

# Christ Lutheran School

## Remote and Blended Remote Learning Day Plan

**SY 2020-2021**



The purpose of this plan is protect our faith, our health, and our families' livelihoods.

The Bible's book of Hebrews reminds us that we are surrounded by a great cloud of witnesses. We are encouraged to cast off every weight and every sin that clings so closely, and to run with endurance the race set before us – looking to Jesus, the founder and perfecter of our faith, who for the joy set before him endured the cross, despising its shame, and is now seated at the right hand of God (Hebrews 12:1-2). God allowed plagues to drive stubborn sinners to repentance, whether in Egypt or even among Israel after the Exodus. As God now humbles the entire world through his alien work of allowing the coronavirus, we remember the loving power of Jesus Christ. He healed many of leprosy, of uncontrollable bleeding, of paralysis, and even of death. He forgives the repentant sinner and lavishes mercy and love upon them. Therefore, we intend to live through the coronavirus with humility, remembering that the far worse disease of sin corrupts our hearts, and to emerge in better times with a faith that has developed through the reading of Scripture, examination of our hearts, repentance and sincere prayer for ourselves – and for our nation.

We also want to protect the health of our families. This policy is designed to reduce likelihood of infection and to retain maximum freedom for students and employees. We adults can change our habits. May God help us lead our dear students in good habits while also reassuring them that Jesus Christ is the final answer to health, and that they are loved both by him and by us.

Finally, we want to protect the delicate balance of our families' employment, home, and interaction with the school. While state law requires a minimum of five-hour instructional days during current emergency conditions, we plan to operate the school on our usual full daily schedule to minimize family disruption. Early-In drop-off, afternoon pick-up, and Late Out times remain unchanged. We value and want your family sharing our life at CLS!

A Remote and Blended Learning Day Plan (RBLDP) is required to address six areas and receive approval by the District Superintendent. The first six areas of this Plan will address the required areas in sequence, and will also address a seventh (E-Learning Plan). Subsequent areas of specific application to CLS will follow.

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## **1.0 REQUIRED ITEMS**

### **1.01 Accessibility**

Remote instruction will be accessible to all enrolled students. Grade-appropriate means include electronic technology such as personal computers, school-issued chromebooks, printed materials, email, videoconferencing, and apps such as myschoolworx and Google classroom. Additional detail will be given throughout the Plan.

### **1.02 Illinois Learning Standards**

When applicable, the Plan will reflect the Illinois Learning Standards.

**1.03 Conferences.** Students will confer with educators in person as much as possible. When conditions require limitation, communication will occur electronically. When student families' electronic connectivity is limited, educators will attempt to use the technology most available to students while assessing opportunities to increase students' use of additional technologies. Educators will inform families of the procedure for seeking technical support.

**1.04 Special Populations.** Special populations include, but are not limited to, students eligible for special education, English Learners, the homeless and vulnerable. Educators will remain alert to the unique needs of students in special populations and attempt, using reasonable means, to ensure that students remain safe and receive instruction, learn, and achieve. Educators may document incidents of concern to demonstrate care and accommodation given, and to inform administration as necessary.

**1.05 Attendance.** Teachers will, during each school day, record each students' daily participation using myschoolworx. This will occur during in-person and remote learning days. The office will monitor and verify attendance, and contact parents and/or guardians of students who are absent. Reasons for absence and non-participation will be documented, encouragement will be given, and discussion will occur as needed regarding academics.

**1.06 Transition To and From Emergency.** The State Superintendent's declaration that Remote Learning Days and Blended Remote Learning Days are no longer deemed necessary, or are again necessary, will be communicated to parents using establish means, including but not limited to verbal, electronic, and print.

**1.07 E-Learning Plan.** This Plan constitutes CLS' e-learning plan.

## **2.0 SUMMER PREPARATION FOR 2020/2021 SCHOOL YEAR**

**2.1 Intake Needs Survey.** A student intake needs survey will be distributed to families. Families will be encouraged to complete and submit the survey electronically, if possible. The survey can help educators assess family experiences of remote learning during Spring 2020. It will also help identify student needs regarding academic concerns, illness, loss, family and other

concerns that can be taken into consideration as educators prepare to interact with students and families.

**2.2 Faculty Training.** In addition to regular employee training in August, educators will discuss grade-level standards and how to help students recapture learning loss and successfully achieve toward the next grade level. Assessment will help educators rapidly develop plans to focus on deficit areas. Assessment of learning loss may be conducted by testing conducted prior to the scheduled beginning of school.

Employees will be trained to use myschoolworx before beginning of the school year to ensure rapid implementation of the technology when school begins.

Employees will be trained to identify and access healthcare resources supporting their physical and mental health needs, available through the healthcare plan.

**2.3 Open House / Registration.** Open House is an opportunity to new families to tour the school and meet faculty. It is scheduled for July 8, 2020, from 5-7 pm. Families who prefer a virtual tour may contact the office, and a video of the classroom and faculty can be posted on our website.

Registration days are increased from two to four: July 7 (4-7 pm) ,9 (9am-7pm), 14 (4-7 pm), and 16 (10am-2pm). This enables social distancing. Families who prefer to register remotely can complete and return form electronically. However, signature of promissory notes will be required in person.

**2.4 Testing Sites.** A list of local Covid-19 testing sites will be maintained in the school office for reference.

### **3.0 2020/2021 SCHOOL YEAR**

**3.1 Plan Updates.** The school administrator may, in consultation with the Board of Directors, update the content and application of this Plan as needed as unpredictable and rapid changes occur. Formal review will ordinarily occur at the next regular Board meeting, and changes will be published for public review.

**3.2 Daily Schedule.** The Illinois State Board of Education (ISBE) requires, during periods of declared emergency, at least five (5) hours of instruction or school work daily, whether conducted during in-person learning at school, blended, or at home during remote learning. CLS recognizes that parents, guardians, and extended family must report to work at regular times, and that the cost and inconvenience of scheduling student supervision outside school hours can be significant. Therefore, CLS intends to operate in-person learning as often as possible, and following the pre-covid schedule of five-day operation for all students, including opening Early In at 7:00 am, beginning class at 8:30 am, dismissal at 3:15 pm, and closure of Late Out at 5:30 pm. We truly appreciate our families' commitment to CLS, and want to provide as much student education and caring supervision as possible.

**3.3 Attendance Awards.** Students may be absent during in-person learning due to quarantine, whether their own or that of their family. Attendance awards are suspended until the quarter following the end of emergency conditions.

**3.4 Grading.** Grading during Phase 4 rescinds the criteria used during lockdown (Pass, Incomplete, or No Grade). The grading scale in use prior to lockdown in Spring 2020 is reinstated.

A+	98.5-100	C+	81.5-84.5
A	94.5-98.5	C	77.5-81.5
A-	92.5-94.5	C-	74.5-77.5
B+	90.5-92.5	D+	72.5-74.5
B	86.5-90.5	D	66.5-72.5
B-	84.5-86.5	D-	64.5-66.5
		F	64.5 and below

Students must have the means to confer with teachers before assignments are graded or assessments are administered. Educators will use attendance records to identify students who are limited to using non-interactive platforms such as packets of printed material, and will confer with students prior to grading and administration of assessments. Educators are recommended to log each conversation in order to ensure performance and reduce future concerns.

#### **4.0 IN-PERSON ON-SITE LEARNING**

**4.1 Entrance Procedures.** Schools and districts must conduct temperature and symptom screenings or require self-certification and verification for all staff, students, and visitors entering school buildings. Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter buildings. Individuals who exhibit symptoms should be referred to a medical provider for evaluation, treatment, and information about when they can return to school.

Student drop-off, between 7:00 am and 8:30 am, will no longer occur using the double door front lobby entrance. It will occur past the mailbox at the first grey gym door. A school employee will check the temperature of any student who appears or reports feeling unwell. Parents are asked to not enter the gym to prevent unintended introduction of the virus. Parents are also asked to delay departure until the employee signals that the student is approved for entrance. Students whose condition is described in the paragraph above will be sent home immediately.

Students arriving for Early-In will gather in class groups at designated areas in the gym. Faculty are asked, during the first week of school, to report to the gym at 8:00 am to help supervise assigned classes. Supervision may later be delegated to assigned staff.

All students will be expected to report directly to the gym. Areas for each class will be marked for easy visual reference, to maintain social distancing.

Personal property including books and coats will remain with the student, who will take them to their lockers after devotion. Parents will not be permitted in the lobby or hallways except on an as-needed basis approved by the office.

At 8:30 on Wednesdays, regular Chapel worship will begin in the gym. At the conclusion of Chapel, students will go to classrooms. Again, parents are asked to not enter the lobby or hallways.

**4.2 Front Lobby.** Families are respectfully asked to avoid the front lobby except for essential business, utilizing electronic communication when possible. Persons approved for entrance will be logged in case contact tracing is required following infection. The log will include the visitor's name, contact information, reason for visit and related name(s), and locations visited. This can be relaxed as soon as Phase 5 is implemented.

**4.3 Escort of Prekindergarten and Kindergarten.** Parents and students, for understandable reasons of affection and sharing tender moments in life, enjoy walking together to preschool and kindergarten rooms in the morning. Parents and guardians are respectfully asked to delay this practice during Phase 4 until Phase 5 or other relief is approved by the Governor. Limiting public presence in the lobby, halls, and classrooms reduces the likelihood of infectious outbreak at CLS. In the event that the Department of Public Health identified our school as requiring closure and remote learning, many lives would be negatively impacted. Words of affection and blessing can be given in the gym.

Students are asked to bring no toys from home to reduce the spread of possible infection.

#### **4.4 General Daily Operation.**

##### **4.4.1 Schedule.**

The daily operation schedule will be determined and posted for review.

**4.4.2 Social Distancing.** Line-up areas near classrooms, lunch line, water fountains, and lavatories will be marked at 6-foot intervals to help students remember social distancing. Students will be assigned alternating lockers when possible, an empty locker left between assigned lockers.

**4.4.3 Lunch.** Students and faculty will be asked to sanitize their hands prior to arriving in the lunch area. Temperature check will be conducted prior to lining up for lunch. Additional tables will be set up to increase distancing. Students are asked to not share food.

**4.4.4 Physical Education and Recess.** Use of playground equipment, prohibited in Phase 3, is authorized in Phase 4. PE and recess will occur outdoors as often as possible. Supervisors will remind students to increase social distancing in the event that local known cases seem reasonably likely to affect the school population.

Student population in locker rooms should be reduced using staggered groups and 6' distances on floors to ensure distancing.

Steamer Softball will be approved to use the gym until adverse conditions warrant review. A written plan regarding sanitization will be submitted to the school administrator for review.

**4.4.5 Music.** The use of instruments and choral singing has been identified as having substantial risk of transmission. Instruction may be limited to theory, listening to online learning materials, outdoor singing, smaller groups, and use of distancing in the gym. Preparation for Christmas and Spring programs may include styles of presentation which minimize transmission.

Chapel Services will occur with students positioned by class group. Groups will be separated by 6' distance, precluding the need for masks.

**4.4.6 Field Trips.** Field trips may be suspended during Phase 4. Employees of the school shall not transport students in personally-owned vehicles (POV) during or outside school hours. If field trips are approved during Phase 5, parents of student needing transport will agree, in writing, to hold harmless any parent providing transportation.

**4.4.7 After-School Sports.** After-school sports will be organized, managed, and supervised as private activity outside the agency of CLS. Employees of the school are strongly advised to not transport students in personally-owned vehicles (POV) outside school hours.

**4.5 End of Day.** Students remaining after school for Late Out will receive a temperature check near the office as they proceed from their classroom toward the gym. Students will remain in class groups with their teacher and position themselves at designated locations in the gym.

Parents are asked to not enter the front lobby or the gym to increase distancing and prevent infection. Car drivers should place a bright 8.5 x 11 sign on their dash, visible from a distance, alerting gym staff to which child is to be released. Signs should include student name, last name, and grade. A staff member will, at the front entrance steps, radio student names to staff in the gym, expediting student departure. Cars should remain in a line, proceed to the first gym door, and wait for the student to be called and released.

Two employees will coordinate student release. One will identify the car and student requested. Another will locate the child to expedite release.

Staff should verify that the child recognizes the driver and feels safe before being released to ensure student safety. Students will not be released to walk the parking lot without an adult hand-to-hand escort to ensure student safety.

**4.6 Late Out.** During hot weather, Late Out will be held in its traditional classroom due to air conditioning. Students will be asked to wear masks since all grades commingle. If rates of infection rise during hot weather, Late Out will be relocated to the gym to increase distancing. The same procedure will occur during cold weather.



**4.7 Preventing Infection: General Protection.** Teachers will direct students to daily sanitize their desktops, chairs, and frequent-use toys. Teachers will daily sanitize frequent-touch items on their desks. PreKindergarten teachers will daily sanitize high-use toys.

Classroom desks will be placed 6' apart as possible.

Office staff will daily sanitize frequent-touch items on working surfaces. Front lobby will limit the use of public writing instruments.

The custodian will daily sanitize frequent-touch items such as copiers, appliance handles, sinks, countertops, light switches, door handles, inner and outer door push bars, and the like.

#### **4.8 Personal Protection.**

**4.8.1 Masks and Distancing.** ISBE guidance requires face coverings at all times for those, over two years old. Those who have trouble breathing, or have a physician's note, are excepted. Face shields may be used.

CLS will attempt to balance personal protection and natural desire for normal behavior by monitoring regional conditions as well as student and family health and behavior. Students and employees will be required to carry a mask at all times. A distinction will be made between *intermingled group* and *class group*. Masks may be carried yet not worn when a class group does not mingle with another class group (e.g., within a classroom, seated at lunch with one's class). Masks are to be worn when a class group intermingles with another class group (e.g., classes passing in hallways, classes sharing a confined space such as a locker room). In Late Out, students maintaining social distance will ordinarily not be required to wear a mask.

The distinction between intermingled group and class group may be reviewed by the administration and changed without public notice if sudden changes in health-related conditions warrant added protection. Changes will ordinarily be announced in advance using a variety of means including personal, public address, electronic and printed media.

**4.8.2 Absence of Mask.** If a student is determined to not have a mask when intermingling requires it, the parent or guardian will be notified and the student will not be approved to participate in movement or activities during which intermingling occurs. If such limitations compromise orderly running of the school, a parent or guardian will be asked to deliver a mask or remove the student.

**4.8.3 Prekindergarten Placement and Property.** Effort will be made to position students head to toe during naps to increase distance. Bedding will be sent home on Fridays for weekly laundering.

**4.8.4 Drinking Water.** Younger students may have difficulty using sanitary practices with public water fountains. During Phase 4, water fountains will be restricted from use. Students are asked to bring a bottle of water sufficient to last throughout the day. During Phase 5, water fountain use will be approved until or unless added review is warranted.

**4.8.5 Family Reporting.** Parents and guardians are asked to inform staff regarding symptoms, diagnoses, and exposure to infected persons when reporting student absence from school. In case a student was infected, the Department of Public Health may request relevant information from the school.

**4.8.6 Telehealth.** Families are encouraged to consult their insurance policy to determine whether telehealth visits are possible and, if so, to use them.

**4.8.7 Employee-Parent Meetings.** Meetings (e.g., parent-teacher, discipline, special assessments) are to occur electronically when possible (i.e., telephone, email, video conferencing). Appointments will hasten coordination of meetings.

## **5.0 DETECTION OF INFECTION**

**5.1 Detection and Removal.** Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea (ISBE: Part 3, Transition Planning, Phase 4, p. 30).

Employees or students suspected of infection will be separated from general population and sent home for medical evaluation. Areas in which the person was located will be disinfected following departure.

A student's inability to control secretions, cover his/her mouth, socially distance, tolerate a mask / shield, wash and use sanitizer without assistance may be sent home.

Employees and parents may use myschoolworx as a secure means of communicating concern about student health.

**5.2 Return to School.** ISBE guidance suggests that 72 hours should elapse from resolution of fever without fever-reducing medication, and 10 days after symptoms first appeared, prior to return to school. At CLS, to reduce the burden of day care cost, parent loss of work, and student loss of learning opportunity, a hard copy of a doctor's note approving return to school will be accepted and filed.

Students who had close contact with any infected person, at school or in the community, may be asked to delay return for 14 days to ensure lack of infection.

Returning employees and students must check in with office prior to entering the school.

## **6.0 BLENDED AND REMOTE LEARNING**

**6.1 Blended Learning.** Blended learning means a blend of in-person and at-home learning, and will occur primarily in larger public schools. Their large populations will, to ensure social distancing both in school and in the confined space of busing, reduce the number of days

students may attend school. The smaller population and absence of busing at CLS will allow us to maintain in-person learning five days a week for a full day. This is a significant benefit to our families, reducing the doubled cost of both tuition and day care.

**6.2 Remote Learning.** Teachers' workload during in-person school days includes off-site hours on evenings and weekends. These are rarely noticed yet truly appreciated. CLS is proud of the quality education, and sincere sharing of Christian faith, provided by our faculty. Students conducting remote learning at home during regular in-person school days requires balancing the needs of teachers and families.

Teachers shall take attendance, using myschoolworx, during all learning days.

**6.2.1 Packets.** Teachers will provide learning packets, printed or electronic, during remote learning. Packet drop-off may occur using the mailbox or Early-In period, reducing lobby traffic.

**6.2.2 Videos and / or Tutoring.** To maintain work balance for teachers, videos of instruction will not be provided unless the school is closed by state order. Tutoring by the classroom teacher or school tutor may be arranged.

Priority will be given to subjects such as math and science, to ensure the greatest likelihood of critical learning.

**6.2.3 Chromebooks.** Chromebooks will ordinarily remain at school. An exception is made for students required to learn remotely, after completion of checkout forms. Requests for technical support should be made directly to the office, which will then document and forward them to the school's tech support staff. Technical support is billed hourly. Please allow us to try to resolve support needs in-school to reduce cost.

## **7.0 SPECIAL DAYS**

**7.1 Non-Attendance Days.** ISBE approves, during the emergency period, non-attendance days which are not included in the previously-published CLS school calendar. They include up to five total Remote and Blended Learning Planning Days, not including already-scheduled Teacher Institute Days. They also include School Improvement Days may occur to improve this Plan(BRLDP).