

Digital Learning Handbook 2020-2021



**LAKWOOD
CATHOLIC
ACADEMY**

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Technology Requirements

Every family engaging in digital learning must have a printer and a computer that can run Zoom and the Google Suites. Lakewood Catholic Academy has a limited number of devices that families may borrow. To inquire about borrowing a device, email our principal, Brenna Warrell at bwarrell@lcasaints.com.

Schedule for Synchronous (live-streamed) Classes

Digital learning students in kindergarten through fourth grade will have a dedicated teacher who will zoom every day. Students in grades five through eight will live stream core classes being held with their on-campus peers. All schedules are be posted on PlusPortals and the Google Classrooms. Please note that the schedules vary by homeroom. We encourage you to print your schedule for daily reference.

Zoom Links

Links for all streaming classes will be hyper-linked in the schedule for each grade. In addition, those links are found in the teacher directory, which you can access [here](#). We encourage families to bookmark this link so that it is easily and quickly accessible.

Expectations

Students are expected to sign into class on-time each day and be prepared with all required materials and supplies. Students should have a quiet, dedicated workspace with a flat surface. We recommend that a student not use their bedroom as a home office; we know some students may need to work from a bedroom, but ideally not from bed. Students are encouraged to wear a school uniform or LCA spirit wear, although this is not required. Student must be engaged and focused on class. Eating is not permitted, but students may have a bottle of water.

Students are expected to check the Google Classroom and email periodically throughout the day in order to stay current on assignments and due dates.

To watch a fun video on how to participate effectively during your Zoom sessions from our friends at The Ron Clark Academy, [click here](#). For additional Zoom etiquette tips for LCA students, [click here](#).

Google Classroom

Students in all grades will use Google Classroom to complete assignments and view any additional materials. The codes to join the classroom will be shared by teachers during the week of September 8th. In order to log in, students in all grades must use their LCA email address. Students in grades K-4 will receive login information from their digital learning teacher. Students in grades 5-8 should already have that information. If you do not remember your information, please contact Mrs. Crabb at lcrabb@lcasaints.com. For instructions on how to join a class, please [click here](#).

Student Absence

Students who are absent from digital learning must be reported to the main office, just as they would if they were on campus. Please report any absences by 8:30am by calling 216.521.0559, by using our app, or by emailing the main office.

Requirements for Assignment Completion

In addition to the daily Zoom classes, students will be expected to complete work during times that they are not online. Students will receive a "0" for any work not completed, and the incomplete work may also result in a recorded absence from school.

Grading Policy

Digital students will be graded similarly to on-campus students. In some cases, there may be blanks or exemptions due to an assignment that is in a gradebook that only pertains to on-campus students. For specific grading questions, contact your child's teacher.

Office Hours

All teachers have office hours that prioritize digital learners. Digital students should attend at least one office hour per week to check in with the teacher and to receive help, if needed.

Academic Integrity

While at home, students have the same responsibilities to academic integrity. All work must be the student's own, original work. Parents are expected to assist in upholding academic integrity at home.

Acceptable Use Policy

Please refer to our acceptable use policy for what is permitted. Please note that there is no video or audio recording allowed during any Zoom session. Any student/family who is found to have recorded an LCA digital learning session is subject to removal from digital learning as well as possible suspension or expulsion from Lakewood Catholic Academy. The need to work together through these trying times includes the need to recognize the rights of all parties involved.

Connectivity Issues

If a student is having trouble connecting to Zoom, the student or parent should email the teacher, if possible. The teacher may not be able to respond immediately but will be able to communicate later with the student about what was missed during class. If unable to email, please report the issue by calling the main office.

If the connection problem is on the teacher's end, students should remain in the classroom until the teacher re-connects. If the teacher is unable to re-connect, the student will receive an email later with information on how to proceed.

LCA does not want its students staring at screens for 7-8 hours a day. We ask that families remember that most teachers are not experts in distance learning; it will require some trial-and-error before we find the right balance between online and offline learning experiences. We suggest that parents pay attention to their children's other non-instructional screen-time to avoid excessiveness. We thank you in advance for your patience and partnership.

LCAcare

Digital Learners in grades K-4 may participate in LCAcare, a social emotional hour via Zoom with members of the administrative team each Saturday from 8:00-9:00am. The LCAcare program is designed to promote connection, gratitude and well-being. Digital Learners in grades 5-8 will have exclusive access to faculty office hours, via Zoom, twice per week. Additionally, the LCAcare program will be available with members of the administrative team one Sunday evening per month from 7:00-8:00pm.

Suggestions for Digital Learners

We suggest that you establish and maintain a routine and structure for the day, starting with a regular wake-up time and ending with a regular bedtime. Clear expectations should be set for regular school day hours to keep your child organized and current with all schoolwork. There are planned breaks from synchronous learning throughout the day, and while some of those breaks should be used to complete assignments, some breaks should be used for students to exercise, eat, or relax during the day. We encourage at least 30 minutes of physical activity every day.

It is recommended that you set aside time for quiet reflection and prayer. Families with multiple children in the house may find managing all of their children's needs a challenge, especially when those children are different ages and have different needs. There will be distractions that may require siblings to work in different locations and conflicts over shared usage of electronic devices. These challenges can be stressful on parents and children alike, making designated time for quiet and reflection extremely helpful.

Encourage your child to try different strategies to solve problems when they are stuck. Support your child's independence as much as possible and let them grapple with the challenges of learning and solving problems. Productive struggle is essential to learning, so we ask that you allow your child to experience the struggle. Try to keep from quickly offering your help or providing the strategy you would use.

Help your child stay connected to the community and friends. Even digital connections can sustain and support children through challenging times. We are proud to offer the LCAcares program as outlined previously to help with community connection.

The uncertainty of this period of time causes a range of emotions in all of us. Be sure to do your best not to transfer your feelings of fear or anxiety to your children, as they are already having to cope with their own emotions. All of the pre-mentioned suggestions will go a long way in alleviating your child's stress and worry. But remember that even when you do everything exactly as prescribed, your child still may be out of sorts at times. Sometimes changing things up can help, and sometimes they just need time to rest and process the changes in their lives, temporary though they may be. Let your child's teacher know if they are having difficulty with class. If your child is displaying signs of distress, feel free to touch base with our principal, Ms. Warrell.

Learning Choice Information

Parents have the option of choosing in-person or digital learning. The first choice will span the first two and a half weeks of school, from September 9th-25th. Choices will subsequently be made every two weeks, and parents will only need to submit their learning choice again if it is a change from the current learning choice. Surveys to indicate learning preference will be sent in the LCA newsletter.