

REMOTE LEARNING POLICY

Students with an expected **absence of less than 3 days length**, will be handled in the traditional way. Parents must notify the front office and the teacher. Student resources and assignments will be available in the front office by end of day.

Synchronized remote learning will be utilized by the school body to provide seamless instruction for students faced with anticipated absences of **3 or more days length**, due to extended illness, accident or epidemic and prearranged absences with administrative approval.

- Student absences due to illness are to be reported first to the front office and then to the teacher. Absences should be reported as early as possible. **24-hour notice is required to participate in synchronous learning. This will allow the teacher time to provide the parent with information for the student to join remotely, send the classroom schedule and put together school materials needed for your child.**
- K-8 students will need to pick up the student iPad, workbooks and textbooks **prior to joining remotely.**
- Grades 2-8 will provide synchronous instruction through Zoom following the student's daily schedule. This will be emailed to parents by the teacher.
- Grades K-1 will attend synchronous instruction through Zoom in the mornings and will be provided enrichment activities (offline) for the afternoon.
- Teacher expectations for remote learning are listed below. Teachers will provide parents the daily classroom schedule, login for apps or other web programs. Students will be taught how to view assignments, due dates and how to upload assignments.

Remote Learning Student Expectations

- Have a positive attitude. Learning a new way can be challenging but fun. Don't give up and do your best. Your teachers will help you.
- Students are expected to be dressed for the day and seated at a desk or table in an area that is quiet and free of distractions.
- Student faces must be visible at all times during classroom Zoom meetings.
- Students are expected to follow classroom rules. Teachers will outline rules at the first class meeting.
- Students may not eat during class unless given permission by the teacher.
- Cell phones, video games and any other distraction should not be present in the learning environment.
- Students should mute themselves upon entering the remote classroom and unmute when called upon by the teacher.

- Students will follow their regular daily schedule. Grades 6-8 schedules are posted in the family portal.
- Students connect directly to Zoom through the teacher Zoom icons on their iPad.
- Be sure to be on time for class! If you have difficulty connecting to the class or have been waiting for the teacher to admit you to class, please contact the front office at 815-577-9310.
- Attendance will be taken. Students need to show up for each class in order to be counted present for the day.
- Absences from remote learning must be reported to the front office and the teacher.
- Check FACTS LMS communication tab or chat section for notes from the teacher. Use FACTS Student Portal chat to communicate any questions or needs you have for the teacher. Your teacher will respond within 24 hours.
- Check your assignment tab daily to know what you need to complete and when it is due.
- Complete any work assigned and upload it when completed. Assignments should be completed and uploaded by due date. Need more time? Email the teacher and let him/her know.
- Check your corrected work and follow teacher instructions for corrections.

Technology Issues

Please communicate any technology issues to vhayward@trinitychristian.info. I will resolve the issue as soon as possible.