

BELLEVUE CHRISTIAN

WITH PURPOSE

Dear BCS Families,

As highlighted in recent communications, staff & faculty have been proactively preparing for the possibility of moving to an online learning model and now the time has arrived to make that shift. For Bellevue Christian, online learning is not ideal, but we welcome the opportunity to utilize technology to provide new ways to learn and to maintain the strong relationships between faculty and students while we are temporarily restricted from meeting in person.

Here is what you can expect while BCS employs an online learning model:

Elementary K-6

➤ Lesson Plans

Classroom teachers will post lesson plans in OneNote on Monday, Wednesday, and Friday starting Monday, Mar. 16.

Principals will be in communication with families between now and Monday about how to access OneNote and what time lesson plans will post.

- Monday's post will contain lesson plans for Monday and Tuesday.
- Wednesday's post will contain lesson plans for Wednesday and Thursday.
- Friday's post will include lesson plans for Friday and any weekend homework.
- Specialists will post one lesson per grade level per week.
- There are tabs for each classroom teacher and each specialist.

- Please be sure to check each tab (classroom teacher & specialists) that pertain to your child.
- Information regarding due dates will be included in lesson plans.

➤ **Assignments and Assessments**

- All of these (tests, quizzes, projects, etc.) will continue but may look different.
- Teachers will continue to update their gradebooks regularly.

➤ **Attendance**

- Even though students are not attending school in person, school is still operating in an online learning model.
- Assignment and assessment due dates and expectations will be communicated by teachers in their lesson plans.
- If your child is ill or otherwise will miss school, please email your campus front office and classroom teacher.

➤ **Turning Work in**

- Teachers will communicate turn in options for assignments.
- Assignments may be turned in electronically or paper copies can be dropped off at your campus.
- If paper copies are turned in, please enclose any work in an envelope with the classroom teacher's name on the front. To keep work dry and safe, there will be a large cooler at your campus front office into which you can place your student's work if the office is closed.
- Emailed photos or PDFs may work. There are a variety of apps you can download that allow you to easily create PDFs using your phone.

➤ **Communication**

- As you have questions or concerns regarding your child, please email your classroom teacher as you always have. Classroom teachers will make every effort to respond within a 24-hour period.

Grades 7-12

Junior High and High School teachers will be using synchronous learning, meaning that students will follow their regular daily schedule in an electronic environment and will be interacting with their teacher and peers in real time.

➤ **Schedule**

- Tuesday through Friday, students will log into Microsoft Teams for each of their regularly scheduled classes. They will begin in the video platform of Microsoft at the normally scheduled school start time.

Teachers will deliver a lesson each class period. These lessons will include live instruction and may also include independent work to be completed in real time. Students will be given specific instructions by their teacher about what each online class period will entail. For this reason, we stress the importance of logging in on time to each class.

- Classes will commence on Monday, Mar. 16 with a 1-7 class schedule.
- Monday, Mar. 23 and Monday Mar. 30 will serve as independent workdays. Students can expect to have classwork on these days but will not log into Teams for classes.

➤ **Items left at school** – If students have left anything in their lockers, the building will be accessible during school hours on Thursday & Friday. Unfortunately, teachers will not be available during this time. Email is the best way to contact teachers.

➤ **Assignments and Assessments**

- All of these (tests, quizzes, projects, etc.) will continue but may look different.
- Teachers will continue to update their gradebooks regularly.
- Teachers will record their lessons and will archive the videos in Teams. Lesson plan information will be posted using the method the teacher has already established (RenWeb, Moodle, Teams, OneNote, etc.).

➤ **Attendance**

- Regular attendance expectations remain in place and students will meet with their current classes in an online environment.
- Microsoft Teams allows teachers to see which users are attending each class meeting.
- Teachers will use the user list from each class meeting to take attendance in RenWeb.
- If a student is ill or otherwise unable to attend class in the online video environment, parents should notify the school through the regular attendance procedures.

➤ **Electives**

- Certain electives will necessarily look much different in a distance learning environment than they would in a typical classroom. Elective teachers will reach out to their classes with specific instructions about participation and expectations.

➤ **Help with Microsoft Teams**

- Students had a chance to practice using Teams in their classes on Tuesday, Mar. 10.
- Here is a [tutorial](#) that demonstrates how to access the platform.

We expect some shifts in this plan as we move forward. We will communicate changes through email. This information will also be posted on our website under MyBCS Parent Resources.

Thank you for your grace, patience, and support as we navigate the challenges presented by the COVID-19 pandemic.