



TRINITY CHRISTIAN SCHOOL



"JESUS CHRIST IS THE SAME YESTERDAY,
TODAY, AND FOREVER." HEBREWS 13:8

BACK-TO-SCHOOL PLAN 2020-2021

Version 2 — August 19, 2020



DEAR TRINITY FAMILY,

First and foremost, thank you for all the prayers and support that you've offered these last few months. This has been, and will continue to be, a tough season as we try to determine what God would have us to do. One thing is for sure, He is the same, yesterday, today and forever...and He knows how this all turns out!

Thank you to the teachers and staff for their input and dedication in helping to develop this plan for the 2020-2021 school year.

Sincerely,
The TCS Board and Administration

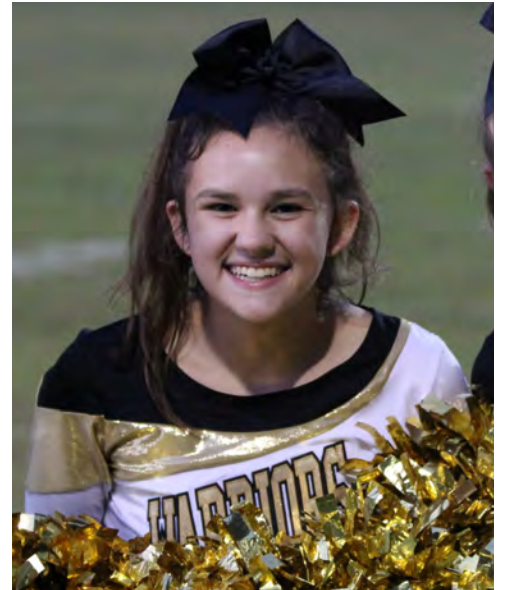
RETURN TO SCHOOL - CALENDAR

August 17 — Preschool Teachers Report

August 20 — K-12 Teachers Report

August 24 — Preschool Classes Begin

September 8 — Building Opens for K-12 Students





OUR COMMITMENT TO THE MISSION

Educating for Life has never been more important in light of the challenges we are facing. It is clearer than ever that our students thrive when they are in the classroom with their teachers and classmates. Therefore, we are committed to providing an in-person experience to each of our students in the safest possible way, not only for them but also our teachers.

We also recognize and respect that each family's situation and comfort level differs, so we are offering a virtual option with the best replication of face-to-face learning feasible.

In the following pages, we will share our **On-Campus Health and Safety Plan** as well as the specifics of **Virtual Learning** options.



ON-CAMPUS HEALTH & SAFETY PLAN

The following document is based on guidelines set by the American Academy of Pediatrics, Centers for Disease Control, the World Health Organization, the West Virginia Department of Health and Human Resources, the Association of Christian Schools International and gathered from schools and teachers throughout the US. The Board of Trinity Christian School has developed this plan to establish healthy and safe practices to reduce risks associated with COVID-19 for our students, families, and employees. We are working hard to prioritize the safety and well-being of all of our constituents while restoring on-campus instruction, five days per week. Our goal is to create an environment that is not only safe, but encourages personal connection between our students, teachers, and coaches.

Thank you to all involved in developing this plan. Those who completed surveys, conducted hours of research, met in committees, drafted and edited the documents, and covered us in continued prayer, were instrumental in this process. While this is our current plan to safely reopen campus, we realize this is an evolving situation and changes to this plan and document may be necessary. At the time of this publication, we are following the Governor's School Re-entry Metrics & Protocols which can be accessed via this [link](https://wvde.us/school-reentry-metrics-protocols/): <https://wvde.us/school-reentry-metrics-protocols/>.

Facility Cleaning and Sanitation

- School-appropriate cleaning supplies will be used to continuously disinfect the school site in accordance with CDC guidance.
- Sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, paper towels, etc. will be available.
- Surfaces, such as desks, tables, chairs and all work spaces, will be disinfected between uses.
- High-touch surfaces (door handles, handrails, faucets, toys/games, etc.) will be disinfected periodically.
- Water fountains will be replaced with water filling stations.



General Guidelines for Employee and Student Wellness

- Staff must present verification of negative COVID-19 test.
- The school nurse will be the school's main COVID-19 point of contact. Periodic health screenings of students and employees may be conducted throughout the day. Students and employees with COVID-19 symptoms or a temperature of 100.4 and above will be sent home.
- The school nurse will establish standards by which on-campus illnesses will be handled.
- The safety and well-being of our students, families and staff is of upmost importance during 2020-2021 school year. Our desire is to protect and maintain our healthy, learning environment as we update families with our expectations.
- All students and employees must stay home if they have COVID-19 symptoms, tested positive for COVID-19 or had direct contact with a person with COVID-19 within the last 14 days. Employees and parents/guardians are asked to self-report to the school nurse. A written physician's release will be required for return.

Parents are requested to monitor for the following symptoms COVID-19 symptoms (as identified by the CDC):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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General Guidelines cont.

It is important to keep your child home when he/she is sick or exhibits symptoms of COVID-19.

All employees and parents/guardians must immediately notify the school with an incident of confirmed or probable COVID-19 exposure.

- In the event of a COVID-19 positive case, the MCHD will be consulted to help determine next steps. Please note the MCHD may recommend steps dependent upon the age/grade level of the child.
- Frequent hand-washing breaks will be encouraged throughout the day (i.e. between classes, before lunch, after recess, etc.).
- At the time of this publication, employees and students grades 3 and above are required to wear masks when social distancing cannot occur. This requirement will be updated based on the Governor's School Re-entry Metrics & Protocols which can be accessed via this link:
<https://wvde.us/school-reentry-metrics-protocols/>.
- Guest and delivery services will be limited in the building. All guests to the school will be required to wear masks and temperature check prior to entry.
- At this time, no field trips will occur.
- When group activities/labs are required, student work groups should be limited to 2-3 when possible.
- Students and staff are encouraged to bring water from home.
- Non-essential student movement throughout the school day will be limited.
- Outdoor recess will be continued, but the number of students gathered in one area will be limited.



General Guidelines for Employee and Student Wellness

Frequently Asked Questions

Q: What actions will be taken if a student or staff member develops COVID-19 symptoms while at school?

A. If a student or staff member develops symptoms while at school, they will be evaluated by the school nurse who will follow the CDC Guidelines. Although the confidentiality of those involved will remain intact, we ensure that all necessary modifications and/or notifications within our school facility will be implemented. Proper infection control procedures will be followed. If the nurse determines a student needs further medical evaluation, parents must arrange pick up of the student within the hour.

*It is important that all student emergency contact information remain up-to-date. If a change in this information occurs, immediate update to the school is of the highest importance.

Q. What actions should be taken by students and staff sent home with COVID-19 symptoms?

A. It is recommended that symptomatic individuals receive a medical evaluation and clearance to return to school by their health care provider. Documentation is strongly recommended for reentry.

Q. When can a student or employee return to school after illness?

A. Students may return to campus when:

- Students and staff **with a negative COVID-19 test** or who have been diagnosed with a non-COVID illness may return to school under their physician's recommended timeline. The individual must also be fever free for 24 hours without the use of fever reducing medication and no other

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General Guidelines FAQs continued

symptoms as listed above. A doctor's note documenting the alternative diagnosis should accompany the student or staff member upon return to school.

- Symptomatic students and staff who **do not seek medical attention** may not return to school for 10 days from the date of onset. They must also be symptom free and fever free for 3 days without the use of fever-reducing medications.
- Students and staff with **confirmed cases of COVID-19** may return to school when the following 3 criteria have been met:
 - 10 days following the onset of COVID-19 symptoms.
 - 3 days without a fever (No fever reducing medicine within 3 days).
 - 3 days of improved symptoms



Morning Entry into the Building

- Masks must be worn upon entry for Grade 3 and up. Masks must be provided by the family.
- Students and staff will have temperature checked upon entry.
- Building entry will be divided into grade level groupings. Appropriate signage will be used to direct traffic.
 - Students enrolled in Early Education will enter through the back side of the building (Doors J and H).
 - Elementary parents will drive around the school, stopping midway next to the football field. Students will use the entrance on the side next to the playground. Students will walk through the gym directly to their respective rooms. A teacher will direct students appropriately.
 - Middle School students will enter through Door C (front of the building) and walk directly upstairs to their lockers.
 - High School students will enter through Door A (main entrance) and walk directly to their lockers.

Daily Classroom Operations

- Students will maintain 6 ft. of social distance.
- Students will be asked to use hand sanitizing stations upon entry and exit of the classroom.
- Student desks will face in the same direction and students seated at tables will sit on the same side. Desks will be spaced according to social distancing guidelines.
- Secondary students will assist in sanitizing their work spaces at the end of each class.
- Students will have the option to carry backpacks to reduce hallway movement.
- All students are expected to have their own supplies including computer headphones/chargers, recorders, band instruments, pencils etc. for personal use.

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Daily Classroom Operations continued

- Use of outdoor spaces will be encouraged and utilized for classes at teacher's discretion.
- Chapel services will be modified to allow for social distancing by grades. Chapel sessions will be separated as follows: Early Childhood Chapel, two Elementary sessions, Middle School chapel and High School chapel.
- Lunch periods will be modified to ensure social distancing. Recess times will be alternated to reduce the number of students in recess activities.
- Class size will be modified for electives/labs to allow social distancing as appropriate.

Movement throughout the Building

- Movement for elementary students will be limited. However, students will visit more than one room each day. Recess, specials, bathroom breaks, etc. will be modified to reduce interaction outside of their typical grade level groups.
- Stairwells will be labeled to direct traffic in one direction. Front stairwells will be used to travel upstairs; Rear stairwells will be used to travel downstairs.
- At the conclusion of 9th period, Elementary will dismiss as usual. Middle school will be dismissed at 3:00 p.m. and exit through door D. High school students will be dismissed at 3:05 p.m. and exit through door C.

State of Emergency/COVID Outbreak

- In the event of a declared State of Emergency, an Executive Order by the Governor of West Virginia, or a COVID outbreak that results in extended closures, TCS will transition from On-Campus Learning to Remote Learning.
- Faculty and staff will finalize the remote plan prior to students returning to campus.
- In the event of a forced shut down exceeding 20 consecutive instructional days (approximately 1 month), all reasonable measures will be considered to evaluate a cost reduction during the mandated closure.

Noncompliance with the safety plan will not be tolerated and failure to comply may result in dismissal.



VIRTUAL LEARNING

Virtual learning will be offered by the semester with the option to return to campus earlier on a case-by-case basis. Returning before the semester end would be dependent upon several factors, which include but are not limited to: available space/staffing, successful completion of virtual lessons such as adequate progress, health and safety factors, etc.

Secondary Virtual Option Overview

Secondary students who enroll in a virtual semester will have a synchronous experience. Due to the varied needs and individual schedules of each secondary student, students will remain in their on-campus scheduled classes but attend virtually at the same time as their on-campus peers. Please note, alterations to the students' four year plan may be necessary (i.e. 9th graders will not take Virtual PE). Students will be expected to participate in all classroom learning activities and submit assignments on time. Teachers will also have the ability to record and post classroom sessions to Google Classroom in order to offer a continuous educational experience in the event of extended absences or illness. Families will be required to execute a virtual learning contract which will outline expected behaviors and performance measures for their student. The Virtual Learning Handbook will outline the specific details of this option. The secondary Virtual Learning Option will be billed at the same rate of tuition.

Elementary Virtual School Option Overview

The Elementary Virtual School (EVS) will be very different from the Remote Learning that occurred in the Spring Semester. Students who choose EVS will be assigned to an EVS teacher. At this point, we are planning for two EVS groups: K-2 and 3-5. Teachers will facilitate individual (math, reading, etc.) and whole group (Bible, Science, Social Studies, etc.) lessons on a set schedule. Students will have a minimum of 3 hours of virtual instruction

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EVS Option Overview (Continued)

provided daily (attendance for 1.5 hours is required). The EVS Handbook will outline the specific details of this option. Families will be required to execute a virtual learning contract which will outline expected behaviors and performance measures for students.

TCS realizes the need for elementary parents to assist their child with virtual learning and the time commitment that it requires. As such, EVS will be offered at a lower tuition amount compared to on-campus elementary tuition.



SECONDARY VIRTUAL LEARNING OPTION DETAILS

Virtual learning at Trinity Christian School aims to simulate an in-class experience in a virtual setting. Families choosing a Virtual Learning Option will maintain a commitment to Trinity Christian School's vision and mission statements:

- **Mission Statement** —Trinity Christian School seeks to glorify God through honoring Christ, inspiring excellence, and educating for life.
- **Vision Statement** — Trinity Christian School desires its students to have a Christ-centered worldview while honoring God in every endeavor.

Secondary virtual learning students will follow the same semester timelines as on-campus students. All due dates/criterion established in the course syllabus, as set by the teacher, are to be adhered to by all enrolled.

Trinity Christian School aims to support all students' success spiritually, academically, socially, physically, and emotionally. The overall success of students involved in the Virtual Learning Option is dependent upon cooperation and consistent communication between all involved parties, i.e. parents, students, teachers. Students/parents must complete the Virtual Learning Option contract prior to enrollment. This document must be signed by the student, parent/guardian, teacher(s), and administration.

While Trinity is fortunate to offer a Virtual Learning Option, students and families are encouraged to utilize this opportunity only when a child/family's health, safety, and/or well-being are at risk in the traditional classroom setting.

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Secondary Virtual Option Details (Continued)

The following readiness factors should be considered for student success in a remote learning environment:

- **Habits of Mind:** Online coursework requires strong organizational and time management skills. Students must be committed to managing assignment due dates, and asking for help when assistance is needed. Students will follow the traditional 9 period schedule and are expected to be ready, responsible, and respectful.
- **Parent Support:** Parent/guardian support is important to student success while enrolled in the virtual learning option. Parents must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Students should have someone who can provide technical assistance when necessary, as well.
- **Technology Access:** A student who is enrolled in our Virtual Learning Option will need to have appropriate technology to be successful, whether they are working from home or another remote location. Virtual Learning Option students must have a high-speed internet connection and a computer with a processor capable of downloading/uploading, streaming video, and accessing large multimedia files. The computer should be equipped with a word processor (preferably Microsoft Word), web browser, speakers, and a USB headset with microphone.
- **School Supplies & Summer Assignments:** Students are expected to have school supplies purchased before the first day of class, and are encouraged to recycle supplies from year-to-year. In addition, summer assignments are given to all students entering first through twelfth grades. Specific secondary courses may require summer work as

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Secondary Virtual Option Details (Continued)

assigned by teachers. The supply lists and summer assignments can be found on the Trinity Christian School website at tcsnv.org/current-families/summer-reading-and-supply-lists/.

- **Ethics:** Virtual learning students are expected to complete their own work at all times. If a student breaks this code of ethics, as detailed in the TCS Parent/Student Handbook (page 14), administrative action may be exercised. Academic dishonesty may result in no credit for the assignment, assessment, or course. Violation of this section may result in the student being removed from the course and not receiving credit. A student must also read and acknowledge the TCS Acceptable Use Policy (AUP, page 50) of the TCS Parent/Student Handbook regarding technology and the internet.
- **Communication:** Students must also check email/Google Classroom daily for messages or updates from his/her teacher(s). It is the student's responsibility to contact the teacher should he/she experience difficulties in completing the coursework. Parents/guardians should also be in frequent contact with the instructor and inform him/her of any concerns with the course or learning problems that arise.
- **Attendance:** Daily attendance is required. If a student fails to meet the attendance requirements, administrative action may be taken. Students enrolled in the Virtual Learning Option are expected to attend class and remain active in the course during regular school hours; this means being actively engaged in course activities including, but not limited to, viewing content and completing assignments and assessments. Teachers will also have the ability to record and post classroom sessions to Google Classroom in order to offer a continuous educational experience. In the event of Covid-19 or other illness, it is our desire to work with every student to assist in his/her academic success.

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Secondary Virtual Option Details (Continued)

- ***Re-entry to Traditional/On-campus Learning:*** Returning to on-campus learning is at the discretion of the TCS administration. If at **any time during the school year** a virtual student would like to return to campus, a written request must be submitted to the school office for review. For consideration, virtual students must have adequate attendance and demonstrated academic progress.
- **Virtual Learning Option Student and Parent Contract:** Families who elect to take the Virtual Learning Option must sign the Virtual Learning Option Contract.

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ELEMENTARY VIRTUAL SCHOOL HANDBOOK

Introduction

Welcome to Trinity Christian Elementary Virtual School or EVS! Virtual enrollment provides students the opportunity to engage in Christian education from their homes. All elementary coursework is provided by Trinity Christian School teachers and will meet the West Virginia state educational standards for core and elective courses. Following the Trinity Christian School calendar, teachers will provide a minimum of 3 hours of live instruction that parallels in-class lesson plans, projects, and grading. Families choosing EVS will maintain a commitment to Trinity Christian School's mission and vision statements as well as all other Trinity Christian School policies.

- **Mission Statement** — Trinity Christian School seeks to glorify God through honoring Christ, inspiring excellence, and educating for life.
- **Vision Statement** — Trinity Christian School desires its students to have a Christ-centered worldview while honoring God in every endeavor.

Students enrolled in both virtual and traditional options will follow the same semester timelines. It is expected that all assignments and projects assigned by the EVS teacher are completed on time for academic credit. Lesson plans and grades will post in the students' FACTS SIS account weekly.

Trinity Christian School aims to support all students' success academically, socially, spiritually, and emotionally. The overall success of students involved in the EVS is dependent upon cooperation and consistent communication between all involved parties, i.e. parents, students, teachers. Students/parents must complete the EVS contract prior to enrollment. This contract must be signed by the parent/guardian, teacher(s), and administration.

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Elementary Virtual School Handbook (Continued)

While Trinity is fortunate to offer the EVS, students and families are encouraged to utilize this opportunity only when a child/family's health, safety, and/or well-being are at risk in the traditional classroom setting.

This handbook provides important information that students and families will find helpful in preparing for the virtual learning experience. The policies and procedures outlined in this EVS handbook are subject to change. Parents will be informed of necessary changes.

We are looking forward to working with you and are committed to the success of your child this school year!

Go Warriors!

Required Parent Meeting: Parents must attend an informational meeting prior to the start of instruction. The Google Meet link will be emailed to the parents along with the date and time for the meeting. This meeting will inform parents of their student's daily instructional schedule, classroom expectations, and parental responsibilities. Parents will receive training on how to set up the child's Google Classroom and Seesaw accounts as well as how to access the daily link for class times.

Daily Schedule: Students will be assigned a block of time each day that may involve whole group, individual class instruction, specials, and Bible time. During the assigned block of time, students may be expected to work independently or participate in group activities with the teacher. Test days and virtual field trips may alter the daily schedule.

Attendance and Dress Code: Daily attendance is required. Students are expected to actively participate and sign in to their designated class time. In the event of illness, parents should follow the TCS Parent/Student

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Elementary Virtual School Handbook (Continued)

Handbook guidelines, which require absences to be reported to the Main Office before 8 a.m. EVS will follow the TCS school calendar of operations. In the event of Covid-19 or other illness, it is our desire to work with every student to assist in his/her academic success.

EVS students are expected to follow the TCS Dress Code as outlined in the TCS Parent/Student Handbook.

Technology and Equipment: All students must have appropriate technologies available to be successful in the EVS. Students must have a high-speed internet connection and a computer/Chromebook with a processor capable of downloading/uploading, streaming video, and accessing large multimedia files. The computer should be fully charged with a charger nearby to ensure the live feed will not be interrupted. Headphones are encouraged.

EVS students will utilize Google Classroom for group meeting times and Seesaw for independent daily work. Additional technologies may be used as necessary.

Should technological issues arise (i.e. loss of internet connection, power outage), parents are asked to contact the school office or EVS teacher as soon as possible. The EVS teacher will reciprocate should the technological issue be at the school.

At-Home Work Space: Parents are expected to create a work space in the home that mimics a traditional classroom setting. The student will need a desk/table with a chair that ensures the student will maintain an upright, seated position and remain visibly present in live feed (showing whole face) for the duration of the class, with school supplies readily available.

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Elementary Virtual School Handbook (Continued)

Grading and Assessments: Assignments will be graded weekly. Assignment grades will be uploaded to FACTS SIS. Parents and students will be notified which assignments will be used for grades versus practicing skills. During virtual learning, it is important that students complete tests and quizzes independently. Authentic assessments will be used when possible, as they encourage student motivation and serve as an indicator of academic progress. Report cards will be issued for each 9-week period in accordance with the TCS school calendar and follow the grading scale found in the Parent/Student Handbook.

Communications: Regular communication between the parents and EVS teacher is necessary for the student's success. EVS teachers can be reached via email. Parents may schedule video conferences as needed. EVS teachers will have scheduled open help sessions available for student and parent questions. Families will receive a weekly newsletter that will be delivered through email. Please allow 24 hours (on work days) for teachers to respond to email.

Code of Conduct/Ethics: Students are expected to be ready, responsible, and respectful. Students are expected to demonstrate behavior consistent with the expectations outlined in the TCS Parent/Student Handbook. During class times, the chat feature should be used to ask questions and interact as directed by the teacher. Students will be prohibited to use the chat feature to carry on personal conversations.

Students who participate in the EVS will be held to the same academic standards as expected of students in on-campus classrooms. Cheating and plagiarism will not be tolerated. Students must submit authentic work to demonstrate their own personal mastery of the content.

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Elementary Virtual School Handbook (Continued)

Students who fail to make adequate academic progress and/or have excessive absences, may not be permitted to continue in the EVS program or be admitted to the on-campus classroom at the semester evaluation point. The EVS teacher will make a recommendation to TCS administration and the family will be required to meet to determine next steps.

Re-entry to Traditional/On-campus Trinity Elementary School:

Returning to on-campus learning is at the discretion of the TCS administration. Parents may request for a student's return to on-campus learning at the end of each semester. For consideration, EVS students must have adequate attendance and demonstrate academic progress.

EVS Student and Parent Contract: Families who elect to enroll their child in EVS must sign the EVS Contract.