Thomasboro Grade School
Blended Learning Plan
2020-2021
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A Note from the Superintendent

When I began my teaching career, I was excited to walk into the classroom and work with my students. As an administrator, I looked forward to each new year, students excited to start the school year, see their friends, and teachers excited to decorate their rooms and meet their students. With the closure of schools to in person learning, it is harder for everyone to stay connected and learn. We have to teach differently, communicate differently, and learn differently. One lesson I have learned is that different is not better or worse, it is just different. A guiding aspect of this plan is for all of us to stay connected. While it may not be the way we experienced school, it is important for us to continue to support each other as we continue to grow and learn through this part of our journey at Thomasboro Grade School.

Bonnie McArthur, Thomasboro Grade School Superintendent

Introduction

Thomasboro Grade School’s Blended Learning program was developed to transition our students back to in-person learning. The Blended Learning Program is not intended to replace in-person learning, but is a platform for us to continue to teach and learn given the guidance from IDPH, ISBE, and the CDC on the rules and regulations school must comply with in order to return to in-person learning. The Blended Learning Plan incorporates both in-person and online learning.

In the spring of 2020, we conducted remote learning using Learning Packets that were sent home and returned on a weekly basis. Moving forward, we will be integrating technology to enhance our delivery of instruction. This plan is more rigorous and increases instruction using video, video conferencing, Google Classroom, Classroom DoJo, and other technology based platforms, as well as in-person learning.

Guiding Principles

(adapted from ISBE recommendations)

- All students and families will have access to quality educational materials and to the supports needed to successfully access those materials.
- Given the reality of the digital divide, we will provide digital and nondigital access to content.
- Students will have access to meaningful/high-quality educational materials that align to State standards.
- Students and schools/teachers will maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students’ contexts (their mindset, feelings, responsibilities, home considerations, etc.).
• Simplicity is best during this time—simplicity of the framework, of communication structures, and of expectations.
• Support the whole child—their mental health, nutritional needs, and safety needs.
• Parents and other caregivers need access to clear information and ample resources.
• Teachers may need support, encouragement, and compassion to ensure their success and resilience.
• Communication is key to educational success. Timely and consistent communication from school to home as well as home to school is valued and necessary.

**Essential Instructional Recommendations**  
(adapted from ISBE Recommendations)

• Planning for remote learning that respects the needs of all students and staff
• Implementing remote learning that attends to the diversity of each community to ensure that all students have access to equitable educational opportunities
• Meticulously documenting the best efforts possible being made under the current emergency conditions with regard to students with Individualized Education Programs (IEPs) and Section 504 Plans
• Structuring active student engagement with learning in accordance with the age appropriate thresholds.
• Selecting content for remote and in-person learning that is aligned to standards, relevant, and appropriate for each student. Practicing consistent communication with students, families, and staff to understand how the health emergency is impacting them.

**Educator Expectations**
Teachers will communicate with students throughout the week, in a variety of ways ie. Video lessons, email, live steamed lessons or communication, Google Meets, Google Classroom, Classroom DoJo, as well as in-person instruction.
Teachers will communicate with parents on ways to help support their child(ren) during online learning. Teachers will have office hours, and can be available to provide individualised support. For general education support, students will work in small groups. If an individual session is needed 2 adults will be present for the instruction.

**Parent Expectations**
In order for online learning to be successful we need the assistance of our parents. Parents must communicate their needs to the classroom teacher. Please ensure your child(ren) are completing their assignments and submitting them to the teacher. Assist your child(ren) in following the teachers daily schedule/expectations. We understand that all families have various schedules, please work with your child’s teachers on the best way to meet the requirements of online learning.
Student Expectations
While online learning may look different, the school policies and procedures still apply. We expect that students will follow the school rules and policies.

**P.R.I.D.E.**

- be Prepared
- be Respectful
- have Integrity
- be Diligent
- have Empathy

**Expected Behaviors for the Thomasboro Way**

**Be Prepared:** Follow directions, be on time, have all supplies for class, know your Zones and how to regulate them

**Be Respectful:** Be a good listener, respect yourself, allow others to be different, acknowledge others’ ideas

**Have Integrity:** Do what is right even when no one is watching, holding others accountable for their actions, own up to your actions

**Be Diligent:** Strive for excellence, focus on the task at hand, never give up, know that mistakes are how we learn

**Have Empathy:** Listen to each other, understand each others’ perspectives, be reflective and mindful of yourself

When each of these are acting in unison, they create a safe environment for our students and ourselves.
Keeping Students and Families Informed
Every Monday teachers will share the weekly learning plans with students and families. Every Friday by 12:00 p.m., Educators will email the principal the following information:
- An update on their instruction during the week, including links, Google Docs, or other resources of particular note.
- Information about students/families who might need support from administration or other resources that could not be problem solved during the week.
- Important notes for the upcoming week.
- Any questions or needs they have.

The principal will send out the daily announcements. If all students are engaged in online learning the principal will send a weekly preview message to families every Friday afternoon.

If services are provided individually, staff will obtain consent to provide general education services, special education and related services via online platforms.

To ensure their privacy, Teachers may contact students and families from a “Private” phone number. Families should be prepared to accept these phone calls so they do not miss important information.

Educational Content Delivery
Blended Learning is a hybrid between in-person learning and online learning. The district has secured a Chromebook for every student to check out for use at home. The district has also secured "Hot Spots" for students to check out that do not have internet connectivity. It is preferred that all students check out a chromebook and use that device for the Thomasboro Online Academy.

Teachers will use digital platforms that may be accessed via multiple types of electronic devices (cell phones, tablets, or computers). Platforms chosen will be ones that students are generally familiar with including:
- Email
- Websites and other browser-based activities
- Google Classroom Suite
- Class Dojo
- Google Meets
- Zoom for Education
- Short Videos (not live) containing mini lessons
- Lexia
- Epic
- Learning Ally
- Freckle
# K-8 Daily Schedule

## In-Person Learning

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-8:30</td>
<td>Arrival (Breakfast served at school)</td>
<td>Arrival (Breakfast served at school)</td>
<td>Arrival (Breakfast served at school)</td>
<td>Arrival (Breakfast served at school)</td>
<td>Friday’s Breakfast served home on Thursday</td>
</tr>
<tr>
<td>(8:40 Tardy Bell)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:15-11:45</td>
<td>In-Person Learning K-8</td>
<td>In-Person Learning K-8</td>
<td>In-Person Learning K-8</td>
<td>In-Person Learning K-8</td>
<td>8:00-8:15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Breakfast/Watch announcements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:15:10:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Online Synchronous Instruction</td>
</tr>
<tr>
<td>11:30-11:45</td>
<td>Dismissal (Lunch sent home with students)</td>
<td>Dismissal (Lunch sent home with students)</td>
<td>Dismissal (Lunch sent home with students)</td>
<td>Dismissal (Lunch sent home with students)</td>
<td>11:00-Noon Lunch * See Food Service Plan</td>
</tr>
<tr>
<td>1:00-2:30</td>
<td>P.E./Ind. work at home</td>
<td>P.E./Ind. work at home</td>
<td>P.E./Ind. work at home</td>
<td>P.E./Ind. work at home</td>
<td>Noon-2:30 P.E./Ind. work at home</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>5 hours Instruction</td>
<td>5 hours Instruction</td>
<td>5 hours Instruction</td>
<td>5 hours Instruction</td>
<td>5 hours Instruction</td>
</tr>
</tbody>
</table>

## Online Learning

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-9:00</td>
<td>Breakfast served * See Food Service Plan</td>
<td>Breakfast served * See Food Service Plan</td>
<td>Breakfast served * See Food Service Plan</td>
<td>Breakfast served * See Food Service Plan</td>
<td>Friday’s Breakfast was sent home on Thursday</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-11:30</td>
<td>P.E/Ind. work at home</td>
<td>P.E/Ind. work at home</td>
<td>P.E/Ind. work at home</td>
<td>P.E/Ind. work at home</td>
<td>8:00-8:15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Breakfast/Watch announcements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:15-10:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Online</td>
</tr>
</tbody>
</table>
Kindergarten -3rd Grade Learning Details

Daily Structure
The primary focus of instruction will be on Literacy and Mathematics. Additional minutes will focus on Science, Social Studies, Music, and Physical Education.

Teachers will design online learning activities that meet the State required minimum number of minutes for engagement and instruction. Activities will vary and allow for flexibility in times, access to technology, and learning styles. Students' minutes for learning in-person are adjusted to fit the bell to bell schedule.

In-person Kindergarten
Kindergarten will be a ½ day program. Students will attend in person in the a.m. only. Monday -Thursday. The program will run from 8:15 a.m. - 11:45. Friday all students will participate in Synchronous Online Learning between the hours of 8:15 a.m. and 10:45 a.m.

Online Kindergarten
The Online-Kindergarten ½ day program. Students will attend online from 1:00 p.m. -3:30p.m. Friday all students will participate in Synchronous Online Learning between the hours of 8:15 a.m. and 10:45 a.m.

In-person 1st -3rd Grade
Students that attend in-person learning in grades 1st-3rd grade will attend Monday-Thursday from 8:15 a.m. -11:45 a.m. with a staggered arrival and dismissal schedule. On Friday all students will participate in Synchronous Online Learning between the hours of 8:15 a.m. and 10:45 a.m.

Online 1st-3rd Grade
The Online 1st-3rd grade students will attend online from 1:00 p.m. -3:30p.m. Friday all students will participate in Synchronous Online Learning between the hours of 8:15 a.m. and 10:45 a.m.

Grading and Feedback for Learning
All subjects in grades Kindergarten - 4th grade will focus on the grade level standards. The grading scale used for work in grades Kindergarten - 4th grade will be:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>3</td>
<td>Secure</td>
</tr>
<tr>
<td>D</td>
<td>2</td>
<td>Developing</td>
</tr>
<tr>
<td>B</td>
<td>1</td>
<td>Beginning</td>
</tr>
</tbody>
</table>

Homework is issued Monday through Friday. Students are expected to complete all assigned homework each night. If a child is unable to complete his/her homework due to unforeseen "situations" at home, an email or phone call should be sent to the teacher as an excuse. The teacher has discretion over homework assignments and associated grading.

IEP students will be graded based on their personal IEP goals.

4th - 8th Grade Online Academy Learning Details

Daily Structure
Teachers will design online learning activities that meet the State required minimum number of minutes for engagement and instruction. Activities will vary and allow for flexibility in times, access to technology, and learning styles. Students' minutes for learning in-person are adjusted to fit the bell to bell schedule.

In-person Learning 4th - 8th Grade
Students attending in-person learning in grades 4th-8th grade will attend Monday-Thursday from 8:15 a.m. to 11:45 a.m. with staggered arrival and dismissal. Friday all students will participate in Synchronous Online Learning between the hours of 8:15 a.m. and 10:45 a.m.

Online 4th-8th Grade
The Online 4th- 8th grade students will attend online from 1:00 p.m. -3:30p.m. Friday all students will participate in Synchronous Online Learning between the hours of 8:15 a.m. and 10:45 a.m.
Grading and Feedback for Learning
All subjects in grades 4th - 8th grade will focus on the grade level standards. The 4th Grade will be using the same grading scale as Kindergarten - 3rd grade. The grading scale used for work in grades 5th - 8th grade will be:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3</td>
<td>Very Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Homework is issued Monday through Friday. Students are expected to complete all assigned homework each night. If a student fails to turn in a completed homework assignment at the time it is due, a notification will be sent via TeacherEase email. Teachers will accept late work until the end of the quarter. Late work will be given half credit (½ credit).

Other Important Information:
Thomasboro Grade School will provide parents with the opportunity to learn how to use the technology and platforms. We will provide in-person training as well as informational pamphlets.

Temperature Checks and Screenings
Before entering the bus, students must have their mask on, they must use hand sanitizer and they will have their temperature taken. Students will be given an assigned seat and must remain in their assigned seat. Siblings may be required to sit together.

Any student with a 99.5 degree fever will wait to enter the bus last. They will sit in the front seat of the bus, and once at school will be met by the nurse. This student will exit the bus before the other students. We will contact the parent to pick the student up at the school. **Parents are encouraged to walk their students to the bus stop. If you are there when they register a fever we can release the student back into your care and not take them to school.**
Symptom Screening
In the past 24 hours has the student experienced:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever, cough, chills, and/or muscle aches</td>
<td></td>
</tr>
<tr>
<td>Sore throat, runny nose, and/or new loss of taste or smell</td>
<td></td>
</tr>
<tr>
<td>Nausea, vomiting, and/or diarrhea</td>
<td></td>
</tr>
<tr>
<td>Shortness of breath, and/or headache</td>
<td></td>
</tr>
<tr>
<td>Close contact (closer than six feet for at least 15 minutes) with anyone with suspected or confirmed Covid-19?</td>
<td></td>
</tr>
<tr>
<td>Has the student had any medication to reduce a fever before coming to school?</td>
<td></td>
</tr>
<tr>
<td>Have you in the past 14 days traveled to Illinois from one of the affected countries or regions as listed on the CDC website?</td>
<td></td>
</tr>
</tbody>
</table>

PPE Equipment
Gloves and other PPE must be used as needed when assisting students requires close contact.

Social Distancing
Students are required to keep a 6 ft distance from other persons at all times in all areas to the greatest extent possible. The district has posted signs to remind students/staff/visitors to maintain a 6ft distance. We have also posted markings on the floor, and will explicitly teach students and reinforce this expectation as needed. Classroom seating will maintain a distance of 6 feet.

Masks
Aligning with the Health and Safety Protocols, all students/staff/visitors are required to wear a face mask at all times.

Mask Refusal
Students are required to wear a mask at all times. Teachers will address students with a reminder to wear their masks. If wearing a mask becomes a behavioral issue or a repetitive situation the student will be referred to administration. Students may be sent home for the day or other disciplinary actions may be taken. Ultimately, the student
could be required to switch to online instruction for their health and safety as well as the health and safety of others.

**Entry Times/Exit Times**
Students will enter/exit the building at different times and use different doors. Students that walk to school will enter/exit the building using the West door (primary door). Students that are dropped off by a car will enter the building using the South door. Students that ride the bus to school will enter/exit the building using the Front entrance. The times for entry and exit will be staggered according to the following schedule:

**Entry**
8:15 a.m.  Bus 1  
8:20 a.m. - Walkers/Car Riders  
8:30 a.m. - Bus 2  

**Exit**
11:30 a.m. Bus 2  
11:40 a.m. Walkers/Car Riders  
11:45 a.m. Bus 1

**Due to Health Regulations do not send your child to school early if they are a car rider/walker. We will not be able to let them enter the school until the designated time due to traffic inside the building. They will need to remain 6ft apart and if they are waiting outside the door for the building to open, unsupervised, this will create a health issue.**

**Attendance Procedures**
Students are required to attend school either in person or online at the specified time, therefore teachers will take attendance in the TeacherEase system.

- Each student must actively engage with the scheduled lessons for the day. Teachers will be monitoring this for attendance. If the student is unable to log-in to instruction during the day, parents please contact your child’s teacher and make arrangements.
- Students must make an attempt to complete the assigned work the day it is issued. If there are multiple days where students have not completed work, administration will be notified and a meeting will be scheduled. This may result in being marked absent for sessions/work missed.

**Classroom Assessments**
Classroom assessments will be given throughout the school year. Assessments will look different and will be delivered through various platforms.

**District Assessments**
Our district assessments are used to inform instruction and identify students that need additional support. The assessments will look different and be delivered through various platforms.

**Student Discipline**
Please refer to the Parent/Student handbook. All student rules/policies and procedures apply. Refusal to wear a mask will be addressed by administration and refusal may result in a student having to participate in Online Learning.

**Special Education Online Learning Details**

**Daily Structure**
Instruction will vary based on the services listed in the IEP and the student’s grade level. Here’s how Special Educators will work to ensure services are provided to students.

<table>
<thead>
<tr>
<th>Service</th>
<th>Collaboration</th>
<th>Planning</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self contained or Pull out Classes</td>
<td>Collaborating with general education teachers and related service providers</td>
<td>Planning activities related to students IEP goals and course content aligned to the suggested minutes for the students' grade levels.</td>
<td>Ensuring accommodations and modifications are provided. Creating assignments aligned to students' IEP goals.</td>
</tr>
<tr>
<td>Functional Life Skills/Essential Skills</td>
<td>Collaborating with related service providers as necessary</td>
<td>Planning activities related to students’ IEP goals and course content aligned to the suggested minutes for the students' grade levels.</td>
<td>Ensuring accommodations and modifications are provided. Creating assignments aligned to students' IEP goals.</td>
</tr>
</tbody>
</table>

Videoconferencing or teleconferencing may be used with individual students to provide services. Prior to providing these services, staff members will obtain consent to provide special education and related services via online learning (see Appendix A).
**Progress Monitoring/Assessment**
Our progress monitoring is used to inform instruction and determine if students have met their IEP goals. The progress monitoring will look different and be delivered through various platforms. It may require parents to assist in collecting data.

**Food Service Plan**
At the start of School Year 2020-2021, the District will be required to operate under the National School Lunch Program (“NSLP”) and the School Breakfast Program (“SBP”). This will require the District to ONLY provide meals to Thomasboro enrolled students. Students will be charged meals based upon their assigned meal status (“free,” “reduced,” and “paid”).

Paid and reduced students can make meal payments by cash or check through the school’s office which can be placed in the dropbox at the school’s front door, or by mail to the Thomasboro Grade School’s Main Office (201 N. Phillips Street, Thomasboro, IL 61878). Payments will not be accepted at the Point of Service when a student receives a meal.

**In-Person School Days**
**Breakfast**
- Monday through Thursday, at the school entrance, after students have had their temperature and symptoms checked, students will take pre-bagged breakfast. Students who take a breakfast will be marked off of the rosters.

**Lunch**
- Monday through Thursday staff will be stationed at the school exits. Students who take lunch will be marked off the rosters. Students that ride the bus will take a lunch as they exit the bus, and will be marked off the rosters. On Thursday, students who live in town will take a lunch for Thursday and a breakfast for Friday.

On Friday at 11:00 a.m., students that live in town may come to the West gym door, use the hand sanitizer, do a temperature/symptoms check, and pick up their lunch and leave.
### In-Person Breakfast/Lunch Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>Entrance</td>
<td>Entrance</td>
<td>Entrance</td>
<td>Entrance</td>
<td>Comes home with Thursday’s Lunch</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>Exit/Bus</td>
<td>Exit/Bus</td>
<td>Exit/Bus</td>
<td>Exit/Bus</td>
<td>Live in town- Pick up at school at 11:00 a.m. Bus- Comes home with Thursday’s Lunch</td>
</tr>
</tbody>
</table>

### Online School Days

Monday through Thursday meals will be provided to students who are learning online. Students will pick-up their meals at the bus stop or the grade school. Students (or parent) that live in town can come to the school Monday through Thursday between 11:30 a.m. and 12:30 p.m. and pick up their breakfast for the following day and lunch for that day. On Friday, they can come to the school and pick up their lunch and Monday’s Breakfast at 11:00 a.m..

Monday through Thursday, students that do not live in town may meet the bus at the bus stops. During morning bus pick up, you may pick up breakfast. During the end of the day bus drop off, you may pick up their lunch. During lunch pick up on Thursday morning you will receive Friday’s lunch and breakfast in addition to Thursday’s lunch.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>At the Bus Stop</td>
<td>At the Bus Stop</td>
<td>At the Bus Stop</td>
<td>At the Bus Stop</td>
<td>Comes home with Thursday’s Lunch</td>
</tr>
<tr>
<td></td>
<td>In town students pick up both breakfast and lunch at 11:30-12:30 in the gym</td>
<td>In town students pick up both breakfast and lunch at 11:30-12:30 in the gym</td>
<td>In town students pick up both breakfast and lunch at 11:30-12:30 in the gym</td>
<td>In town students pick up both breakfast and lunch at 11:30-12:30 in the gym</td>
<td></td>
</tr>
</tbody>
</table>
Lunch

| Lunch Count | At the Bus Stop in town students pick up both breakfast and lunch at 11:30-12:30 in the gym | At the Bus Stop in town students pick up both breakfast and lunch at 11:30-12:30 in the gym | At the Bus Stop in town students pick up both breakfast and lunch at 11:30-12:30 in the gym | At the Bus Stop in town students pick up both breakfast and lunch at 11:30-12:30 in the gym | Live in town—Pick up at school at 11:30-12:30 a.m. Bus—Comes home with Thursday’s Lunch |

**Lunch Counts**

Lunch counts are taken during attendance. In order to prepare breakfast and lunch for grab and go, we will need to take counts a day in advance. So on Monday students will be asked if they are hot or cold tomorrow (Tuesday). If your child states they will have a hot lunch (for Tuesday) and they end up not attending school on Tuesday, they will not be marked for lunch, in addition to being marked absent from school.
Digital Devices

Access

Thomasboro Grade School is an integrated 1:1 environment with students and teachers having regular access to Chromebooks. Chromebook environments are established 2nd-8th grade. During online learning the District will distribute Chromebooks to households to support digital learning and increase communication for students and families. The district will also distribute “hot spots” to families and teachers that may not have Wi-fi connections.

Process for Checking out Chromebooks and Hot Spots
At the beginning of each school year students will be issued a Chromebook. At registration parents will sign the Student Chromebook Loan Agreement. If we are unable to distribute to the students in person, we will deliver the Chromebooks to the students. Students are required to return the Chromebooks at the end of the school year.

Usage Guidelines
Students will be expected to follow the Acceptable Use policy in the Student/Parent Handbook.
Student Chromebook and Hot Spot Agreement Loan Agreement

Guidelines are necessary to protect the Chromebook, Hot Spots, and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a Thomasboro Grade School Chromebook, a student and his/her parents/guardians agree to the following responsibilities for the use and care of this device.

1. The student agrees to follow all TGS policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Chromebook Use.
2. The computer and hot spot is the property of TGS. If a student withdraws from the school prior to the end of the loan period, the Chromebook and hot spot must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any TGS identification labels attached to or displayed on the computer or hot spot, nor shall the student change identification within the computer or hot spot, such as the computer name.
4. The student agrees to keep the computer and hotspot secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, TGS may charge the parent the lesser of the repair or the replacement cost of $150.00.
5. The student must report theft (or suspected theft) of the computer or hot spot, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel.
6. Upon request, the student agrees to deliver the computer to TGS staff for technical inspections, to verify inventory or other information, or for random screening.
7. The Chromebook and hot spot cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of TGS.

If school remains closed, all Chromebooks, hot spots, and power cords must be returned before the last day of school. Chromebooks and hot spots will be deactivated remotely by the district the day after they are due to be returned. TGS grants permission for the student to have limited use of Chromebook described in this continuing agreement. The school system insurance and the permission granted to the student ceases on the Last Calendar Day of the School Year (unless terminated earlier by TGS) and failure to return the Chromebook on or before that date to the
building principal or his/her designee could result in criminal charges against the student and/or the person who has the Chromebook. TGS reserves the right to demand the return of the Chromebook at any time.

**Expectations for Responsible Chromebook and Hot spot use:**

1. I understand as TGS property, the Chromebook and hot spot is subject to inspection and search at any time and without cause.
2. I understand that I am not to remove or alter any part of the computer, that only authorized educational programs installed by TGS staff may be used on the computer, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
3. I understand that I am accountable for knowing where my Chromebook and hot spot is at all times.
4. I understand that I am responsible for the proper care of my Chromebook and hot spot, and that damage to the Chromebook or hot spot may be considered intentional.
5. I understand that I am not to add or remove labels to the Chromebook, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Chromebook.
6. I understand I am responsible for keeping food and beverages away from my Chromebook and hot spot, and that I am not to leave my Chromebook or hot spot outside, unattended in a vehicle in an unsecure location, or near water.
7. I understand that I am to avoid using objects that may scratch or damage any part of the device.
8. I understand that I am not to loan my Chromebook, hot spot, or charger to another individual.
9. I understand my Chromebook and hot spot’s serial number and manufacture/district labels are not to be defaced.
10. I understand I am not to delete any school installed software.
11. I understand that I am only to use my Chromebook in ways that are educational and appropriate.
12. I understand that I represent the school division in all my online activities while using the Chromebook. I understand that what I do online should not reflect on my fellow students, teachers or on TGS.
13. I understand that my personal username and password should not be shared with any individual.
14. I understand at all times I am to follow TGS Acceptable Use Policy.
15. I agree to return the Chromebook, hot spot, and power cord in good working order at the end of the checkout period.

I have read and agreed to comply with these guidelines and all TGS policies and regulations for the use of equipment, including the attached Rules, the Acceptable Use
Policy, and the Student/Parent Handbook. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the internet, email, and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated below while assigned to me. I understand that if the computer or any accessory is lost, damaged or stolen, the student and his/her parent is responsible for the repair or replacement cost of $150.00. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. Parents wishing to Opt out of the Chromebook and Hot Spot program must contact the school and an Opt out form will be provided for signature.

___________________________________________________
Student’s full name

________________________________________
Signature of the Student                    Date of checkout

________________________________________
Signature of the Parent/Guardian            Date of checkout

Chromebook Barcode: _____________________________
Appendix A: Notice to Parent/Guardian Regarding 1:1 Sessions

Dear Parent/Guardian:

As part of your child’s Online Learning Service Plan, we have determined that individual instruction, therapy, or assessment through videoconferencing or teleconferencing may be needed in order to help your child progress with his/her IEP goals and curriculum or to complete their current special education evaluation. In order to implement individual services, therapy, or assessments via videoconferencing or teleconferencing, we need your consent to provide these services. Please read the expectations below and reply to this email stating that you give consent for individual therapy or instruction.

- Individual instruction or therapy will be provided via videoconferencing or teleconferencing.
- Confidentiality still applies for these services, and no one will be permitted to record the session.
- If possible, it is important to be in a quiet space that is free of distractions (including cell phones or other devices) during the session.
- It is also important to use a secure internet connection rather than public or free Wi-fi. If you need assistance on this point, please let us know.
- Parents or guardians are not required to be in the same room as the student during instruction or therapy, but they may join in on the videoconference or teleconference at any time.
- Please remember that during classroom instruction, audio and video recordings and photography are not allowed without specific permission from an administrator or the teacher. The same applies to our online learning instruction which includes any staff member or other students without express permission from the staff member delivering the instruction (or administer). If you receive such recordings or photographs form a source other than the school district, delete them and do not post or forward.
- Thomasboro staff members reserve the right to end any online sessions at any time for any reason.

In order for the teacher or therapist to provide individual services, I understand I must provide my consent via email. Services cannot begin until consent is given in response to this email. I understand that I am not required to give consent and that I can contact my child's case manager, service provider, or teacher to discuss whether there are any other service alternatives available at this time.
Appendix B: Passive Consent for Online Learning

Dear Parent/Guardian:

When school is in session, your child may participate in various instructional groups with other students led by teachers and related services staff (e.g., counselor, speech, occupational therapists, etc) throughout the school day. During online instruction, the staff will deliver specialized services to your child through various means, which may include an online meeting platform, specifically Google Hangouts, Google Meets, or Zoom for Education.

Please Note:

- A feature of Google Hangouts and Zoom for Education is that students and parents will have the capability to see the other students in these groupings at the same time.
- To increase the privacy and confidentiality during sessions, please find a private, quiet location in your home to limit disruptions or others listening to the sessions.
- The staff member providing instruction through Google Hangouts, Google Meets, or Zoom for Education will not be responsible for the physical safety of students in their homes, and this responsibility remains a family responsibility.
- We will not record any sessions and we do not provide consent to be recorded during sessions.
- All information disclosed within sessions and written records pertaining to those sessions are confidential.
- Thomasboro Grade School reserves the right to end any online sessions at any time for any reason.

If you have any questions regarding your child’s participation in these groups through Google Hangouts, Google Meets, or Zoom for Education or you do not want your child to participate in the instructional group, please contact your child’s teacher to further discuss this support for your child.

________________________________________  _____________________________
Parent Signature                                                                         Date