

Return to Learn Plan

The School Board and Administration have decided that Illiana Christian will reopen with in-person learning full time on August 19, 2020 (Plan A). Both groups will be monitoring the guidelines presented by the Indiana Board of Education, the CDC, and other local school districts for health procedures regarding the health of your students and our staff. The Board and Administration are looking to these sources for guidance; however, the final decision will be made by the Board and Administration.

There is a list below of potential guidelines that may be implemented when school opens, but those final decisions will be made as the beginning of the school year comes closer.

If you have any questions or concerns regarding the elearning policies below, please attend one of the Parent Information Sessions. We will happily answer your questions there. (Dates to be announced soon.) If you have any questions after those meetings, please email elearning@illianaweb.org.

Full-Time Remote Elearning - Plan B

If Illiana Christian cannot return to learn full time in the fall OR at any time deemed necessary during the school year, full-time remote learning may be implemented. During this full-time remote elearning, students will have face to face academic interactions with their teachers on a regular basis. Google Classroom will be utilized more effectively, and school will be more structured than elearning was in the spring.

The schedule and procedures are detailed below:

Monday and Thursday Periods 1-4

(30 minutes of academic interaction with students during this weekly classroom time)

- **9:00-9:30 – 1st Period**
- **9:40-10:10 – 2nd Period**
- **10:20-10:50 – 3rd period**
- **11:00-11:30 – 4th period**

Tuesday and Friday Periods 5-7

(30 minutes of academic interaction with students during this weekly classroom time)

- **9:00-9:30 – 5th period**
- **9:40-10:10 – 6th period**
- **10:20-10:50 – 7th period**
- **11:00-11:30 (Student Service office hours)**

Community Wednesday (Homerom, Chapel, Praise Crowd)

- **Mandatory Homerom 9:00-9:30**
 - **Chapel/Praise Crowd when available**
 - Teachers “office hours” 1-3 pm, where assessments may be given to students.
 - Assignments **CAN** still be assigned on Wednesday
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- **Mandatory 35-minute check-in** through any **face to face** platform. During this “classroom” time. Teacher discretion as to what time is used and distributed, as long as it is face to face. It does not have to cover the entire “classroom” time.
 - **TEACHERS ASSIGN CLASSWORK TO THE CLASSROOM TAB on GOOGLE CLASSROOM.**
 - **Any** platforms can then be used for **instruction** (Zoom, GoGuardian, Google Classroom, Google Meet, Google Hangout, Podcast, etc).
 - After the instructional portion of the day is complete, teachers break until 1:00 pm. The hours of 1-3 pm (Teachers Office Hours), teachers must be available to students.
 - **Teacher Office Hours - Teachers** will be available from 1-3 pm to answer all questions via emails within 30 minutes. Students **should not** assume that teachers will answer them after 5:00 pm.

- Student attendance is mandatory
- **ASSIGNMENTS CAN BE ASSIGNED FOR EACH CLASS REGARDLESS OF THE DAY.**
- Students must be available during 1-3 for possible assessments.
- Weekly schedule posted on Google Classroom for the week at 8:00 am on Monday.
- All assignments are due at 11:59 pm.
- No assigned group assignments, unless needed for labs (to combat cheating).
- **Cheating & Integrity**- Clear teacher expectations to be defined by teachers. Timed assessment, test during your “classroom” time days. Assessments not just in test format, also assessing labs, projects, presentations.
- **Honors and AP students** should be aware that the workload will continue to be more rigorous.
- Participation- Percentage deducted from student’s grades for lack of attendance/participation
- **Communication = GRACE.** Changes to the teaching/assessment schedule can be made with proper communication between family and teacher.
- **Student Services** will use 1-3 pm and during the last session (11-11:30 on Tuesday and Friday). Assessments may be given at this time.

**** Teachers are planning to host Parent Information Nights to give clear instructions on how to access and use Google Classroom. Those dates will be posted soon.**

Hybrid Reopening - Plan C

Plan C is a hybrid of both in-person and virtual teaching that will be utilized if the CDC, the Board of Education in Indiana and/or the governor and local school districts mandate that schools can open to half capacity to allow for social distancing.

Students will be grouped into Group A or Group B depending on many, many factors. These groups will be decided when needed by the administration. Students will physically attend Illiana Christian two days a week and will elearn the remaining days of the week.

The schedule and procedures are detailed below:

Monday and Thursday **GROUP A**

Tuesday and Friday **GROUP B**

- **Homeroom** 7:45-8:00
- **Period 1** 8:05-8:55
- **Period 2** 9:00-9:50
- **BREAK** 9:50-10:00
- **Period 3** 10:05-10:55
- **Period 4** 11:00-11:50
 - **LUNCH A**
- **Period 5** 11:55-12:45
 - **LUNCH B**
- **Period 6** 1:15-2:05
- **Period 7** 2:10-3:00
 - Weekly schedule posted on Google Classroom for the week at 8:00 am on Monday.
 - Teacher discretion as to how classroom days are used and how work is dispersed.
 - **Communication = GRACE.** Changes to the schedule can be made with proper communication between family and teacher.

Community Wednesday (Homeroom, Chapel, Praise Crowd)

- **Mandatory Homeroom 9:00-9:30**
- **Possible Chapel/Praise Crowd when available**
- Teachers "office hours" 1-3 pm, where assessments may be given to students.
- Assignments CAN still be assigned on Wednesday. E-Learning on this day is required.
- Wednesday: School is closed to all students to be clean and disinfected. Teachers may be on campus.
- The hours of 1-3 (Teachers Office Hours), teachers must be available to students.
- **Teacher Office Hours- Teachers** will be available from 1-3 to answer all questions via emails within 30 minutes. Students **should not** assume that teachers will answer them after 5:00 pm.

VOUCHER SYSTEM

The Exam Voucher, which was previously linked to attendance, will now be linked to community service. Students will be required to complete 10 hours of community service per semester to earn their voucher.

EXAM VOUCHER POLICY Exams will be given in all classes at the end of each semester. Exams count as a significant part (no more than 20%) of the semester grade. Students who achieve 10 hours of approved community service by December 15th for the fall semester and by May 15th for the spring semester will earn a semester exam voucher. It will exempt the student from one exam of his/her own choosing regardless of the grade being earned.

EXAM EXEMPTION - SECOND SEMESTER SENIORS who have completed their 10 hours of community service may be exempt from second-semester exams in any course with at least a "B-" average on the final class day of the semester.

Missions Director Sara Johnson will be consistently curating a list of approved locations for volunteer hours. All hours must be completed using these approved locations. (If you have suggestions for volunteer locations, please email her at missions@illianaweb.org.) This list of approved locations and the Community Service Hours form will be posted by July 15, 2020. Students may begin to earn their Fall Hours for 2020 at that time.

Community service hours can be earned through mission trips. 1 mission trip earns 2-semester vouchers - the spring voucher for the school year of the trip, and the fall voucher for the following year.

Community Service vouchers can be lost or additional time can be added to the community service hours as determined by the administration and the school board.

Student Expectations and Guidelines for Elearning

1. Communication

- a. Students need to communicate immediately with teachers if a problem arises.
 - i. Use the Stream on Google Classroom if it is a problem that will affect more than just you.
 - ii. Use email with a personal problem.
- b. You as a student should contact a teacher first with a question or a problem. If you do not receive a response in a reasonable amount of time, then have a parent contact the teacher.
 - i. A reasonable amount of time varies at different times and on different days. During a teacher's office hours, you can expect an email in 30 minutes or close to it. Outside of office hours, during the school week, you can expect an email within 24 hours. Teachers may choose not to respond to emails sent after 3:00 pm on Friday until the following Monday morning.
 - ii. Please be mindful of teacher working hours. The best time to guarantee a response is to email during teacher office hours, 1 - 3 pm.

2. Grades

- a. Renweb will be up to date by every Sunday night.
- b. Your grades are your responsibility. Check Renweb for missing work; do not expect a teacher to email you each time you've missed an assignment.
- c. Do **NOT** mark an assignment as finished in Google Classroom if you have not completed the work. That is dishonest and could result in you receiving a zero for that assignment. (See Cheating Guidelines)

3. Scheduling

- a. A weekly schedule from each teacher will be posted on Monday by 8 am describing but not detailing your assignments for the week for each class.
 - i. Do all the work and do it on time. Do the work immediately and don't wait until the last minute. This way you will have the opportunity to ask the teacher questions and you may avoid a technology emergency 10 minutes before the time an assignment is due.
 - ii. Use this schedule to help manage your time most effectively.
 - iii. If you cannot complete an assignment in the allotted amount of time, communicate with your teacher at the earliest possible moment.
- b. All assignments will be posted to Google Classroom, under the Classwork Tab, by 8 am and will be due by 11:59 pm, not necessarily on the same day. Consult the schedule for due dates.

4. School

- a. Find a place in your home that best promotes learning, and plan on working there from 9:00 am to 3:00 pm.

- b. You will be required to be “in school” from 9 - 3. Do not plan anything that will take you away from finishing schoolwork during these hours. Distractions can include anything from a part-time job to video games to your cellphone.
 - i. Treat elearning like you would treat a “normal” day at school as closely as you can. This will help you to be the most successful.
- c. If you are enrolled in an Honors or AP class, please be aware that your workload will be similar to what is assigned in school and more rigorous than a traditional class.

5. Cheating

- a. From Illiana’s Handbook: “An increasing awareness of personal integrity, honesty, and obedience to God’s Word is one of the most important Biblical, moral and social values we must stress. For any dishonesty or cheating of which the teacher becomes aware and which can be validated, the teacher will determine if the offense was minor or major. A first minor offense will result in parent notification by the teacher, completion of the assignment in question, an “F” on that assignment, and a one-third letter grade reduction (from “B” to “B-”) for the quarter. A first offense that is major will result in parent notification by the teacher, completion of the test or major project, an “F” on the test or major project, and a whole letter grade reduction (from a “B” to “C”) for the quarter. A second offense of any kind in any class in the same school year will result in failing the quarter in which the 2nd offense occurred. A third offense in the same school year will result in failure of the semester for the class involved.”
- b. Each student should be receiving a detailed guideline from each of their teachers. In this guideline, you will find what is considered cheating in each class for each teacher. Refer to this if you have questions, or contact the individual teacher.

6. Weekly Face-to-Face meetings

- a. Students will be required to attend these meetings (see attached schedule)
- b. These meetings are meant to replicate school as closely as possible. Therefore, teachers need to see your face, you need to be appropriately attired, and in a location that best promotes learning.
- c. Respectfully attend and be attentive through the meetings.
- d. Attendance is required. Your grade will be impacted negatively for failure to attend.
 - i. If you know in advance that you will be unable to attend, please communicate with your teachers as early as you possibly can.
 - ii. If you miss a meeting because of an unavoidable circumstance, please contact your teachers as soon as possible.

7. Communication = Grace

- a. Grace will be given to students who communicate problems to their teachers in a timely manner.
- b. Communicate in advance.

- i. Remember you (or your parent) can contact teachers through email or Google Classroom.
 - c. Do not abuse or try to take advantage of this policy. Students who are suspected of doing so will be reported to Administration.
- 8. Chromebooks
 - a. If you have a problem with your chromebook, you need to contact Illiana IT department.
 - b. Remember, you can access Google Classroom through ANY device that connects to the internet.
 - c. If a quiz is given in locked mode, you must use your chromebook.

Parent Expectations and Guidelines for Elearning

1. Please read the Student Expectation and Guidelines above to see what is expected of each student.
2. Google Classroom
 - a. Google Classroom will be used for all assignments and communication
 - b. Parents can have their own access to Google Classroom and should check their student's Google Classroom regularly.
 - c. There will be Google Classroom help videos available in August for all parents unfamiliar with Google Classroom who would like to learn more.
3. Communication
 - a. Please update phone numbers and email accounts in Renweb and Google Classroom so that the school has accurate information when trying to contact you.
 - i. Please check your email on a regular basis to stay informed.
 - b. Please make your student contacts the teacher about any problems first. If a resolution isn't reached, then you as the parent should contact the teacher directly. If still no resolution is reached, then involve administration (Matthew 18).
4. School
 - a. Help your student find a place in your home that best promotes learning, and plan on your student working there from 9:00 am to 3:00 pm.
 - b. Students will be required to be "in school" from 9 am - 3 pm. Do not plan anything that will take your student away from finishing schoolwork during these hours. Distractions can include anything from part-time jobs to video games to their cellphone to appointments.
 - i. We are asking students to treat elearning like they would treat a "normal" day as school as closely as they can. This will help them to be the most successful.
 - c. If your students are enrolled in an Honors or AP class, please be aware that the workload will be similar to what is assigned in school and more rigorous than a traditional class.
5. Cheating
 - a. From Illiana's Handbook: "An increasing awareness of personal integrity, honesty, and obedience to God's Word is one of the most important Biblical, moral and social values we must stress. For any dishonesty or cheating of which the teacher becomes aware and which can be validated, the teacher will determine if the offense was minor or major. A first minor offense will result in parent notification by the teacher, completion of the assignment in question, an "F" on that assignment, and a one-third letter grade reduction (from "B" to "B-") for the quarter. A first offense that is major will result in parent notification by the teacher, completion of the test or major project, an "F" on the test or major project, and a whole letter grade reduction (from a "B" to "C") for the quarter. A second offense of any kind in any class in the same school year will result in failing the quarter in which the 2nd offense occurred. A third offense in the same school year will result in failure of the semester for the class involved."

- b. Each student should be receiving a detailed guideline from each of their teachers. In this guideline, students and parents will find what is considered cheating in each class for each teacher. Refer to this if you have questions, or contact the individual teacher.
 - c. Cheating is a large concern for teachers during elearning. Please discuss these guidelines for cheating from each of your students' teachers and make sure they understand the guidelines for each teacher. Remind your students not to have their cell phone or another device during testing.
 - d. If a teacher contacts you about your student cheating, please trust and respect their professionalism and their integrity. As teachers, we do not make those accusations lightly, nor do we relish them. We want our students to learn not only the material we teach but perhaps, more importantly, we want them to learn integrity and the value of hard work. We are open to a respectful conversation regarding your student.
6. Communication = Grace
- a. Grace will be given to students who communicate problems to their teachers in a timely manner.
 - b. Communicate in advance.
 - i. Remember you (or preferably your student) can contact teachers through email or Google Classroom.
 - c. If problems arise with technology or with assignments/assessments, please contact the teacher as soon as possible.
 - d. Do not abuse or try to take advantage of this policy. Students who are suspected of doing so will be reported to Administration.