

**CORONAVIRUS SHUT DOWN/REMOTE LEARNING PLAN 2020-2021
FOR Monroe County Christian School**

Pre-Shut down Procedures:

1. As a best practice, MCCC is instituting required individual family workshops, before the fall session begins, to review procedures related to 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 are advised of a shutdown time frame. Students and teachers prepare for eLearning/remote learning (all grades) and first week packets prepared to go home on the 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/remote learning 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 announcements.
8. School calendar adjustments may be made to allow for Remote Learning Planning Days, in the event of a closure.

****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 needs to closely reflect an actual school work day.**

Group	Status During Shut-Down	Staffing Responsibility
<p>K-1</p> <p>Digital access to lessons on parent devices at home.</p>	<p>Not on campus-Packets sent home weekly to keep pace with the curriculum, work turned in weekly. The teacher creates regular videos and may post additional materials/activities. Weekly packets are 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 sharing platform.</p>	<p>Teacher prepares assignments, posts videos and/or material, sets due dates, monitors online activity, grades work, and interacts digitally with students/families from home. Online work and packets will coincide with normal school pacing.</p> <p>Phase 1 Synchronous Learning Goals: K=One scheduled class meeting per week. Grade 1=One synchronous lesson per week. Phase 2 and above: synchronous learning will be increased.</p>
<p>2-4</p> <p>Chromebooks are sent home with each student. Access to teachers and assignments on own school-issued devices and school-assigned log-in credentials.</p>	<p>Not on campus-This level will have a combination of smaller weekly packets to be used in conjunction with online Google Classroom assignments. Online assignments may include watching teacher videos, reading material, interactives, worksheets, quizzes, tests, and etc. All work is expected to follow curriculum pacing and expectations.</p> <p>Work turned in via Google Classroom and/or dropped off weekly on Mondays between 10-noon.</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 scheduled Google Meet lessons. Online sessions will be regular and staggered to avoid sibling device conflict.</p> <p>Phase 1 Synchronous Learning Goals: Grade 2=Two synchronous sessions per week. Grade 3=Three synchronous sessions per week. Grade 4=Four synchronous sessions per week.</p>

<p>Music Instructor</p>	<p>A weekly online interactive, project, or assignment is provided.</p>	<p>A volunteer prepares online materials and assignments. This is forwarded to the classroom teachers to post and monitor. Homeroom teacher sends completed work to the music instructor.</p>
<p>Office Staff-Principal</p>	<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>	<p>Normal office duties completed</p>
<p>Cleaning Volunteers/Staff</p>	<p>Routine disinfecting needed as long as the school hall and classrooms are 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 a case is diagnosed for any staff member, staff member's immediate family, or congregation member, during a closure.</p>	<p>.</p>

Guidelines for Shut-Down Decision:

1. Any local decision to shut-down MCCS due to the Coronavirus would belong to the Administration and/or the School Board.
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. A local decision to shut down, for at least 14 days or until a safe return, and move to a remote learning scenario could occur if--
 - a. Two teachers test positive within 14 days, or
 - b. Three or more active student cases, within 14 days, are linked, or
 - c. A large percentage of the total school population (faculty and students) are in quarantine at the same time
4. External shut down decision influence would come from—
 - a. MCHD and National Health Organizations (i.e. CDC)
 - b. Local and state government leaders
 - c. Neighboring School District Offices
5. Time of the shut-down plan would be determined by—
 - a. Board of Education; and the
 - b. School Administration
6. Tuition payments and fees during a shutdown would be as follows:
 - Tuition and fees would continue as normal-payments should be mailed to the office or paid online, if available. .