

March 17, 2020

Re: Continuation of Lumen Classes from Home

Wonderful Lumen Families,

The intent of this letter is to provide our families with some general guidance for the continuation of our students' education going forward. Your son or daughter's classroom teacher will send out specific guidance as to their expectations in each class later this week.

We know this is a difficult, and uncertain, time for everyone. While remote/online coursework will never replicate what we do everyday in our classrooms at Lumen, our intent is to "normalize" as much as we can in this abnormal situation. Our first priority is our students' (and families) physical, emotional, mental, and spiritual health. If, at any time, the health of your student (or that of your family) becomes an issue or you have any questions/comments/feedback, please do not hesitate to contact any member of our school staff. My personal cell phone number is 414-617-5620.

Since our students expected to return to school after Spring Break, but are now not able to do so, they may have left items in our school building. **To facilitate the clearing out of student lockers, picking up of textbooks and classroom materials, etc., we have set up designated times on Wednesday, March 18th, and Thursday, March 19th, when the school will be open.** However, in order to facilitate social distancing, the following measures will be in place:

- **Students can come by alphabetically (last name A-M from 2-4pm and last name N-Z from 4-6pm EITHER DAY). If you cannot make the time assigned, you can come by in the other time slot or contact Ms. Gore for another date/time. But...**
- **ONLY 1-2 students allowed in the building at one time. A Lumen staff member will be there to monitor and assist. If you or your student are feeling sick or do not wish to stop by, please let staff know what items need to be collected and we will have the items ready for pickup outside.**
- **Each teacher has set up a table in the student room. Before leaving the school, students need to pick up any items (books, packets, etc.) that a teacher is assigning for the time away (at this point).**

Daily Routine starting Monday, March 23

Just like attending school each day, students work well with, and are used to, routines, so create a routine at home. This daily routine at home should include time for prayer, meals, checking Lumen email and Google Classroom, going online to connect with classes (see next page schedule), completing assignments, and physical activity. We have provided additional tips for student success on the last two pages of this letter.

Weekly Schedule starting Monday, March 23

As you can imagine, it would be impossible to try and keep a normal daily bell schedule going with students at home. **However, we do want our students to gather in their advisory and content area classes online at least once a week while continuing some of our weekly routine activities (adjusted).** Online class gatherings are opportunities for teacher lecture, discussion, students to socialize and ask questions of each other, seek guidance and assistance from the teacher, assessments, etc. The modified weekly schedule **FROM HOME** starting Monday, March 23 (at least through April 3) is:

	Monday	Tuesday	Wed	Thursday	Friday A	Friday B
8:00 am		Period 1	Period 2		Period 1	Period 2
9:00 am				Mass (see below)	Stations of the Cross (see below)	Stations of the Cross (see below)
10:00 am	Advisory	Period 3	Period 4		Period 3	Period 4
11:00 am						
12:00 pm		Period 5	Period 6		Period 5	Period 6
1:00 pm	Students use the remainder of the day to complete assignments, email teachers, etc.					
2:30 pm						

Notes:

For advisory and class periods during the week, students and their teacher will gather online via Google Meet. **Attendance will be taken.** Monday advisory will be used to “check-in”, discuss items as a class, review the Sports Leader Virtue of the Week, and any other requirements expected by the Advisory teacher.

For Thursday Mass, despite our social distancing, we will strive for all to ‘attend Mass’ and remain in “community” with each other by watching Father Tom’s live streamed Mass on Facebook at 9AM. If students are not able to watch the St. Benedict’s live stream (or another parish Mass live stream), students will access the Magnificat online (free at <https://us.magnificat.net/free>) and read the readings, prayers, and thoughts for the day.

For Friday Stations of the Cross (March 27 and April 3), all students (as individuals or as a family) will complete the Stations of the Cross via <https://onlineministries.creighton.edu/CollaborativeMinistry/stations.html>. This resource has English and Spanish versions as well as audio.

Coordinating Instructions

1. All students are required to use their Lumen email for correspondence and class work. This will simplify any issues connecting and communicating going forward. Additionally, our primary platform, Google Classroom, works best with our gmail (studentname@lumenchristiak). If students have forgotten their information, they can contact Ms. Brewer (dbrewer@lumenchristiak.com). Students and parents can watch this 5-minute tutorial: <https://www.youtube.com/watch?v=uVJHM5V7I2M>
2. Students are expected to join their virtual classroom on the days and times required above (unless modified by a teacher). Attendance will be taken.
3. All classes will continue to be graded. Students should expect a minimum of one graded assessment each week per class. Students will earn credit at the end of the semester based on successful completion of all coursework.
4. We will continue with our A Week/B Week schedule, so pay attention to Lumen News. **The week of March 23-27 is an A Week. The week of March 30-April 3 is a B Week. We will send a separate April 6-10 schedule later.**
5. Students are expected to continue Lenten resolutions and daily prayer. Students are also encouraged to consider “attending” daily Mass Mon-Wed at 9am by watching St. Benedict’s Facebook live stream, in addition to our weekly “online” Mass on Thursdays.
6. The school will publish additional guidance, if there is a need to pick up additional curriculum materials to continue.

In closing, we all know that we are in uncharted waters. We believe the above plan is a solid way to move forward with the moral, mental, and physical development of your child given the circumstances. We promise to learn on the go and be as responsive to the needs of our students as possible. We ask that everyone be flexible and we will continue to keep you as informed as we can. If something arises, please do not hesitate to contact me directly with any questions or concerns you might have.

Thank you for all of your support up to this point and going forward. Together, as a school and faith community, we will face these challenges and come through them stronger and wiser for the experience.

Until then, may God keep us and our families safe and healthy.

Blessings,

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Tips to Support Student Success

(from

<https://www.connectionsacademy.com/news/releases/coronavirus-and-learning-from-home-for-k-12-students-and-families>)

Create a Family Plan for Success.

- **Prepare a schedule** of what needs to be completed each day/week (older students can assist or create the schedule themselves). Remember that part of effective scheduling is building breaks into the day and not trying to put too much learning into one block. A general rule of thumb is 30 to 50 minutes of learning and then a break. Breaks may need to be more frequent for younger students.
- **Preview lessons and assignments** with your student; ensure understanding of what needs to be done by asking your son or daughter to describe the assignment to you (but don't do the assignment for them).
- **Review and reflect on the day.** Cap the day with some time to ask your son or daughter to show you what they worked on and ask them a few questions about what they learned.
- **Don't miss live lessons.** Ensure that your student attends the live, synchronous online classes or collaborative activities that the teacher schedules. These are important opportunities for learning and collaborating with their peers.
- And if you are working from home, **make sure your child knows when you are available and unavailable to help them.** You're in this experience together and clear expectations will help both you and your child.

Organize your space. Students are more invested in learning when they have a dedicated school space, even if it's just a corner of a room. Aim for a place that is free from distractions and noise. If you have more than one child, consider different spaces for each child to help with focus. The learning space should be:

- **Quiet** — away from distractions like television or siblings engaged in other activities.
- **Monitored** — while learning online is done with a healthy amount of independence, you should be able to check-in easily to monitor progress.
- **Comfortable** — within your learning space, students might want to move from desk to a cozy chair or the floor. As long as your child is progressing through the work, seating changes may help refocus attention.

Encourage a Growth Mindset. Learning from home can be challenging for students, and they may feel frustrated or overwhelmed without the immediate support from the teacher they are used to having at school. They might demonstrate what educators call a "fixed mindset" about their ability to learn from home and be a self-directed learner. Encourage your student to persist through difficult work. Praise their accomplishments

and if needed, reach out and rely on your child's teacher for help. If students struggle with an assignment use statements such as:

- Tell me what you've tried so far.
- What else can you try?
- What have you learned so far?

A student with a "growth mindset" believes that success comes with effort and that they can learn and improve with perseverance and hard work.

Set Goals for Learning. If your child is struggling with completing tasks or assignments, try helping them by saying, "let's set some goals together to help you complete this work." Goals should be challenging but attainable with clear steps to achieve the goal. For example, a reading and writing assignment goal might be made up of the following: #1 read the chapter, #2 take notes on the chapter, #3 complete the writing assignment associated with the chapter. Consider ways in which you can help monitor progress towards goals.

Give Students Ownership. Learners who learn to take charge of their own learning are often more successful. When making your schedule, let your student make decisions about their activities and day. For example, let them decide if they would rather do math or reading first. Ask them how much they think they should do each day to meet the teacher's expectations.

Socialize. Remember that much of your child's time at school is about having fun, connecting with new ideas and friends. With technology kids can be anywhere in the world without having to leave home. Take virtual field trips to museums or foreign countries, play interactive games, and video call with friends and family.

Ask for Help. Don't hesitate to reach out for support. This is an unprecedented time and parents aren't expected to go-it-alone.