educational purpose. It will be an automatic detention (to be served when we return to in-person learning) and a call home if you have your phone out during unapproved times.
4. Students must ask the teacher for permission to leave their work space (drink, bathroom, etc).

## **Parent Expectations/Responsibilities:**

As parents/guardians, you are the biggest champion to your student's success. Within a virtual learning environment, you can continue to help support your student's academic success by supporting the expectations set forth in this document.

1. Attendance - Same process as in-person school. Please call the student in by 9:00 AM. Include reason and if sick symptoms. Students will be marked Absence Unexcused if no call is received. See Attendance Expectations for more information. Doctors notes can be emailed or faxed.
  - a. Phone: (920) 235-5670, Option 1
  - b. Fax: (920) 235-7453
  - c. Email: [ctyriver@lourdes.today](mailto:ctyriver@lourdes.today)
2. For planned family vacations, please inform the school at least 5 school days before the trip, so administration can let teachers know.
3. Students are responsible for being on time to class, their behavior, or missing work. Concerns with meeting these expectations, the teacher and/or administration will contact you.
4. If you are experiencing any sort of internet or technology issues, please contact us as soon as possible, so we can let teachers know and hopefully we can help you resolve the issue.
5. Appropriate, modest dress is required. Please make sure your student is working in an area that allows them to stay focused (ex: not laying in bed)

## COVID-19 Reporting:

If your student has to get tested for COVID during virtual school, please still communicate the following information:

1. If symptomatic or asymptomatic:
  - a. When symptoms started
  - b. When student was tested
  - c. Any test results (positive or negative)
2. If a close contact:
  - a. Quarantine dates
  - b. If symptoms develop or an asymptomatic positive.
3. Both are important to communicate for purposes of attendance and return to in-person school.

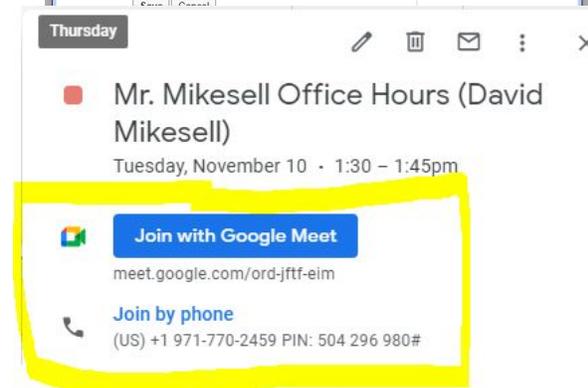
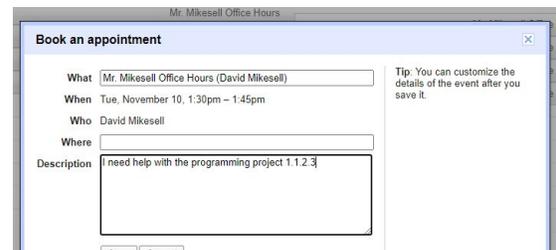
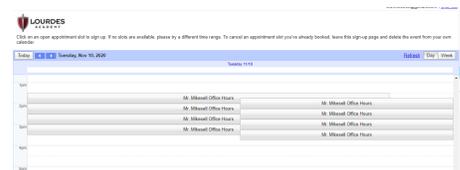
## Teacher Office Hours:

Each teacher will have their own calendar that all of their students belong to for Virtual Office Hours. Students are encouraged to sign up for a time to meet with the teacher to receive additional assistance or clarification.

For the high school, these hours can be during the lunch hour and after the school day from 1:40-3:30.

To sign up for a spot:

1. Go to the teacher's Google Classroom.
2. Click on their calendar appointment page.
3. Click on one of the timeslots to sign up for that slot.
  
4. When you look at your school Google Calendar, there will be a Google Meet code to join.



## Dress Code:

During e-Learning, please adhere to our rules for our jeans/athletic wear days. This includes anyone coming into the building unless your activity requires something different.

## **Building Access for Students:**

Building access will be limited to invitation, appointment, special circumstance, or other discretion during this time. Students who enter the building are expected to report to their destination immediately upon entry.

All who enter the building will still be required to wear masks, including past the expiration of the state order, have their temperatures taken, and apply hand sanitizer.

## **Extracurricular Activities:**

Extra-curricular activities and events will still occur as allowed with COVID-19 protocols. Each sport or activity will be releasing their own specific guidelines. Students participating in an activity are required to report directly to their destination and nowhere else in the building. All students who enter will be required to wear a mask, including past the state order.

## **Student Social Needs:**

During the Virtual Schedule, we realize the importance of students still being able to socialize. Each week, there will be various themes and activities that occur (i.e. Christmas Spirit Week). Look for more announcements in the coming weeks for these. Clubs and activities will also have meeting times through this time.

## **Semester 1 Finals:**

Finals will be Thursday, January 14 and Friday, January 15. Some of the finals will require students to attend at school in person during this time. A schedule to accommodate each course's needs still in development

## **Book Return from Semester 1 for Semester 2:**

The following courses need to return materials **no later than Friday, January 15** to the school so that the materials can sit the CDC recommended 72 hours before being redistributed Tuesday, January 19 for 2nd semester. Any course not listed below can return their materials from 1st semester on the student's return, Tuesday, January 19.

- Algebra 1 - Dineen
- English 12 - Dolan
- English 9 - Dolan
- Pre-Calculus - Heiser
- Theology 9 - Hietpas
- World Cultures - Kaelin
- Theology 10, Block 1 - Mikesell
- English 10, both - Pollack
- English 11 - Pollack
- American Government, Block 2 - Probst
- Chemistry - Reed
- Health - Strebe
- Spanish 2 - Weber



**Part B: Virtual Schedule**

Below is the virtual schedule and times. For each block, write the name of the class that is in the same block.

Block	Start	End	Class
Block 1	7:55	8:55	
Block 3	9:00	10:00	
Lunch	10:00	11:00	
Block 2	11:00	12:00	
Block 4A	12:05	12:50	
Block 4B	12:55	1:40	
Office Hours	1:40	3:30	