



**BCS Virtual  
Parent-Student Handbook  
2020-2021**

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**Department of Teaching and Learning**

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Bartlett City Schools (BCS) recognizes that this school year poses significant concerns for some families. BCS Virtual was created in response to parents voicing those concerns. This document is intended as a support for students and families who have opted into BCS Virtual. It is a supplement to the [BCS Parent-Student Handbook](#), not a replacement. All current BCS policies and procedures are in place for BCS Virtual students.

## DEVICES

All students enrolling in BCS Virtual will be issued a District-issued device. Students in grades PreK-3<sup>rd</sup> will receive iPads while students in grades 4<sup>th</sup>-12<sup>th</sup> will receive MacBook Air laptops. Your child's school will be sharing information on when devices will be distributed. All devices will be monitored and tracked using our Mobile Device Manager (MDM) JAMF.

### Before Receiving Your Device

Devices will be distributed to students after a parent/guardian completes a **required** parent orientation session in person or virtually, where rules and responsibilities will be discussed and an overview of how the devices will be used for instruction by your child's teachers will be presented. The student's technology fee must also be paid. In addition, parents and students must sign and return the following forms. These are located [here](#).

- Student Responsible Use of Network and Electronic Media User Agreement – Parent/Guardian Permission Form
- Student Email Account Agreement Form
- Student Equipment Agreement Form
- Parent Permission and Acknowledgement Form

*Parents and students should review all forms and seek clarification for questions or sections not understood.*

## STUDENTS WITH 504 PLANS OR IEPs

BCS Virtual students who receive services under a 504 Plan or an IEP will continue to be eligible for services. A meeting may need to be scheduled in order to discuss how accommodations can be provided in the virtual setting. Your child's school will be reaching out to you.

## STUDENT SCHEDULES

BCS Virtual students will receive their schedules and teacher assignments at the same time as all Bartlett City Schools students. Your assigned teachers will be emailing or calling families with a detailed breakdown of online meeting times and classroom requirements.

## ATTENDANCE

Students must log into Curve at least once per school day (Monday through Friday) during regular school hours and complete their assigned learning activities as directed by the teacher. Curve is our Learning Management System (LMS) and is where all instructional resources will be located. Students must also log in at the specified time during regular school hours to meet with teachers via Zoom. Failure to complete assigned work for the day and/or meet with teachers will result in an absence being recorded. If there are extenuating circumstances with a required log in, please contact your child's teacher or principal. [BCS Board Policy 6047](#) will govern absences, truancy, and make-up work.

## BCS VIRTUAL EXPECTATIONS

### Students

When attending class online, students are expected to:

- Use their BCS issued device.
- Log in with their BCS email and should display their first and last name.
- Keep their video stream on. When speaking, speak to the camera not to their screen.
- Keep their microphone muted, except when speaking with the teacher or as directed otherwise.
- Be dressed appropriately for school.
- Limit distractions from learning, including visiting other websites/programs and using cell phones.
- Adhere to the schedule provided to them by the teacher.
- Commit to meeting all assignment due dates.
- Email the teacher if they are ill and/or unable to access Curve.

### Parents

BCS strongly supports the role of the parent in their child's educational process. In any online setting, the commitment of the parents to the educational process directly enhances the student's learning success. Parents are a critical part of the support of their child as an online learner. As such, BCS will be adding parent resources to our BCS Virtual website. Parent participation in the learning process should include:

- Creating a workspace that is quiet and has minimal distractions. Be sure supplies are available.
- Supporting your student's participation and learning each day.
- Ensuring your child collaborates with others only when the teacher gives instructions to do so. In addition, parents may not log in to a student account and complete coursework on behalf of the student.
- Maintaining regular communication with the teacher(s).
- Ensuring your child is spending adequate time on the courses and is progressing each day through the prescribed instructional activities.
- Advocating for your child by encouraging him/her to ask questions of the teacher and seeking additional help.
- Following the procedures required for state and course assessments.

## GRADING

[BCS Policy 4014 Grading System](#) is in effect for all students, including those attending through BCS Virtual.

## DISCIPLINE

All district policies are in place. Please refer to [BCS Policy 6038 Discipline Procedures](#), the BCS Parent-Student Handbook, and your child's school handbook for more details.

## CONTACTS

	Name	Email Address
BCS Virtual	Dr. Lee-Ann Kight	bcsvirtual@bartlettschools.org
Altruria Elementary	Marva Johnson	mjohnson@bartlettschools.org
Appling Middle	Dr. Keshia McMickens	kmcmickens@bartlettschools.org
Bartlett Elementary	Page Watson	pwatson@bartlettschools.org
Bartlett High School	Dr. Chris Maley	cmaley@bartlettschools.org
Bartlett 9 <sup>th</sup> Grade Academy	Shannon Abraham	sabraham@bartlettschools.org
Bon Lin Elementary	Tom McClellan	tmcclellan@bartlettschools.org
Bon Lin Middle	Cody Duncan	cduncan@bartlettschools.org
Ellendale Elementary	Michelle Bardos	mbardos@bartlettschools.org
Elmore Park Middle	Dr. Ethan Randall	erandall@bartlettschools.org
Oak Elementary	Stephanie Beach	sbeach@bartlettschools.org
Rivercrest Elementary	Sharonda Rose	srose@bartlettschools.org

## LEARNING PLATFORM DESCRIPTIONS

### Curve

Our learning management system (LMS) is Curve. All students will use this platform regardless of the instructional model chosen. Teachers will be communicating learning expectations weekly through the dashboard. Parents will have a login as well in order to monitor teachers' posts and to communicate as needed. Teachers will also post instructional content in our LMS. Curve will serve as the daily starting point for all instruction. Students will need to log in daily for information and to document attendance.

### PathBlazer (K-8) OdesseyWare (9-12)

PathBlazer and OdesseyWare have been purchased as a supplemental video-based resource for our students and teachers. It is aligned with Tennessee Academic Standards and allows teachers, students, and parents to monitor their student's progress while completing activities and assignments. All BCS teachers will customize the program for their students' needs and to ensure alignment with pacing and expectations for students in the traditional in-person instructional model.

### Zoom Video Conferencing

Zoom is BCS Virtual's platform for live video conferencing. Zoom provides our K-12 educators an account that complies with the Family Educational Rights and Privacy Act (FERPA) and all privacy laws. All BCS policies must be adhered to in all Zoom sessions. This includes, but is not limited to, [BCS Policy 6040 Dress Code](#) and [BCS Policy 1021 Use of Internet and Internet Safety](#).

### **ADDITIONAL INFORMATION**

Please visit [BCS Virtual](#) for more information and links to important resources. Additional information will be added to the page prior to the start of the school year.