



Online Learning Policies & Procedures

Online Learning Policies & Procedures and BCCA's Online Learning plans may be subject to change based on local, state, and federal guidance.

ENROLLMENT

- First Day of Online Learning: August 17, parents will provide the front office notification of intent to enroll in Online Learning a minimum of 48 hours in advance of our start date.
- BCCA Online Learning is available to confirmed/enrolled BCCA students only.
- A parent must sign *BCCA's Online Learning Policies & Procedures Agreement* (below) for each student enrolled in online learning.
- A parent or responsible adult must serve as the student's Study Coach.
- Daily online attendance and submission of all assignments is mandatory in order to maintain enrollment status.
- After a one time, 4-week trial period, students who continue their enrollment in online learning, must commit to a minimum of 1 Quarter of participation.
- Parents will give the school one-week advance notice of when their student wishes to return to BCCA.
- Students who are withdrawn from BCCA will forfeit their seat in the physical classroom and online program.
 - All supplies (Chromebook, workbooks, textbooks, etc.) must be promptly returned to BCCA to avoid replacement fees.
- Parents will complete BCCA's *Online Learning Policies & Procedures Agreement* forms.
- Online Learning start date may be briefly delayed due to enrollment constraints.
- Students must commit to the completion of a one time, 4-week trial period.

ONE TIME, 4-WEEK TRIAL PERIOD

- Before choosing to commit to 1 Quarter of online learning, students will participate in a 4-week trial period.
- All assigned activities, classwork, and homework must be completed and submitted on time during the trial period.
- Assignments will be graded and recorded in PowerSchool.

MOVING FROM ONLINE LEARNING TO IN-PERSON LEARNING

- Students must first successfully complete their one time, 4-week trial period.
- Parents will notify the front office in writing of their student's intent to end online learning and return to school.



- Parents must give the front office a minimum of one-week advance notice before the student's desired return date.
- Student's start date will be determined by BCCA administration.
- Student's start date may be briefly delayed due to enrollment procedures.

Calendar

- Online Learning students will observe holidays per BCCA's Calendar.

ONLINE LEARNING PLATFORM & CURRICULUM

- K-7th grade students will access lessons and materials on Google Classroom using their BCCA student email address.
- Lessons will be a combination of Virtual lessons, pre-recorded videos, and online interactive multimedia.
- BCCA-approved curriculum will be used, including: Core Knowledge, Eureka Math, HMH Science Dimensions, Elements of Literature, etc.
- Lessons will be as closely aligned to the In-Person lesson schedule as possible.

PARENT SUPPORT - ROLE OF THE STUDY COACH

Truly successful online learning will require the involvement of a parent or responsible adult.

- Each student must have a designated Study Coach (a parent or other responsible adult).
- Parents must review and sign *BCCA's Online Learning Policies & Procedures Agreement*.
- A Primary and Secondary Study Coach must be designated at the time of enrollment.
 - If the Study Coaches are changed, parents must contact the Front Office to designate new Study Coaches and sign an updated copy of *BCCA's Online Learning Policies & Procedures Agreement*.
- The Study Coach will support and assist the student as they work through daily lessons. This may include, but is not limited to:
 - Logging attendance
 - Reporting absences no later than 8:15am through our attendance reporting page.
 - Establishing a study area free from distractions
 - Maintaining student's daily schedule
 - Monitoring student progress, participation, and accurate completion of all activities and assignments
 - Assisting student with organization of schedule and materials, and prioritization of assignments
 - Providing tutoring as needed
 - Communicating with teachers
 - Participating in conferences as needed



- Ensuring student's adherence to all school and online learning policies, procedures, and expectations
- Ensuring student's participation in all state-mandated standardized testing, please note that EOG's and NWEA MAP assessments must be administered on a school issued device and this may require that online learners come into the building for the assessment.
- The Study Coach will have access to the student's IEP (if applicable)

STUDENT RESPONSIBILITIES

Online learning students will:

- Commit to a minimum of the outlined hours of daily participation.
- Log accurate daily attendance
- Fully engage in daily lessons.
- Complete and submit all lesson activities and assignments on time.
- Communicate with teachers as needed.
- Communicate questions and concerns to their designated Study Coach so help can be provided.
- Use school materials appropriately.
- Return all school materials at the conclusion of online learning in good condition.

STUDENT AND STUDY COACH ENGAGEMENT

- Assignments and participation will be graded and recorded in PowerSchool.
- Students and their Study Coaches are responsible for their full engagement in online learning.
- In order to maintain enrollment in online learning, engagement and on-time submission of all assignments is required.
- Students and Study Coaches not meeting engagement expectations as outlined in BCCA's *Online Learning Policies & Procedures*, BCCA school board policy, BCCA's *Conduct & Consequences Matrix*, and state law, will meet with BCCA Administration and may be removed from online learning or placed on an Academic Contract.
- Students are committed to BCCA's RAISE values and will be held accountable to BCCA's expectations as outlined in the *Conduct & Consequences Matrix* and *Online Learning Policies & Procedures*.



STUDENT ATTENDANCE & EXCESSIVE ABSENCES

As a public charter school, BCCA is required to monitor student attendance in accordance with all applicable statutes and State Board of Education Rules. Please refer to BCCA's Attendance Policy.

- Attendance will be submitted through Google Classroom, Monday-Friday
- Students are absent when attendance is submitted for the day.
- Parents must report absences within 24 hours.
- To maintain online learning enrollment status, students must fully participate in daily online activities and submit all assignments on time and as directed by the teacher or course/class administrator.
- Failure to meet attendance requirements as outlined in BCCA's Student Handbook may result in removal from online learning.
- Logged attendance must reflect actual student activity. False logging of attendance may result in removal from online learning.

TEACHER-STUDY COACH-STUDENT VIRTUAL CONFERENCES

- The Study Coach and student will participate in a required check-in with an BCCA teacher or administrator and will discuss weekly accomplishments, concerns, expectations, etc.
- Conferences will be held via telephone or Google Hangouts monthly.
- Virtual Conferences will be held by appointment only.
- Parents must review and sign BCCA's *Code of Conduct for Live Virtual Learning Sessions*

CLASS PLACEMENT

- All students will be assigned to an BCCA teacher
- The assigned teacher will receive and grade all assignments submitted by online learning students.
- Google Classrooms will be monitored by an BCCA teacher and BCCA administrator.
- A physical seat at the BCCA where the student is enrolled will be held should the student transfer back to BCCA.
- Parents will give the school one-week advance notice of when their student wishes to return to BCCA. (After the four-week trial, this may only occur at the end of a quarter).
- Students moving from the physical classroom to online learning will notify the front office within 48 hours of the desired start date and will complete the *Online Learning Enrollment* and *Online Learning Policies & Procedures Agreement* forms.



- The student's seat in the physical classroom will be reserved.
- After a one time, 4-week trial period, students must commit to a minimum of 1 Quarter of participation in online learning if they are choosing not to return to BCCA.

ASSIGNMENT SUBMISSION & GRADING

- Assignments and participation will be graded and recorded in PowerSchool.
- Students are expected to complete and submit all classwork and homework activities on time.
- Completion of all activities, classwork, and homework is mandatory.
- Completed assignments may be submitted in the following ways:
 - Scanned and emailed directly to the teacher.
 - Submitted via their Google Classroom
 - Dropped off at the front office on Fridays and Mondays between 9:00am-2:00pm
- The assigned teacher will grade and provide feedback on assignments within one week of their submission.
- Grades will be posted in PowerSchool within two weeks of assignment submission.
- All assignments must be submitted in order to maintain enrollment in online learning.
- Late work will be treated as outlined in the [Parent-Student Handbook](#).

SUPPLIES & SCHOOL PROPERTY

- Students will need consistent access to a computer with an internet connection.
- Access to a printer and scanner may be necessary.
- BCCA will loan Chromebooks to students as needed. Parents must sign BCCA's *User Acceptance Agreement*.
- Digital workbooks and textbooks will be available within Google Classroom for viewing and printing where feasible.
- Students may be assigned physical workbooks by their BCCA administrator for use in conjunction with online lessons.
 - When students return to school, they must bring all loaned materials back to school.
 - If inventory is available, lost workbooks may be replaced for a fee.
- Materials considered school property must be kept in good, working condition.
- Parents are responsible for the repair or replacement of property that is lost, stolen, or damaged.



TUTORING

- The student's first tutors are the Primary and Secondary Study Coaches.
- Additional small-group tutoring may be scheduled with a BCCA teacher.
- Tutoring will be available by appointment only.
- Tutoring will be held on BCCA or via Google Meet.
- Parents must review and sign BCCA's [Code of Conduct for Live Virtual Learning Sessions](#)

SPECIAL EDUCATION

- Students with IEPs choosing to participate in online learning will have a Distance Learning Plan (DLP).
- The DLP will outline how special education services will be conducted. This may include, but will not be limited to:
 - Scheduled onsite services
 - Scheduled virtual instructional sessions
 - Parent support and attendance during servicing sessions.
- The student's case manager(s) will be in communication with parents to develop a DLP.
- If a student with an IEP is not making meaningful progress in the online program, the IEP team may convene to consider making changes to the IEP or Distance Learning Plan.

STATE STANDARDIZED TESTING

- Participation in state-mandated academic testing is required.
- Testing dates and locations will be determined by BCCA in coordination with the NC Department of Public Instruction and will be posted on the school calendar.
- Tests will be administered by an BCCA Test Administrator on school owned devices. This may require that students test in-person in the building for EOG's and NWEA MAP assessments.

TECHNICAL SUPPORT FOR STUDY COACHES

- EUREKA MATH: <https://digitalsupport.greatminds.org/hc/en-us>
- Google Classroom Tutorials and Technical Support will be available.
- Individual grade level online teachers will be sharing additional supports.



Required Documentation

[Device Acceptance Policy Form](#)

[BCCA 20-21 Online Learning Code of Conduct](#)

Daily Schedule

K-4th Grade online learning classes are taught **Virtually** 4 days per week: Monday, Tuesday, Thursday, and Friday.

Each class is divided into a group A and Group B and they follow the schedule below:

CKLA			CKLA	
9:00-10:00 Group A			9:00-10:00 Group B	
Come to class having listened to Read Aloud			Come to class having listened to Read Aloud	
8:30-8:45	Comprehension Q's		12:00-12:15	Comprehension Q's
8:45-9:05	Skills		12:15-12:35	Skills
9:05-9:10	Brain Break		12:35-12:40	Brain Break
9:10-9:30	Skills- Model		12:40-1:00	Skills- Model

Math			Math	
12:00-1:00 Group A			1:00-2:00 Group B	
10:00-10:10	Foundational Skills		1:30-1:40	Foundational Skills
10:10-10:40	Interactive Lesson		1:40-2:10	Interactive Lesson
10:40-11:00	Independent Practice		2:10-2:30	Independent Practice

Fifth Grade online learning classes are taught **virtually two days** per week on and A/B schedule

Group A on Monday and Tuesday and Group B on Thursday and Friday on the following schedule

8:00-8:10	Homeroom and Attendance Check-in – with Ms. Keeler
8:10-8:55	Specials/Enrichments Q1 - PE
8:55-10:20	CKLA – with Ms. Keeler
10:20 -11:45	Math – with Ms. Burton
11:45-12:35	Lunch & Recess! (offline)
12:35 – 2:00	Science – with Ms. Autry
2:00 – 3:00	Independent Worktime (offline)



Sixth Grade online learning classes are taught **virtually two days** per week on and A/B schedule

Group A on Monday and Tuesday and Group B on Thursday and Friday on the following schedule

8:00-8:15	Advisory and Attendance Check-in with Ms. Beldon
8:15 – 9:15	Block I: ELA with Ms. Beldon
9:15-10:15	Block II: Math with Ms. Huffstetler
10:15-11:15	Block III: History with Ms. Pate
11:15-12:05	Lunch & Recess! (offline)
12:05 – 1:05	Block IV: Latin with Mr. Spearman
1:05 -2:05	Block V: Science with Mr. Lara
2:05 – 3:00	Specials – Q-1: Learning Lab offline

Seventh Grade online learning classes are taught **virtually two days** per week on and A/B schedule

Group A on Monday and Tuesday and Group B on Thursday and Friday on the following schedule

8:00-8:15	Advisory and Attendance Check-in with Ms. Huffstetler
8:15 – 9:15	Block I: Math with Ms. Huffstetler
9:15 -10:15	Block II: History with Ms. Pate
10:15 -11:15	Block III: Leadership with Mr. Brown
11:15 -12:05	Lunch & Recess! (offline)
12:05 – 1:05	Block IV: Science with Mr. Lara
1:05 - 2:05	Block V: ELA with Ms. Beldon
2:05 - 3:00	Specials/Elective – Q-1: Art offline