



In the event break is extended, we are excited to announce our transition to an online format using Microsoft Teams, which will serve as our learning community during this time of disruption. Although MCS may not be meeting in physical classrooms currently, we are committed to offering a high-level, quality education remotely. We see this time as a great opportunity to continue to expand our professional practice and further enhance students' 21st century skills. We will be successful not simply because we are using an excellent online learning management system, but rather because we have professional educators who are innovative, flexible, and committed to our mission and vision statements regardless of location. Teachers have been passionately preparing their virtual classrooms and curriculum to continue educating students for His glory! We have also been working diligently to ensure your transition to online learning is as smooth and easy to navigate as possible. Please take time to read the following information carefully. Thank you for your flexibility and continued trust in Middletown Christian Schools to educate your student(s); in the event break is extended, we will launch MCS online **Monday, April 6.**

Online Protocol

1. Teachers will continue to post all lesson plans on RenWeb weekly, but they will be using Microsoft Teams to post all activities, assignments, and assessments. We are excited to share this new system with you; click [HERE](#) for the first video on how to sign-in to your student's Office365 account.
2. Teachers may hold online, real time (synchronous) class sessions during which the teacher and students gather at the same time. These sessions will be recorded for students to view at a later time if they are unable to attend. Teachers may also create online learning experiences and assignments for students to work on at their own pace and complete during an extended window of time (asynchronous).
3. Although students will often be able to work at their own pace, the bell schedule below is intended to provide some routine and regularity for students as well as to accommodate office hours and any synchronous sessions teachers may want to incorporate.
4. Students should expect to actively engage in their courses and produce quality work:
 - a. It is important to remain organized, check email/RenWeb/Teams daily, and create manageable plans for completing work each week. Be sure to complete your work in an undistracted location without your cellphone (unless using it for school) and any other potential distractions.
 - b. Teachers will decide which digital interaction constitutes a student's daily attendance and due dates. Of course they will maintain a disposition of grace as students are transitioning to the online format, so please communicate openly with teachers via their office hours or email of any concerns.

- c. Although students are not expected to dress in MCS uniforms, students are expected to dress modestly for synchronous online learning sessions, be out of their beds, and prepared to engage in class.
- d. Students are expected to maintain academic integrity in all MCS online interactions; our team will still be monitoring and responding to inappropriate student conduct if the need arises. MCS's high ethical and behavioral expectations as outlined in the Student/Parent Handbook are still applicable off the school campus.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:00	1 st Period	2 nd Period	Open	1 st Period	2 nd Period
10:00-11:30	3 rd Period	4 th Period		3 rd Period	4 th Period
11:30-12:00	Lunch Break				
12:00-1:30	5 th Period	6 th Period	Open	5 th Period	6 th Period
1:30-3:00	7 th Period	8 th Period		7 th Period	8 th Period

*Please note that elementary teachers will provide a more specific schedule for their subjects.

5. Parents, it is important for you to actively communicate with your student: be aware of your student's schedule, monitor their online activity in classes, and encourage them to contact their teachers with questions.
6. Teachers will be available during a portion of each class period and for three hours on Wednesdays to help students in real time; teachers will post their weekly availability in their lesson plans on RenWeb. Teachers will also be readily available via email if you are unable to reach them during their scheduled availability.
7. We believe that our online learning community via Teams will still allow us to continue to deliver a high-quality, Christ-centered education impacting the heart and mind of your child(ren). Please keep in mind that MCS transitioning to an online format does not result in a reduction of faculty/staff; they are still preparing a robust curriculum, using some of the best distance learning resources available. Although tuition will not adjust during our period of online instruction, if you and your family are facing financial challenges, please reach out to Andrew Mellish (amellish@mcseagles.net) MCS's Finance Director.

Resources

1. Video tutorials: [Office365 Tutorials](#)
2. Helpdesk: 365helpdesk@mcseagles.net
3. FACTS/ParentsWeb: [ParentsWeb](#) District Code: MT-OH. (If you need assistance with logging into your account please email ewallace@mcseagles.net)
4. For prior communication and resources: [COVID-19](#)