



**Phoenix Christian**  
PREPARATORY SCHOOL

March 23, 2020

Dear Parents of Middle School & High School Students,

As we dive into the world of distance of learning, please know we will be providing intentional instruction and help for all students during this season.

Communication is vital during this time (and at all times). Through communication, we connect with one another and we build and maintain community. Our desire is to stay connected as a community loving and supporting one another. Social distancing requires an intentionality to communicate and to connect. Our plan moving forward is based upon these thoughts.

At the middle school/high school level, we will be transitioning to an online platform. As stated in previous communication, we have approximately 150 devices to loan out to students and families for them to use during this time. There are also several companies who are offering free internet for families who may not already have internet. If there is still a need for a more paper-based approach, we will have limited paper packets for students and families.

The middle school/high school courses will be utilizing three main resources to communicate and instruct: 1. GroupMe, 2. Renweb, and 3. Zoom. Each of these resources have different functionality, but together they will offer a comprehensive approach and support to the student.

### **GroupMe**

GroupMe is a messaging tool. The program can be accessed through an app or directly online. All students will need to create a FREE GroupMe account which can be accessed using this [link](#). Every student will receive an invitation for every class they in which they are currently enrolled. As a parent, you may receive the invitation through your email. Please forward the email with the link to join the group to your student.

GroupMe will allow teachers and students to message their class, direct message the teacher, participate in class discussions or class polls, and post documents, photos, videos, links, etc.

## **Renweb**

Renweb is a tool we already utilize, and we will be taking advantage of even more with some of their advanced features. If you and/or your student does not already have an account (or you cannot remember how to access), please contact Carol VanderNaalt at [cvandernaalt@phoenixchristian.org](mailto:cvandernaalt@phoenixchristian.org) or at ext 230 for help in setting an account. For a student to have their own account (which we highly recommend), the student's email must be in Renweb.

Beyond checking grades in Renweb, students can (and will be) accessing documents and resources uploaded by the teachers, uploading/turning homework directly in to Renweb, and completing web-based homework, quizzes, and tests.

## **Zoom**

Zoom is a video-based meeting tool which we will use for teachers to teach live, online lessons for the students. Within zoom, students can have online discussions, ask questions, get help, and connect with one another and their teacher. Zoom will also be utilized for students to gain individual live, online help from their teachers regarding their classes during daily office hours.

## **Structure of the Day and Classes**

Routine and structure are important to maintain. With that in mind, we are planning on running a modified 'bell' schedule for students. Daily participation will be required for students which will be connected with daily attendance. If a student is not 'present', their absence will be reported to the office so we can follow-up with the student and family. The teachers will be creating lessons and hosting live Zoom classes during the times listed below. If a student is unable to make the 'live' session, the videos will be recorded and available to view later. I would emphasize daily participation will be required and daily participation points will be given.

We will still maintain a weekly chapel for the students. The plans of what chapels look like in the virtual platform is still in formation. We will communicate how and when these take place soon.

## **Middle School Schedule**

Period I     8:00-8:50 AM (for 8th Graders taking HS courses)

8:10-8:40 AM (for all other MS students)

Period 2 8:50-9:20 AM

Period 3 9:25-9:55 AM

Period 4 10:05-10:35 AM

Period 5 10:40-11:10 AM

Period 6 M/W 11:20-12:00

Period 7 T/TH 11:20-12:00

Teacher's Office hours 1:00-3:00 PM.

High School Schedule (following the Green/Gray schedule)

Block 1 8:00-8:50 AM

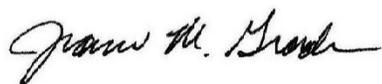
Block 2 9:00-9:50 AM

Block 3 10:00-10:50 AM

Block 4 11:00-11:50 AM

Teacher's Office hours 1:00-3:00 PM.

Partnering with you,



Jeannine M. Graden  
Middle School and Senior High Principal