



BIRCHWOOD CHRISTIAN SCHOOL
Home of the Warriors!
22208 North Birchwood Loop Road
Chugiak, AK 99567

E-Learning Student-Parent Handbook

Birchwood Christian School (BCS) students and families understand that:

1. All students are allowed access to digital resources within the school unless the school is notified in writing by the parent/guardian.
2. All users are accountable to all school, local, state, and federal laws.
3. All use of the technology equipment and network must support education.
4. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
5. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
6. All users are expected to follow existing copyright laws and educational fair use policies.

Parent/Guardian Responsibilities for Students with Mobile Devices:

Suggestions:

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

Email for Students:

Purpose: All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with school staff and classmates, giving them an authentic purpose for writing.

The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.

Guidelines and Reminders:

Email should be used for educational purposes only.

- Email transmissions are monitored by the school to ensure appropriate use. This means that administrators and teachers may check students' email and will be alerted to any inappropriate content.
- All email and its/their contents are property of the school.
- Email should only be used by the authorized owner of the account.
- Students should protect their passwords at all times. Any suspected breach of a student's assigned BCS account should be reported immediately.

Unacceptable Use:

Examples:

- Non-education related forwards (e.g. jokes, chain letters, images, etc.).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

REMOTE-LEARNING DAYS

Remote-learning allows BCS to extend learning into the home and keep everyone safe during emergency closures.

Teachers have been trained to use current tools such as Zoom Meetings, Google Classroom, and YouTube to both create and share content. Educators have the capability not just to create resources but to share their content across several levels of education. In other words, any educator at any level in our school can collaborate with any teacher to provide a complete classroom experience online. We strive to provide excellence by focusing on Future Ready skills that will prepare our student for College and Career Preparedness.

How will my students get the Remote Learning assignments that they need to complete at home?

Teachers will have lessons for your student loaded in Google Classroom for students. Prior to leaving the school building, students will receive the necessary resources to complete their work at home.

Students, grades K-12, will be able to use Google Classroom to create, edit, and submit assignments.

There will be some lessons that will have videos or other media. Teachers will work to have this information available as attachments in Google Classroom or via a YouTube private channel. There may be times a student will be directed to a YouTube video for extra instructional support.

How many lessons will my student need to complete?

PreK students will bring home an activity packet. Packet will include 20-minute lessons per day in the following content areas: Phonics, Numbers, Calendar, and Bible – The lessons may be cross content. For example, Bible and Phonics may be covered in Bible. Classroom lessons will be delivered via the Google Classroom Platform utilizing the materials provided in the packet.

Kindergarten students will bring home an activity packet with appropriate guidance documents. Packet will include 20-minute lessons per day in the following content areas: ELA, Math, Social Studies, Science, and Bible – The lessons may be cross content. For example, Bible and Science may be covered in Bible. Classroom lessons will be delivered via the Google Classroom Platform utilizing the materials provided in the packet. ***Please note, as new content is delivered lessons may take longer than 20 minutes on certain days.

Grade 1 students will bring home an activity packet. Packet will include 30-minute lessons per day in the following content areas: ELA, Math, Social Studies, Science, and Bible – The lessons may be cross content. For example, Bible and Science may be covered in Bible. Classroom lessons will be delivered via the Google Classroom Platform utilizing the materials provided in the packet. ***Please note, as new content is delivered lessons may take longer than 30 minutes on certain days.

Grade 2 students will bring home an activity packet. Packet will include 30-minute lessons per day in the following content areas: ELA, Math, Social Studies, Science, and Bible – The lessons may be cross content. For example, Bible and Science may be covered in Bible. Classroom lessons will be delivered via the Google Classroom Platform utilizing the materials provided in the packet. ***Please note, as new content is delivered lessons may take longer than 30 minutes on certain days.

Grade 3-5 students will receive take-home packets, as needed based on the curriculum for these grades. Classroom lessons will be delivered via the Google Classroom Platform. Platform will provide daily 30 to 45 minute lessons in the following content areas: ELA, Math, Social Studies, Science, and Bible – The lessons may be cross content. For example, Bible and Science may be covered in Bible ***Please note, as new content is delivered lessons may take longer on certain days.

Grades 6-8 Middle School students: Classroom lessons will be delivered via the Google Classroom Platform. The Google Classroom Platform will provide daily 30-minute lessons following a modified schedule for instruction:

Day 1: Periods 1-4 (Monday and Wednesday)

Day 2: Periods 1, 5-7 (Tuesday and Thursday)

Friday: workday and catch up day

You should expect for each teacher to post the weekly objectives for EVERY class by Monday morning at 8am. In addition, each teacher will offer a minimum of one live zoom meeting per week in order to answer questions and ensure student understanding.

****Please note – Our focus will be on core classes (Math, Science, Social Studies, Bible, and English). To that end electives will have one 30-45 minute lesson per week.

Grades 9-12 High School students: Classroom lessons will be delivered via the Google Classroom Platform. The Google Classroom Platform will provide daily 45-minute lessons following a modified schedule for instruction.

The Schedule will be as follows:

Day 1: Periods 1-4 (Monday and Wednesday)

Day 2: Periods 1, 5-7 (Tuesday and Thursday)

Friday: workday and catch up day

You should expect for each teacher to post the weekly objectives for EVERY class by Monday morning at 8am. In addition, each teacher will offer a minimum of one live zoom meeting per week in order to answer questions and ensure student understanding.

****Please note – Our focus will be on core classes (Math, Science, Social Studies, Bible, and English). To that end electives will have one 30-45 minute lesson per week.

How can we work with the teacher?

Teachers will be available throughout the day via virtual office hours.

8:00am – 3:00pm

During these hours, our teachers will be accessible through a line of communication and be available for feedback, discussion and for grading of student work via Google Classroom and Sycamore.

Should there be an extended period of e-learning, teachers should have real time virtual contact with all students at a minimum of once per week. This may be conducted via Zoom, Google Meet, or Facetime.

What is my student's responsibility? How long do the students have to complete the lesson(s) assigned on Remote Learning Days?

Students are expected to complete the lesson(s) assigned by their teachers on a daily basis. Remote Learning days are about extending learning outside of the school building and not stopping instruction. Teachers will enter grades into Sycamore after 5 days of instruction. Students will have FIVE school days to complete any make up work after the work is assigned. Any work turned in after the due date will have a reduction in the grade based on the BCS late work policy.

We do understand there are extenuating circumstances relating to turning work in when we are in an E-learning environment. Please communicate with teachers ahead of time for extensions on or modifications to due dates.

Academic Integrity

Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.