

March 25, 2020

Highland Christian Families,

COVID-19 hit hard and we are particularly disappointed in the impact it has had on Highland Christian School. HCS is an active community where students grow in stature, wisdom, and an understanding of their heavenly Father. It is with great disappointment that we have not been able to gather with your cherished children but, as we know, the hallmark of an effective school is its ability to adapt and embrace flexibility in order to rise above adversity.

We are very pleased with the quick response and the extensive effort our teachers invested to prepare materials for the first two weeks of E-learning. We also greatly appreciate YOUR involvement and flexibility as we continue to partner with you for your students best!

*Unfortunately, at this time, Governor Holcomb has ordered all academic institutions to close until Monday, May 4, 2020.*

**During this extended closure, K-8 students will participate in their normal classes remotely.** This will require some changes in our approach to eLearning. For the past week, HCS's administrative team has been hard at work putting new technological systems in place to support these changes upon our return from Spring Break. The foundation of this remote instruction and assessment is twofold: teacher led instruction (that can be viewed at a child's convenience) and live Zoom teacher support.

#### **Kindergarten - 5th Grade Instruction:**

- *Teachers will be creating instructional resources* (in the form of videos) or using other web-enabled resources to provide teacher-led instruction at home. These resources will be stored in OnCampus and will be ready for your child on Mondays, Wednesdays, and Fridays.
- Each K-5 student will have a *20 minute scheduled one-on-one conference with their teacher each week using Zoom.*
- Full-time Discovery Center (DC) students will continue to receive support from Mrs. Acterhof.
- Students that receive Targeted Instruction support (TI) will continue to receive support from Mrs. Flory via Zoom.

#### **6th-8th Grade Instruction:**

- *Teachers will be creating instructional resources* (in the form of videos) or using other web-enabled resources to provide teacher-led instruction at home. These resources will be stored in OnCampus and will be ready for your child on Mondays, Wednesdays, and Fridays.

- Discovery Center (DC) students will continue to receive support from Mrs. Vant Hoff.
- *Class collaboration sessions will be offered via Zoom.* This will be communicated by individual teachers.

**Pick-Up/Drop-Off (Wednesday, April 8 from 3pm - 6pm)**

- Additional resources (Leveled Reading resources, Jr. High literature books, art projects, student supply bins, etc.) will be prepared for your child.
- Completed Library books should be returned.
- Completed student work (specifically worksheets, packets of work, should be returned), so they can be properly assessed. These assignments will be a part of the third quarter report cards, which will be ready for parents on April 22.

**How will this process work?**

- Parents will drive to the front of Highland Christian where they will be met by a staff member. You will drop-off completed work and receive the other essential items needed for the month of April. In this process, you will never need to leave your car!

**2019-2020 School Calendar:**

A few notes:

1. Highland Christian will be implementing a 3/2 calendar. *This means that we are delivering 5 days of instruction on three days of the week (Monday, Wednesday, Friday).*
  - a. Instruction on these days will include one to two days “worth” of material. This will provide families flexibility when work is completed, how technological resources in the house are managed, and teachers time to adequately plan instructionally rich activities, grade student work, and assess student progress.

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 No School	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 No School	26	27	28	29	30
31						

June 2020 (Adding 2 Instructional Days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

**Special Notes about the Calendar:**

1. Yellow dates are days of instruction for Highland Christian.
2. Two days (June 4 and 5) have been added to the end of the school year, in the event we return to school on Monday, May 4.

**Other Questions You May Have:**

**Are there any changes to tuition expenditures:**

- Tuition will continue as normal. Although not at school, teachers continue to work full-time, preparing resources, grading, developing curriculum, and will be spending time with your child remotely.

**Will there be a credit for bus fares?**

- Yes. If your child(ren) ride the bus, a credit will be given on a prorated basis, based on the number of school days where bus services were not available.

**Have any decisions been made about spring concerts, the musical, graduation, and other wonderful events happening at Highland Christian?**

- Discussions have taken place about these events and we are planning on making announcements once we have a better idea of what the future holds. Our unified desire is to reschedule, not cancel.

**What if I do not have the technological resources to support my child?**

- Please reach out to Rick VanderWoude ([edtechcoach@highlandchristian.org](mailto:edtechcoach@highlandchristian.org)) to seek support or resources.

**Will the building be open?**

- A limited number of staff will be at our campus. Parents and community members are encouraged to reach teachers or administrators by e-mail. We will be checking our email regularly. Once the Shelter-in-Place order has been lifted, we will return to 8am-1pm office hours.

**Will “See-A-Need, Fill-A-Need” continue?**

- Yes! Each week, students will be given an opportunity to help fill a need in our community. Here is this week’s challenge: <https://vimeo.com/399741021>
- Brainstorming Future Ideas: <https://forms.gle/DbNe44FEhLgCuNuNA>
- Logging Cards Sent: <https://forms.gle/jHNJkQ41aaVRZTML8>
  - If you write and mail a card, please fill out the Google Form.
  - You don't need to be a HCS student to participate in this!

**Will chapel be happening?**

-Yes! On Thursday mornings (at 8:30am) a video or LiveStream will be posted on our Facebook page. Tomorrow, March 26, live worship will happen from 8:30 - 8:45. We hope you join us at: <https://www.facebook.com/highlandchristian/>

**Where should my student be looking for his/her work?**

- OnCampus is our Student Management system. This is where resources will be stored and ready for your child on Mondays, Wednesdays, and Fridays.

Blessings Always -

Kyle Weener - Highland Christian Principal  
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