



Coronavirus Response Plan

March 23, 2020

eLearning

Contingency Plan

2Timoty 1:17

For God has not given us a spirit of fear and timidity,
but a spirt of love, power and self-discipline.

Set-Up for Success:

The BCS faculty and staff dedicated the weeks prior to and the week of Spring Break to prepare for the online transition of instruction. Materials were gathered and disseminated in waves on Monday, March 23, 2020.

Remote learning began on Monday, March 23, 2020.

Preschool: Material Pickup/Virtual teacher directed activities

Kindergarten-6th Grade: Chromebooks

7th-12th Grade: iPads

Faculty/Staff: iPads

If a student identifies technology issues with their iPads or Chromebooks, they (or their parents) must call the school at 813-528-0588 or email Sarah Lockhart from another device at slockhart@bayshorechristianschool.org. This number will be provided to our families.

Teachers will communicate with students and parents within 24 hours of an initial communication during the work week. Please communicate through RenWeb using the teachers Microsoft Outlook accounts.

First initial, last name @bayshorechristianschool.org

Example: Jane Smith's email would be: jsmith@bayshorechristianschool.org

Students emails are [firstlastname@bayshorechristianstudents.org](mailto:firstname.lastname@bayshorechristianstudents.org)

Example Jane Smith's email would be janesmith@bayshorechristiansstudents.org

Links to key information families may need can be found on our website:

www.bayshorechristianschool.org

How to log in to FACTS SIS (RenWeb)

Parent Portal

Student Portal

Microsoft Teams

Zoom: Links and passwords required

Plan Overview:

Bayshore Christian School has created an eLearning Contingency Plan (ECP) to be used in the event it would be necessary to close our school due to weather, sickness, hurricane or other emergency. In accordance to our mission, the ECP will help ensure students have access to high-quality learning opportunities at home. This plan is intended to reduce the disruption of our students by providing alternative, online assignments to extend learning during a school closure.

Content Delivery

- Students will have access to their teacher(s), grade and school specific instructional materials to remain engaged in learning during the time our school is closed
- Digital materials will be updated frequently and identified as user friendly
- Administration/Coordinators will continue to support faculty, staff and students.
- Communication will be extensive and delivered through a variety of different platforms and applications
 - www.renweb.com
 - www.bayshorechristianschool.org
 - <https://www.youtube.com/channel/UCip5Lu14G1oHPedtPs6p7Pw>
- Tech Support will be available to help families with digital materials during the school closure.
 - Daily at the school from 8:00 am – Noon
 - Or 813-528-0588 from Noon-4:00 pm

Our Guidance Counselor will be available to the students during her Scheduled office hours from 8 am to 4 pm Tuesday, Wednesday and Thursday. Students and parents should email Mrs. Stenholm and set up a Zoom meeting or phone call. Mrs. Stenholm will be monitoring FLVS Classes, community service and academic progress.

Chapel: <https://www.youtube.com/channel/UCip5Lu14G1oHPedtPs6p7Pw>

Preschool and Lower Division Chapel: Wednesdays, 8:30 am

Middle and Upper Division Chapel: Wednesdays, 9:20 am

Access to Devices:

Kindergarten-6th Grade: Chromebooks

All students have a Google Account

All students have a Microsoft 365 Account.

Microsoft Suite available on all Chromebooks.

7th-12th Grade: iPads

All students have a Microsoft 365 Accounts to access their school given email account and Office 365.

Office 365 available for all students including Microsoft Teams: Word, Excel, Power Point, One Note

Faculty/Staff: iPads

Access to Internet:

Students unable to access Wi-Fi have been referred to Spectrum and Infinity as service providers who have offered free internet service for 60 days.

Spectrum 1-844-488-8395

Infinity 1-855-846-8376

If a student is unable to use either of the above resources, the school will make accommodations on an individual basis.

Attendance Policy during eLearning Period:

Preschool: (K2, K3, K4)

Check-in throughout the day using an email/photo response (as requested by teacher).

Lower Division: (Kindergarten-4th Grade, Including 5th Grade)

Check-in (as requested by teacher) by 9:30 am and turn in assignments by 7:30 pm to be counted present for the day. *Teachers will accommodate late assignments for the day, after 7:30 pm and before 11:59 pm; however, this is the exception, not the norm, and communication must be had with the teacher prior to the due date and time.

Middle Division: (6th-8th Grade)

Check-in (as requested by teacher) within the first 15 minutes of each class and turn in assignments by 7:30 pm to be counted present for the day.*Teachers will accommodate late assignments for the day, after 7:30 pm and before 11:59 pm; however, this is the exception, not the norm, and communication must be had with the teacher prior to the due date and time.

Upper Division: (Including 8th grade students taking upper division courses)

Check-in using Microsoft Forms/Team(s) within the first 15 minutes of each of the four classes per day and turn in assignments by 7:30 pm to be counted present for the day.

If a student is ill and unable to join an online class or complete assignments, Mrs. Lockhart must be notified via email at slockhart@bayshorechristianschool.org

It is important teachers check in with each class at a predetermined time within the class period. This required time needs to be shared with your students and their parents. Attendance in class is REQUIRED. In order for students to receive credit for the course, students must complete the coursework AND be present (via remote learning) for accountability. Teachers need to identify a specific time, preferably within the first 15 minutes of a period for middle and upper division students to check attendance and record it in Ren Web, in addition to the collection of assignments, etc.

The pre-school/lower division aged students will be asked to complete a given assignment or assignments to be held accountable for attendance. This may be in the form of a picture, email, or web conference with the teacher. Please enter attendance upon receipt of the assignment(s).

Teachers need to offer a period of time for students and/or parents to ask questions. Again, this can be accomplished through the FACTS SIS, LMS, Microsoft Teams, Zoom or email. This needs to be predetermined and shared with parents. It can be as simple as arranging a phone call, email or zoom meeting, but students need to know “how to ask questions”.

Enrichment teachers will need to provide lessons according to the weekly schedule. For example, if you have 1st grade three times, the lesson plan with resources and activities would be visible for the student/parent for all three scheduled classes.

Content Delivery

https://www.bayshorechristianschool.org/academics/remote_learning.cfm

Online Resources for Core Subject Areas

Our teachers remain the heart of all eLearning. Teachers are our greatest resource through the eLearning process.

*Teachers assign a specific educational plan for his or her own students.

*If a teacher, for whatever reason, is unable to provide an educational plan for his or her own students, the administrative team will identify an eligible individual to create or proceed with an alternative educational/instructional plan.

Example: Maternity, Illness

Action Plan for eLearning

1. RenWeb/FACTS

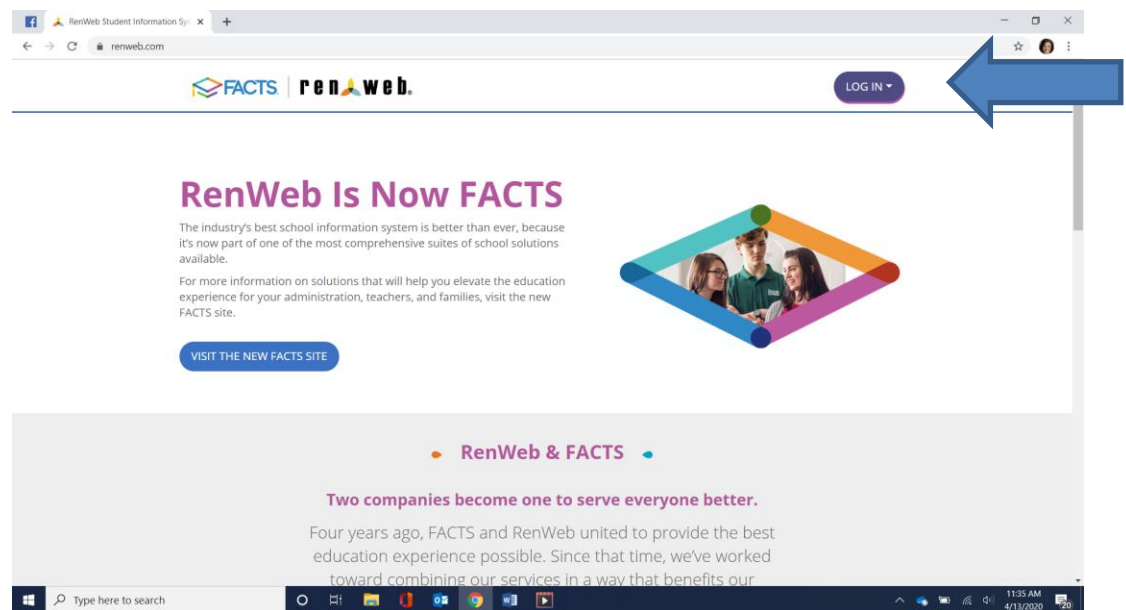
RenWeb/FACTS and the Bayshore Christian School website are the primary places online for students and families to go in the event of a school closure. These information locations will serve as the key place for students and teachers to keep open lines of communication for instructional purposes.

Teachers are encouraged to update instruction, assignments and assessments through RenWeb/FACTS as often as possible, and in alignment with contractual obligations.

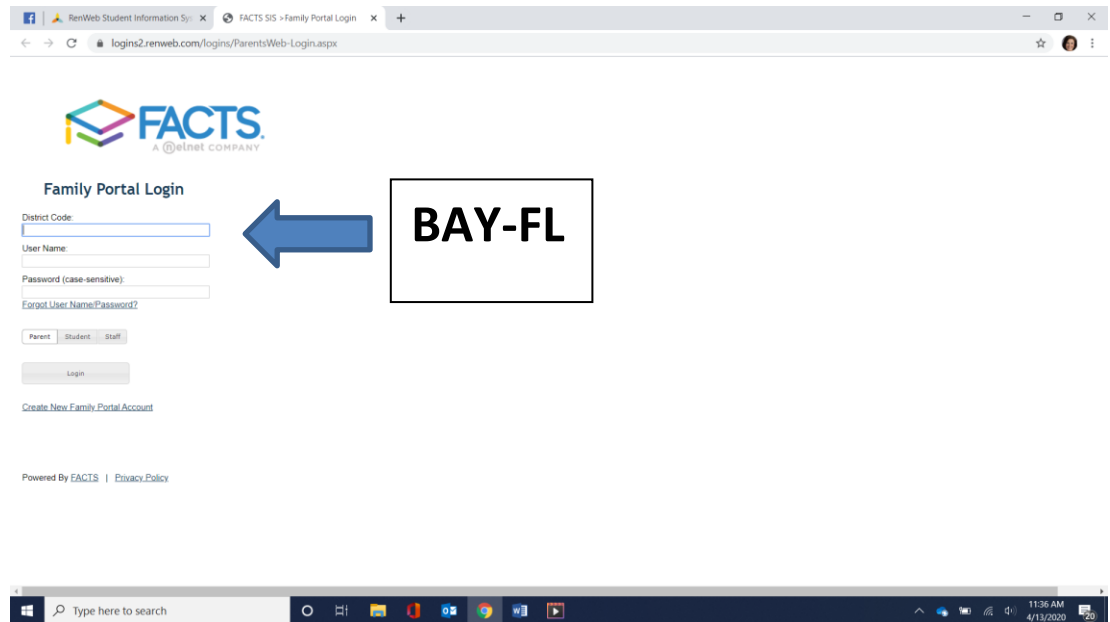
All Bayshore Christian School students and parents have access to RenWeb.
www.renweb.com

Parents have logins issued at the time of enrollment. Select: Parents Web Login

From here, students and parents may access their RenWeb/FACTS accounts.



Students in 2nd-12th grades have access to student accounts in RenWeb and can access all of the student information.



*After logging onto RenWeb/FACTS, students/parents will see the teacher’s lesson plans, resources, homework and grades. Students may be referred to Microsoft Teams.

Students in preschool through first grade will not have their own login capabilities.

Students in second through twelfth grade will have their own login capabilities.

Parents have access to all student accounts. The only difference between parent login and student login is the ability to turn in assignments.

2. Online Textbook(s)
 - a. Lower Division

Title	Publisher
Wonders Reading K	McGraw-Hill
Wonders Reading 1	McGraw-Hill
Wonders Reading 2	McGraw-Hill
Wonders Reading 3	McGraw-Hill

Wonders Reading 4	Mc Graw-Hill
Math in Focus 3 online	HMH
Math in Focus 4 online	HMH

b. Middle Division

Title	Publisher
Wonders Reading 5	McGraw-Hill
Math in Focus 5 online	HMH
Math Reveal Course 1	McGraw-Hill
Math Reveal Course 2 online	McGraw-Hill
Pre-Algebra	McGraw-Hill
Social Studies Geography	McGraw-Hill
Civics	McGraw-Hill
National Inspire Life Science	McGraw-Hill
National Inspire Physical Science	McGraw-Hill

c. Upper Division

Title	Publisher
Social Studies Geography	McGraw-Hill
US History	McGraw-Hill
Traditions & Encounters:	McGraw-Hill
Pre-Algebra	McGraw-Hill
Algebra I	McGraw-Hill
Algebra II	McGraw-Hill
Geometry	McGraw-Hill
National Inspire Physical Science	McGraw-Hill
National Inspire Life Science	McGraw-Hill
Inspire Chemistry	McGraw-Hill
Inspire Biology	Mc-Graw Hill
Forensics	Kendall Hunt

Shier Hole's Anatomy	McGraw-Hill
Physics	McGraw-Hill
Spanish 1 Asi se dice	McGraw-Hill
Spanish 2 Asi se dice	McGraw-Hill
Spanish 3 Asi se dice	McGraw-Hill
Spanish 4 Asi se dice	McGraw-Hill
Introduction to Business	McGraw-Hill

3. Zoom- Zoom.com

- a. For video conferencing and communication: Students are NOT required to have a ZOOM account.
 - i. Teachers are required to set up secure meetings for our students which require a password and waiting room feature.
 - ii. If the teacher sends the students the secure link, no password is required.
 1. Once in Zoom, the teacher will “admit” students into the meeting.

4. Microsoft Teams

- a. Teachers have the option to utilize Microsoft Teams which all students in Kindergarten-Twelfth grade have access to on the Chromebooks or iPads.
- b. Through Office 365 students can access Microsoft teams if instructed to do so in RenWeb/FACTS.
 - i. Students can access lesson plans, resources, links, ZOOM
 - ii. Students can turn in assignments
 - iii. Students can chat with their teacher/peers

Content Delivery FAQs for Teachers:

We are currently working with all of our teachers in all four divisions to implement a full-scale eLearning platform. This is new for most of us and we are working through this together.

What are the eLearning expectations for teachers?

Teachers are expected to continue to provide daily assignments for students in each area of core curriculum and post them on RenWeb/FACTS. FACTS is the main line of communication between the teacher, student and parents. Teachers are expected to have the full day's assignments on RenWeb by the beginning of the division's normal operating hours with the entire week outlined by the Friday prior to the upcoming week. Teachers are expected to make themselves available for students to ask questions and receive immediate feedback. Assignments are expected to be graded and semester grades will be expected at the end of the currently defined grading period.

Teaching live lessons is one of the most important opportunities teachers have to interact with students. However, not all of our lower division students will have the parental support to access scheduled live lessons; therefore, lessons may be recorded and embedded in YouTube, Nearpod or Microsoft Teams.

Teachers will communicate with students and parents with 24 hours. Please communicate through RenWeb using the teachers Microsoft Outlook accounts.

First initial, last name @bayshorechristianschool.org

Example: Jane Smith's email would be: jsmith@bayshorechristianschool.org

Students emails are [firstlastname@bayshorechristianstudents.org](mailto:firstname.lastname@bayshorechristianstudents.org)

Example Jane Smith's email would be janesmith@bayshorechristiansstudents.org

It's certainly acceptable for teachers to call or text a student if a student is not actively working on their eLearning assignments or they are not in good academic standing. It's also expected for teachers to communicate these concerns with the administrative team, who will then support the student and teacher by serving as a liaison.

The BCS grading policies have not changed. Student work should be graded within 48 hour of its submission. Specific feedback should accompany the grades issued. Some assignments such as advanced placement FRQs (Free Response Questions), essays or detailed writing assignments/projects, may take longer than the 48 hour recommended turnaround time.

https://www.bayshorechristianschool.org/academics/remote_learning.cfm

eLearning Expectations for Teachers as of March 23, 2020

Teachers are working remotely Monday-Friday, 7:45-3:15.

Please clock in remotely and maintain an online presence, frequently checking emails throughout the day.

Material Distribution for initial material pick up for parents/students.

Within our academic plan, we would like for teachers to come to campus on Monday, March 23rd by divisions following the social distancing rule of 6ft.

Preschool/Enrichment:	8-10:00 with materials ready to be dispersed by 9:30
Lower Division:	9:30-11:30 with materials ready to be dispersed by 11:00
Middle Division:	11:00-1:00 with materials ready to be dispersed by 12:30
Upper Division:	12:30-2:30 with materials ready to be dispersed by 2:00

Your personal children may join you, but they may not enter another classroom other than yours and they too must follow the social distancing policy. We will also schedule a time on Monday for parents to come and “pick up” any materials you may have for each student.

Preschool:	9:30-10:00
Lower Division:	11:00-11:30
Middle Division:	12:30-1:00
Upper Division:	2:00-2:30
Family Pick-Up:	2:30-3:00 (For multiple grade levels)

While we recognize many of our faculty members have school aged children, asynchronous instruction may not be possible for the entire school day. It is not our intention for teachers to be “online” in front of a computer the entire day; however, ***there should be a face to face lesson prerecorded (Bayshore You Tube channel) or via ZOOM (or other web conferencing software-see iPad options below in notes from Jeff) and/or discussion per period/subject throughout the week.*** The YouTube access information is as follows:

User ID: bayshorechristianschooltampa@gmail.com Password: *faithwarrior3909*

CHAPEL: Angie and Mark will have YouTube videos posted to the Bayshore Christian School YouTube channel. Please let families know this is available for our students and attendance is required.

Teachers:

We need to offer continuity of instruction!

Prioritize

Identify what is most important and recognize some things will not be possible. However, the learning expectations should not change and instructional rigor needs to be met or even increased. Think outside of the box. Think, project based learning. Think group work/Collaboration.

Standardize

Choose the platform for communication of instruction.

FACTs SIS or FACTs LMS (One of these two must be used)

Pre-School and Lower Division should use FACTS SIS. DOJO may not be used for school attendance or academics, as this is not considered a Bayshore Christian School resource. (If teachers need a few days to transfer information from DOJO to FACTS SIS; however, all information should be available in both locations and no longer use DOJO by March 27th.)

Middle Division and Upper Division should use LMS; however, if you're a MD or UD teacher who has not yet used LMS, use SIS for the first few days/week and work towards LMS. If you have your lessons already set outside of LMS, begin transferring or pasting your information into LMS.

https://rwu.renweb.com/1_FACTS_SIS/User_Guides/LMS

FACTS SIS allows for pdf files to be uploaded to lesson plans and SIS has homework "drop" options.

https://rwu.renweb.com/1_FACTS_SIS/User_Guides/Classroom/T_Web_Items/Homework_Drop

Ren Web lesson plans and Learning Management Systems should be current and up to date with useful resources, lesson plans, assignments, etc. **There is no exception to this expectation.**

ALL teachers need to have thorough well planned lesson plans as if you were in class with your students for the 30, 45 or 90 minute periods. Students should connect and communicate with teachers daily as a source of attendance- of course our lower division students will communicate via email, their parents turning in requested assignments daily as their form of accountability.

Stay alert and use your Biblical Worldview Lenses when identifying online content outside of our school provided resources. There are many great resources, but they often have inappropriate advertisements or lead to worldly content not appropriate for our students.

Here are additional resources:

A private BCS: Faculty/Staff page has been created. An alert was sent to all faculty to join the group.

Recommended Apps:

BCS Faculty and Students all have access to Microsoft Apps/Office 365

Collaboration Tools: One Note

Microsoft Teams

Zoom

Explain Everything EDU: Digital Whiteboard (currently free)

FlipGrid

Google Hangouts

JOIN the school's private FB group for Faculty/Staff

Here are a few questions we've already been asked:

Are teachers going to be readily available? Yes, they are working a full teaching day: Following their class schedule.

Will the lesson plans be thorough with resources to assist my child? Yes, the lesson plans will be complete, thorough and up to date to validate curriculum coverage throughout the remote learning period. Resources will be available and your child will have the opportunity to interact with their teacher and potentially other classmates. Attendance is required and will be monitored-this varies per division; therefore, your children's teachers will notify of how "they" are taking attendance. Assignments will be turned in and grades will be given.

Why should we pay full tuition if we're not getting all of the benefits? Our teachers will continue to teach full time and monitor each student's progress. Progressing to the next grade will be possible. Credit will be given for middle school and high school classes. The teachers have the advantage of working with our students for 3 quarters of the school year and know each student's strengths and challenges. This puts the teacher in an optimal position to engage the child and help them make progress. High school students (or students taking high school courses) can finish their coursework in the expected time period. Our AP students can continue their work in the virtual classroom created for our students at Bayshore. Our Christian teachers are providing an amazing service for our students through a Biblical worldview integration.

Teachers are available throughout the school day to answer students/parents questions. Remote learning has the same learning objectives and expectation with modified assignments and representation. If your student(s) were in a public school environment, they would not have a 1:1 device nor the access to faculty your students will have throughout this time period. There are no other schools in Florida offering on campus learning.

Timeline	Stakeholders	Action Steps
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March 4 th and 11 th	Faculty/Staff/Administration: Gather materials to support instruction: Identify attendance procedures and schedules to follow for virtual eLearning.	Faculty Meetings/Team Meetings by Division
March 13 th : Expected two week closure through March 27 th	Governor announced Closure through	Weekly Check In Meetings by Division
Ongoing through May 1 st	Governor announced State of Emergency through May 1 st	Weekly Check In Meetings by Division
Through May 21 st	Governor announced School Closures through the end of the 2019-2020 school year	Weekly Check In Meetings by Division