COVID-19 Plan for CCS

\*This is a plan to begin with. We will all need to remain flexible as we learn on the fly. That’s what we did during the last pandemic.

1. Flow of Instructional information
	1. Each teacher types up the list of their assignments and submits them to Admin twice a week
		1. One by Friday noon (for Mon. Tues. and Wed. material)
		2. One by Tuesday noon (for Thurs. and Fri. material) for review
	2. Admin reviews it and clears it via reply to email.
	3. For assignments taught by someone other than the homeroom teacher, that teacher will then send their assignments to the appropriate homeroom teacher (Ex. Mr. Shantz will send his Gr. 7 Math assignments to Mr. Martin)
	4. Homeroom teacher compiles all assignments into one email
		1. This is sent to parents
		2. This is also sent to the school secretary. This will allow Kathy access to print off hard copy packages for those who need it (see “f” below)
	5. A regular email of assignments gets sent by each homeroom teacher to parents twice a week
		1. One on Saturday morning between 9 – 11a.m.
		2. One on Wednesday morning between 9 – 11a.m.
	6. Parents have the option of picking up hard copy packages from the school between 9 – 11a.m. on Monday mornings and Thursday mornings
		1. The purpose of hard copy packages is largely for two reasons
			1. This is for any families that do not get email; they can pick up a hard copy of the assignments.
			2. This is for any families that do not have any means of printing; when/if there are any assignment sheets sent home that would require a student to print off the assignment sheet to do the work on it
		2. Kathy Bauman will be in the office on Mondays 9 – 11a.m. and Thursdays 9 – 11a.m. She will have a Master Copy of each of the Grades assignments. As parents come, wanting a hard copy of assignments, she will photocopy the Master Copy to give to them.
2. What platforms are we using to communicate?
	1. Email groups for each grades Parents: we will set up email groups in Outlook so you can quickly and easily send an email to all of your students’ parents.
	2. WhatsApp: we will also set up WhatsApp groups for parents of each grade from K – Gr. 8; this will allow for easy voice and/or short video (under 2 min.) messages/instructions to be sent out by the teachers. These groups will be locked to Admin so only the teacher will be able to send messages. Parents with questions will have to private message the teacher.
	3. YouTube: Via email, we will send links to parents of any longer teacher videos that we create. These will use a private YouTube channel. We will upload these as “unlisted” videos, which will make them only available to those who have gotten the link through an email.
	4. High School will primarily be using Microsoft Teams.
3. Kindergarten through Grade 5: thinking more in terms of giving the parents what they need in order to help their child
	1. K-Gr. 2 (1 – 2 hours/day)
		1. Required subjects:
			1. Reading
			2. Math
			3. Phonics/writing
			4. Memory Work
		2. Optional subjects for the teacher to fill out each days hours:
			1. Could be any other course that we offer, including Art, History, Science, Music etc.)
			2. It will vary from day to day based on teacher decision.
		3. Additional work (running list of optional assignments for the eager/bored students and/or parents)
	2. Gr. 3-Gr.5 (1.5 – 2.5 hours/day)
		1. Required subjects:
			1. Reading
			2. Math
			3. Writing/Grammar
			4. Memory Work
		2. Optional subjects for the teacher to fill out each days hours:
			1. Could be any other course that we offer, including Art, History, Science, Music, Bible etc.)
			2. It will vary from day to day based on teacher decision.
		3. Additional work (running list of optional assignments for the eager/bored students and/or parents)
4. Grades 6-12: thinking more in terms of giving instructions that the student themselves can directly follow
	1. Gr. 6- Gr. 8 (1.5 – 3 hours/day)
		1. Required subjects:
			1. Reading (90 min/week)
			2. Math (40 min/day)
			3. Writing/Grammar (20 min/day)
			4. Memory Work (5 min/day)
			5. History (approx. 60 min/week)
			6. Science (approx. 60 min/week)
		2. Optional subjects for the teacher to fill out each days hours:
			1. Could be any other course that we offer, including Art, Music, Bible, Spanish etc.)
			2. It will vary from day to day based on teacher decision.
		3. Additional work (running list of optional assignments for the eager/bored students and/or parents)
			1.
	2. High School (3 – 5 hours/day)
		1. A summary email to the parents on what their children will be doing, while stating that the students will be given more specific instructions
		2. Many of their classes will be using Microsoft Teams
5. General
	1. When teachers are available and what methods they are available through
		1. Phone calls: Teachers will be available to answer phone calls from 9 – 11a.m. every day Monday to Friday
		2. Emails: Teachers will make every attempt to respond to emails in a prompt manner between 9a.m. – 3p.m. every day Monday to Friday
		3. Teachers will not be on call 24/7 but will be available in the above listed times.
		4. In cases where someone attempts to call in the allotted time but gets a busy signal, the parent should send an email to the teacher and the teacher will get back to as soon as they can.
	2. What material is being handed in? How? Below are listed some ideas. You cannot check everything or even remotely close to the amount you are currently checking here at school. This is periodic spot check. Think in terms of once or twice a week. We do not want to overwhelm parents or you.
		1. Email to teacher of written assignments
		2. Put in portfolio for teacher to check later
		3. Have the student check their own work or their parent check it/part of it using a copy of an answer key we would send them
		4. Take a picture of some selected pieces and send it via email

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| **CCS Staff Contact Info** |
| **First Name** | **Last Name** | **Cell Phone** | **Email Address** |
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