

**CORONAVIRUS SHUT DOWN/REMOTE LEARNING PLAN**  
**FOR TRINITY LUTHERAN SCHOOL**  
**2020-2021**

**Pre-Shut down Procedures:**

1. As a best practice, TLS is instituting mandatory individual family workshops before the fall session begins to review procedures related to devices, Google Classroom, homework submission, log-ins, common tech issues/resolutions, new school health procedures, and etc.
2. A parent letter to outline procedures and policies, as directed by the state, will coincide with any established closure.
3. In the event of an executive order, teachers advised of shutdown timeframe. Students and teachers prepare for eLearning (all grades) and first week packets prepared to go home on last day of in-person instruction.
4. Students review Google Classroom/Google Meet methods and expectations as closure date nears. Google Meet access for all staff and students is enabled.
5. All devices, cords, texts, materials needed for instruction sent home with each student to prepare for sustained eLearning at home.
6. PPE sent home to be cleaned for eventual return to in-person instruction.
7. On-going communication with parents is necessary as situation changes-watch for hard copies in weekly packets, Parent Alert Emails, and website alerts.
8. School calendar adjustments may be made to allow for Remote Learning Planning Days.

**\*\*Important-ISBE expects schools to maintain records for daily engagement and attendance, even during remote learning. This is gauged by following online activity, communication, and homework submission.**

**\*\*The State Superintendent has determined that mandated closure eLearning days must include a combination of 5 hours of instruction, activities, and school work. This allows for the best chance of sustained learning during a closure. Parents and students should keep in mind that remote learning need to closely reflect an actual school work day.**

Group	Status During Shut-Down	Staffing Responsibility
<p>K-2</p> <p>Chromebooks sent home with each student.</p>	<p>Not on campus-Packets sent home weekly to keep pace with the curriculum, work turned in weekly. Packets picked up and dropped off by parents on Monday mornings from 10:00-noon.</p> <p>A teacher is available during the two hour window for any parent questions.</p> <p>Google Classroom is the standard learning platform.</p>	<p>Teacher prepares assignments, posts videos and material, sets due dates, monitors online activity, grades work, and interacts digitally with students/families from home. Online work is paced to coincide with normal school pacing.</p>
<p>3-4</p> <p>Chromebooks sent home with each student.</p>	<p>Not on campus-This level will have a combination of weekly packets created and additional online supplemental assignments, teacher videos, and materials, keeping pace with the curriculum.</p> <p>Work turned in via Google Classroom or dropped off weekly on Mondays between 10-noon, during the next week's pick-up.</p>	<p>Teacher prepares assignments, posts videos and material, sets due dates, monitors online activity, grades work, and interacts digitally with students/families from home. Online work is paced to coincide with normal school pacing. Extended closure will necessitate routine live Google Meet lessons.</p>

<p>5-6</p> <p>Chromebooks at home.</p>	<p>Not on campus-This age group does most activity online but will have packets sent home every other week to allow for minimum hard copy needs. Teachers daily schedule work within Google Classroom to keep pace with the curriculum. Students are required to electronically check work daily and to meet normal homework deadlines. A family without Internet access at home will need to make special arrangements.</p> <p>Pick-up/drop-off times will be 10:00-noon every other Monday.</p> <p>*Any student without Internet access will have packets sent home weekly (Monday mornings 10:00-noon). Google Hangouts/Meet is utilized for some face to face instruction. Students required to be on computers at set times (TBD) for guided lessons.</p>	<p>Teacher prepares assignments, posts videos and material, sets due dates, monitors online activity, grades work, and interacts digitally with students/families from home. Online work is paced to coincide with normal school pacing. Extended closure will necessitate routine live Google Meet lessons.</p>
<p>7-8</p> <p>Chromebooks at home.</p>	<p>Not on campus-eLearning entirely in effect. Teachers daily schedule work within Google Classroom to keep pace with the curriculum. Students are required to electronically check work daily and to meet normal homework deadlines. A family without Internet access at home will need to make special arrangements.</p> <p>*Any student without Internet access will have packets sent home weekly (Monday mornings 10:00-noon). Google Hangouts/Meet is utilized for some face to face instruction. Students required to be on computers at set times (TBD) for guided lessons.</p>	<p>Teacher prepares assignments, posts videos and material, sets due dates, monitors online activity, grades work, and interacts digitally with students/families from home. Online work is paced to coincide with normal school pacing. Extended closure will necessitate routine live Google Meet lessons.</p>

Before/Aftercare	Not on campus	Hourly workers released from work
Part-time Staff Music, Resource	Not on campus	Hourly workers released from work
Office Staff	<p><u>Initial Phase</u>-Open with Reduced Hours</p> <p><u>Secondary Phase</u>-Closed, Open during homework drop-off/pick-up hours for questions. Available by Email other hours.</p> <p><u>Final Phase</u>-Office closed, off-site work continues at home, available by Email only.</p>	Secretary continues normal work-load
Janitor/Maintenance	Routine disinfecting needed as long as building is open to any staff member or visitor. Deep-clean and disinfection required before any students return to school, following a closure. On-call for deep clean, if case is diagnosed for any staff member, staff member's immediate family, or congregation member, during a closure.	.

### **Guidelines for Shut-Down Plan:**

1. Any decision to shut-down Trinity Lutheran School due to the Coronavirus would belong to the Administration, the School Board and/or the Church Council.
  
2. An Immediate quarantine and shut-down of a particular space, within the school, would occur if—Deep-cleaning and disinfection of the space would allow for return.
  - a. A student or staff member tested positive for COVID-19
  - b. A family member of a student tested positive for COVID-19
  - c. Congregation member, who has tested positive for COVID-19, has been on campus
  
3. External shut down decision influence would come from—
  - a. VCHD and National Health Organizations (i.e. CDC)
  - b. Local and state government leaders
  - c. LCMS Central Illinois District School Ministry Office
  - d. Neighboring School District Offices
  
5. Time of the shut-down plan would be determined by—
  - a. Church Council; and/or
  - b. Board of Education; and the
  - c. School Administration
  
6. Tuition payments and fees during a shutdown would be as follows:
  - K-8 tuition and fees would continue as normal-payable online.