

The information on this page is meant to provide logistic information for your classes. Teachers are sorted alphabetically by last name. We recommend using CTRL + F to search for a teacher's name quickly. The list is not yet complete, but we are working to complete it and will update it periodically. As this is a new resource, we would love feedback on its usefulness, as well as improvements that could be made to this resource.

Name	Best way for students to contact the teacher?	Best way for family to contact the teacher?	Asynchronous Expectations	Where can upcoming assignments be found?	How are assignments turned in?	Where can Grades be viewed?	Where can students find class information they missed?	How can students make up or re-do work?	What is the best way for a student to get help in the class?	Other key information.
Kelly Adams	Through Teams first, then email.	Through email	For Wednesdays, all students report to scheduled meeting. For afternoons, drop-in. For students who would like to meet one-on-one (if student would prefer privacy), I would arrange time before 8 a.m. or after 3:25. So far, only one has requested this. I have not required any small groups to meet outside of our synchronous time or Wednesday Asynchronous time, and I don't intend to.	I post assignments with due dates in Teams.	via Teams	Assignments are turned in to Teams so that is the most up-to-date record of completed assignments. CCSS scores are recorded in Synergy.	I send out homework through Teams daily. All lessons are in OneNote. Each lesson is in a folder - its tab titled with the date (i.e. "Nov. 6 Class"). In that folder, each page includes all the handouts given that day and pages with my notes. Every day, I start class by directing students to go to our content library in OneNote and copy to their notebook that day's lesson folder. I also record the lessons so they can view or review the lesson. If they have been absent, they can easily pull the entire day's resources from OneNote over to their class notebook. They will have already received the assignments through teams and the video of the lesson.		Attend the afternoon Asynchronous meeting or contact me for a one-on-one meeting.	
Aaron Adsit	Email: adsita@bsd405.org or Direct Message through Teams or Come to Async	Email: adsita@bsd405.org or Direct Message through Teams	<p>Within these times we can work in small groups, seek individual help from myself, seek clarification, make a plan to reassess, work through practice problems, look at/go over formative/summative assessments, look over reassessments...any or all of the above as there is a scheduled meeting time in teams and I will have that open.</p> <p>Reassessments are scheduled for the students to take them Asynchronously during 8th period Tuesdays and Fridays from 11:00AM to 12:00PM once they've been arranged with me by the reassessment process.</p>	<p>Teams Assignments are set as reminders to the students for both Assessments and Assignments with "due" dates, these are suggestions for when it would be best to have that practice, or formative assessment complete by to be of most use to your student. Only Summative assessments have hard due dates.</p> <p>The Summative Assessments (Tests) will lock at the due date and time and will not allow them to continue past that point for Summative Assessments.</p> <p>The formative assessment will not lock, so if a student wishes to go back and redo, reflect, examine/change a formative that's always available to them. The formative assessments are intended to knowledge checks for the students at that time, places for the student to reflect on what they know before the Formal Summative Assessment ("the Test").</p> <p>The Assignments and the Assessments are located in their Personal OneNote and are shared so they are available. For the assignments for Business</p>	<p>They can click "turn" them into teams if they don't want a checkup email sent out.</p> <p>They should be present and completed in their location within OneNote as that will be where I will look for and reference them. If a student does the work on their own sheet of paper just upload an image of the work in the appropriate location.</p>	<p>This is a standards based grading course</p> <p>The grade is based on the proportion of the Learning Targets (LT) at a complete (4) or substantial knowledge level (3) at that time.</p> <p>90%+ at these levels would be an A or a B depending on the combination of completes and substantial.</p> <p>80%+ would be a B</p> <p>65%+ would be a C</p> <p>50%+ is a D</p>	<p>Each class has a TAB in the uppermost level of their OneNote that is titled Class Calendar. This is kept up to date daily for them.</p> <p>I also stream each synch class time, and this is embedded within the teams conversation for the particular month we are in. For AP Stats they can also log in to the AP Classroom on the college board to access daily videos that cover the same material we have done in class.</p> <p>For Business Calc the keys to each days homework is in the content library. Keys to all formative Assessments are located in the content library for both courses.</p> <p>For AP Stats the answers to all odd problems are provided in the book (the back in physical form) (the answer section in E-Form).</p>	<p>Students can reassess any LT.</p> <p>To reassess:</p> <p>1st) The original work over that LT must be complete along with the unit review</p> <p>2nd) The student would need to copy a reassessment slip from the TAB "Class Materials" and paste it into the practice are of the LT they would like to reassess. They should then fill out the form.</p> <p>3rd) At some point they will have to find some more work that reflects on what they didn't understand and do some more work (from the text? from Khan academy? From the internet?)</p> <p>4th) Link their form and extra work to me in an email</p> <p>5th) show up and take the reassessment over the LT that was signed up for.</p>	<p>Async time during Mon/Tues/Thur/Fri in the class time specifically.</p>	<p>The Red & Gold Wednesday Meeting times are now Synchronous as such it is expected that your student be present. The intention of these days is for us to reflect on and work through problems that cover what we've learned recently. I do not intend to assign more homework/practice for these synchronous days, but we will do work within class on these days.</p>

				Calculus I try to provide blank pdfs for students that would like to work on the work by hand.						
Casey Appel	The best way to get in touch with me is through e-mail.	The best way to get in touch with me is through e-mail.	Asynchronous time in the afternoons is a great chance to complete work while having access to the teacher and peers. To join the Asynchronous session, students can join the meeting in the "2, Tutorial" channel.	Depending on how students want to access it, assignments can be found in 3 places: In Teams, the class website and in the OneNote.	By completing the work in OneNote	All graded work is inputted into Synergy.	All class work and information is housed on the website AppelPhysics.com . I recommend students bookmark it for ease of access.	Students should let me know if they want to redo work or retake an assessment.	The best way to get help in the course is by coming to the Asynchronous sessions.	
Melissa Baker	Email or Teams message.	Email.	Separate meeting invites. Students can schedule a meeting with me anytime!	General Announcements in Teams.	Teams Assignments.	Synergy.	Watch the video from class in the Class Meetings channel.	Anytime! Just shoot me an email/Teams message to let me know you've completed it or schedule a meeting with me to make up an assessment.	Schedule a Teams meeting!	Check out my syllabus in the VIP documents tab in OneNote (I use standards-based grading which is a new system for many students/families!).
Jennifer Bitter	Teams Chat	schedule a meeting and or email.	For Asynchronous - being true to the word- my students are able to log in to an activity between 8am and 1pm. The activity supplements our current learning. I put in attendance from the names logged in the activity. (even if it is not fully finished)	Assignments and Announcements are in the General Channel. Currently the Asynchronous activity is in channel 2, but I am not sure if that is correct. (difference is that activities are not graded)	Teams Assignments	Grades are put in both Teams and Synergy.	All classes are recorded. and in the class meetings channel. All course work can be found in OneNote. Assignments are cross posted in Teams.	Late work or revision are encouraged and can be turned in without penalty, up to the week before the end of the current quarter. Work is submitted to the Teams Assignment	Students can check the info sheet for how to do things. Ask during the class down time, tutorial or scheduled meeting with me.	During this pandemic time, I am trying to make sure I do no harm while engaging my students in fun/educational art activities. If a student is having a hardship, I am adjusting to be able to help them. They are facing trauma accompanied with home life situations that are not always ideal. My Wednesdays are spent on connecting with my students and reviewing the current assignment/help if needed. I do not record Wednesdays- it is a time for connection and feeling less stressed
Kamala Bohlinger	TEAMS chat message or email bohlingerk@bsd405.org	Email bohlingerk@bsd405.org	Students have an invite to join the "Tutorial" channel. The afternoon Asynchronous time is open for everyone but not required. I offer individual and small group tutoring, re-takes of quizzes and test make-ups during the Asynchronous tutorial.	All the assignments and schedule are on OneNote and updated each Sunday.	Assignments are turned in on OneNote.	Assignments are graded in OneNote; quizzes are graded in Socrative and Forms. Test are graded in Formative. Grades are updated weekly in Synergy.	I record live classes and have all the information on the OneNote calendar as well as the weekly TEAMS announcement. All the work is on OneNote.	Students may attend Async tutorial to get help. They can make-up or re-do any assignment except a unit exam. Just let me know once it's completed so I can re-grade the assignment and update Synergy.	The best way to get help is attend Async tutorial. Students may also contact me via TEAMS or email to schedule a help session.	
Gerald Borth	Team Chat	School E-Mail	Work on assignments and join the meeting if you need help.	Team General Page	BusinessU	Synergy	Team General Page	Come to Asynchronous Time	Ask	

Laurie Browell	E-mail, Team Chat, during Wed. Asynchronous time.	browell@bsd405.org	I will invite students who are struggling into a tutorial on Wednesdays during class time while other students participate in a workout. If this happens, the "said" student will be given grace for the Wed workout missed due to participation in tutorial and only be responsible for 3 workouts that week.	Asynchronous time in the afternoon should be used for individual workouts on days when class does not meet.	Most PE assignments will be done in class. In the event students are required to complete work at home, they will find an outline in the Assignments section of Teams.	Assignments are turned in through Teams. Activity Logs are turned in through Welnet "focusedfitness" which can be found in the student's One Note.	Gradebook is updated every Monday with comments related to incomplete work. Assignment grades can also be seen in the comment section of the students returned work.	Students will see a zero in Gradebook for any work missing with a comment attached for clarification. Students can contact me anytime through Team Chat or E-mail to ask for a Make-up form or further clarification.	Students can do bonus workouts anytime to make-up for incomplete Activity Logs. A Make-up form will be sent, upon request, and should be remitted to Ms Browell as soon as possible to change a grade.	I am open to any and all communication, but I prefer the student contact me privately via chat or e-mail and request help. If necessary, I will set up a meeting to discuss their issue during Async time.	Students are required to work out for a minimum of 20 min., 4 times/week. Each workout is 4 points and a perfect weekly score is 16/16. Two workouts should be done in class and two Asynchronously on their own. Activity Logs can be accessed in One Note under "Welnet" and are due Sunday by midnight.
Ming Chu Su	Via e-mail	Via e-mail	My Asynchronous expectations are that students are either working independently, with small groups, or working with me one-on-one. Students can join the Asynchronous Meeting Channel for individuals or small groups. I also invite individual student to meet with me if I need to discuss individual progress.	Teams Assignments and OneNote Content Library Tab	Through Teams Assignment/OneNote assignment	Check Synergy gradebook. I update grades on Synergy grade book regularly.	If students missed class, they can find information about classroom curriculum, details about classroom activities and student work in OneNote Content Library posted and organized by Class Meeting date.	Students can make up or re do work, as each assignment is designed to expand skills and knowledge. Re submission is available one week from the original due date. Please let me know if there are extenuation circumstances preventing students' timely completion of an assignment. After an absence, please check with me to arrange make -up test.	Students can get help in the class by asking question through E-mail or Teams chat, pair with class buddy, peer tutor or one-on-one meeting during Async time.		
Meitsu Chuang-Mendel	They can contact me through school emails, and Teams chat.	School emails	I send out invitation to join the Asynchronous in the beginning of each month, I also ask a certain group of people to attend the afternoon meeting if necessary, but I don't take attendance or expect everyone to come.	I post everything on a calendar in the Class OneNote, I also post them in the meetings and assignments in Teams.	Most of my assignments are in OneNote. I post the assignments in the Class OneNote "calendar" and through assignments in Teams.	Synergy will be the most accurate one. I also give feedback through assignments, but there is no record for these marks.	They can check the Class OneNote "calendar" or in Meetings.	They can always turn in late and I will give them credits. But there is no re-do work.	I have monthly Padlet for students to post their questions in the end of the class or during the class. if they don't feel comfortable to ask in front of everyone, they can also send me a chat and tell me what that they need help. I have two extra screens besides my school computer, so I can monitor their work, if necessary, I will turn on the "Class Policy" to make sure everyone is on the right place with me.		

Jesse Deshayes	Teams message	Email or Talking Points app	I treat Asynchronous time like tutorial: students can come for extra help or to work on assignments. When I see a student is behind with assignments, I may require them to come to a tutorial. Students should see the tutorial on their calendars, or they can join through the Tutorial channel in our class team.	Teams Assignments and OneNote	By clicking "Turn In" in Teams Assignments.	Students can see grades with feedback in Teams Assignments under the Completed tab. Grades are also posted in Synergy.	Students can find new assignments in Teams Assignments. They can message me on Teams or come to a tutorial if they need clarification on directions.	Students can resubmit any assignment through Teams Assignments for me to reread. They need to click "Turn In Again." They can also message me on Teams or come to a tutorial.	The best way to get help is to send me a message or come to a tutorial (Asynchronous period).	Grades in my class this year are based on Learning Targets, not on individual assignments. Their Overall Grade changes as they improve on different Learning Targets.
Matthew Dirks	Email or Teams chat	Email	Afternoons: Work individually and reach out to me by email or Teams chat if you need assistance. Wednesday mornings are no longer Asynchronous: attend a synchronous class session	Teams assignments	Teams assignments ("Turn In" button)	Gradebook (StudentVUE/ParentVUE). The default view for my class in Gradebook is "Course Content View," which is not very intuitive. Click on "Assignments View" to see a more understandable layout.	"Meetings are recorded and are available in Teams under the "Recordings" channel" *Notes and lesson plans are in OneNote Content Library"	Email Mr. Dirks if you would like to retake a test or quiz. For practice assignments, simply complete the work and then email Mr. Dirks to let him know that it is finished.	Ask me for help during Asynchronous time or send me email or a Teams chat.	
Robert Doran	Teams or email.	Email	There are options. I host a live meeting during the assigned Asynchronous period. Students can: Check for Asynchronous work in Teams/Assignments. Join with the Asynchronous meeting to ask for help or work with peers. Join a group channel to complete work with peers.	OneNote/Teams Announcements	Submitted in goformative.com Some projects are completed in OneNote	Synergy. Many individual assignments are graded in goformative.com.	OneNote Content Library Teams Assignments	All work remains available online I am accepting late work	Ask for help during Asynchronous time for live responses. Ask for help at any other time for a non-live response.	I am open to a variety of ways for students to demonstrate their learning. If the ways that I've proposed aren't working for you, please tell me how you can demonstrate your learning. Understand that you will be held accountable for that learning.
Jaimi Doran	Email	Email	Students have work to complete at their pace but can do so with me during Async time (tutorial). our class team has a separate channel for tutorial/Async meeting.	OneNote - "Today We ___" section in content library outlines daily activities and assignments. This is often repeated in Teams Assignments	In OneNote (not 'turned in', but completed and viewable by me)	Synergy	OneNote- content library- "today we ___" section	EMAIL me when it's complete.	Attend Async/tutorial team meetings (afternoons and every other Weds). email me.	
Cory Edwards	Teams Chat	Email - edwardsc@bsd405.org	Students are expected to be using that time to complete related coursework. There will occasionally be peer-group meetings (such as ensembles, group projects). If students have conflicts with those times, they can communicate with their team members to meet at alternative times.	Teams Assignments	Assignments will be marked "Turned In" by the student when they are ready for a teacher to grade the work. Assessments in AP Music Theory will be marked Submitted in Formative.	Progress is best viewed in Teams when assignments are returned. Grades are posted in Synergy.	In the Teams Class Meetings channel, links will be posted regularly at the end of the on-going meeting that students can refer to, including a recording of the morning lesson. In AP Music Theory, there is also a weekly agenda that is filled with links and resources students can access to stay on track. This agenda is posted in the General channel of their team.	Students can resubmit work in the Teams and do not need to notify the teacher that they did a resubmission. Scores and grading will be updated to reflect the work as it is when resubmitted and there will not be a deduction in points. On assessments in Music Theory, students can do retakes or show mastery in other ways, such as through one-on-one meetings or during an afternoon Asynchronous meetup to follow through on misunderstood concepts.	Using the booking tab in teams to get a one-on-one; advocate for help from the teacher with a chat in teams.	

Megan Feder	Through a Team's message	Email	For Wednesday times they join channel 2. Tutorial/Async OR there will be a post in that channel for what they need to do. For afternoon Async time they send me a team's message and we do 1-on-1 calls for support.	Microsoft Teams and Synergy	Teams	Synergy and Microsoft Teams	OneNote. Every day the video of the class and PowerPoint is posted there.	Resubmit through teams. I do not have any late work penalties except at the quarter. All late/redone work needs to be completed by November 6th.	Send me a team's message	
Ekaterina Ferguson	1. Teams chat 2. e-mail	E-mail	Python - I assign work in techSmart for async time. Sometimes there is a video to watch in Async channel -> videos. (I am also here to help with any issues) AP CSA & CSP - I assign work in teams it could be a video, a Nearpod, edhesive, cs code academy, etc. (I am also here to help with any issues)	For Python - all in tech Smart Others - In teams	Python - mostly turn in button in tech smart, sometimes in assignments in TEAMS Other - assignments in TEAMS	Synergy	You can see all the videos in the class meeting channel. Any announcements are posted in the general channel. Assignments are in assignments.	Let me know you made it up or re-did it and i will update your grade. (Until semester cut-off date)	Come chat with me in async or send me a message.	
Nancy Fisher	fishern@bsd405.org or message through Teams	fishern@bsd405.org or message through Teams	Students who need additional help or have been assigned an Async activity may just go to the class during Async and sign on.	One Note or Teams	Usually through Teams, unless there is collaboration, then on the collaboration page in One Note	Synergy will have grades; assignments will be listed in Teams	Assignments will be posted in Teams with links to One Note or other handouts.	Students can turn in assignments late through Teams or come to Async time.	Come to the Async meeting, or message me through email or Teams to request a time outside of class or Async.	
Andrew Foti	Talk to me in class	email	Anyone can join me for help	Teams Assignments, All content is there along with student examples, how-to videos, and documents.	Through Teams Assignments	Synergy and Teams Assignments	It's all in Teams Assignments	Yes, anytime	Talk to me in class, work with the group they are in	I am here for you
Reggie Friedle	I can be contacted by either email or Teams chat. If it needs more back and forth, Teams chat is the best way to contact me.	I can be contacted by email.	Use the Async time for individual work like practicing skills we learned in class that day or to continue working on a class project we've been doing. Daily work can be found in a special "Daily work" teams channel where I will make a post with the date on what students are expected to work on during Async time.	Practice work will be found in the "Daily work" teams channel. The rest of the work will be found in Teams assignments. Any Teams assignment with a rubric will be counted for a grade. Everything else is practice and ungraded (but feedback will be given!)	Assignments are turned in via Teams assignments. I prefer that students turn in a .jpg file for their artwork.	I give feedback for assignments through Teams. I am doing Standards based grading and the overall class grades can be found on Synergy.	I record any meeting with a demonstration in it. The recorded meetings can be found in the recorded meetings Teams channel. I post daily work expectations on the daily work page. If we are working on a project, the Teams assignment will have all the resources and information attached to it that students will need to be able to complete the assignment	Students can submit and resubmit assignments to Teams for me to grade. They can do so without penalty until 1 week before the end of the grading period.	Students should send me a Teams chat or ask a peer for help.	If students want feedback on their work and there isn't a teams assignment for them to turn it in to, students can send me a teams chat with an image of their artwork asking me for feedback.
Richard Glowacki	Email or Teams chat	Email	Most of the time I use as a time to work with students individually on assignments, etc. I usually create invites so anyone in a given class can join	Usually in TEAMS ASSIGNMENTS - also in emails (rare that it is in an email)	Usually in TEAMS ASSIGNMENTS - sometimes in TURNITIN.com	Synergy Gradebook and in TEAMS ASSIGNMENTS	All class material and directions for assignments are posted in the content library of the class notebook	Make arrangements with me	I do my best to help students individually during Asynchronous time for classes	AP Central's section for AP English Language & composition is a sound resource for this course that students can easily access

Andrew Godley	Through Outlook email or through TEAMS chat	Through Outlook email	<p>This depends on the day. For afternoon Asynchronous time, students usually have independent activities to work on. I am available to assist through TEAMS chat or TEAMS calls. Sometimes, they meet in their small group channels to work through a group activity. Sometimes, they meet one-on-one with me via a TEAMS invite and a wait time in the "lobby." On alternating Wednesday mornings, students are expected to attend a "live" class meeting. On some Wednesdays, these class meetings will consist of an attendance "check-in," announcements, and an explanation of the activity for that day. On other Wednesdays, these class meetings will be a longer "live" class session. Students will be made aware of the Wednesday expectation on Monday or Tuesday, depending on which classes will meet on that following Wednesday.</p>	Upcoming activities are posted in OneNote, in TEAMS, mentioned in synchronous class meetings, and sometimes available in Synergy. However, given the virtual learning situation, and the fact that plans change daily, upcoming activities that are "visible" are not expected to be completed until they are explicitly assigned.	Assignments are completed in OneNote; feedback is provided in OneNote.	Grades are updated daily in Synergy - both for assignments and overall grades.	Class information is posted and organized in OneNote according to months. Students can contact me to find out what they missed. The assignments are listed/posted in TEAMS Assignments.	Students can make up and re-do any activity during this virtual learning by letting me know that they have completed a missing activity. If they want to re-do an activity, they just ask me if they can re-do it.	Students can contact me via Outlook email, via TEAMS chat, via TEAMS calls. They also know to read my comments on all completed activities.
Megan Gray	For late work- an email, for anything else a MS Teams chat is preferred.	email	Asynchronous work can be completed by students any time prior to the next synchronous class. If the small groups need to meet, they can schedule with each other a time that works for all.	MS Teams/copied into One Note as well	MS Teams	Synergy	Teams and One Note	They can make up or redo work up until the end of the unit. They need to email me when that work is complete.	Raise hand/ask. Drop me a private chat if they are uncomfortable sharing with the whole class.
Tracy Green	Email	Email	If individual separate meeting invite, if a larger group a channel.	The upcoming weeks work is sent to students in TEAMS and under files, we also send out an email with attachments.	By email	Synergy	TEAMS files and all classes recorded	Yes, up until the quarter Figure out what they are missing through Synergy. Check TEAMS files for work, contact me by email, or log in during async	Async, email with questions or concerns

Steven Hamada	Email, Team message or if they are contacting me about an assignment or grades, I have a weekly FORMS set up where they submit a request with all info needed to make things organized.	Email	My Async/ Tutorial sessions are schedule and an invite and calendar meeting are listed for them to easily join. The afternoon sessions are voluntary at this point, early in the semester it was mandatory for all. Students now can check in if they need help. I have the meeting open for the entire tutorial time. The Async/Tutorial meetings on Wednesday is held like a normal class. I send a meeting invite and its scheduled on their calendars. They show up for the class and I take attendance.	All assignment and announcements are located on TEAMS.	Assignments (written documents) are turned in on TEAMS. Any videos or photos that are turned in are turned in on the class OneDrive Folder. An invite to the class folder is sent out to each student and they are told to bookmark the location so they can return to it throughout the semester.	Grades can be viewed in TEAMS under GRADES and a quick check, but the official assignments and grades are listed in SYNERGY.	EVERYTHING is on TEAMS. All Assignments are posted on TEAMS in the General Channel and then in the Assignments tab. I also post a REVIEW of the class as the final message in that days class chat so students can look back at what we did or for students that miss class to check in and see what we did in class.	Students can make up missed assignments all thru the semester.	Students should attend tutorial or set up an additional time to get personal help.	
Michael Hansen	Email or chat in Teams	Email	I expect that students who need help or have questions to pop into the Teams meeting and get help.	In Teams under the Assignments tab in the General channel	Assignments are turned into teams. Chapter assessments (tests) are taken on netacad.com	The most current grades can be found on netacad.com	Lectures are recorded and posted in the "Live Meetings" channel on Teams	Late work needs to be submitted to Teams AND the student needs to email me to notify me they have submitted the assignment.	Log into Asynchronous time.	
Kathrine Hauser	Email or Teams Chat	Email	Meetings are reoccurring on the calendar in 2. Tutorial, Async channel.	Teams General Channel, OneNote Calendar in Content Library, and Synergy. Students should check all three weekly.	Complete the assignment in OneNote then click "Turn in" in Teams any time before or after the due date to receive full credit.	Teams General Channel, OneNote Calendar in Content Library, and Synergy. Students should check all three weekly.	Notes and answer keys can be found in the Content Library of OneNote. Most lessons are recorded, and the recording can be found in 1. Class Meetings channel.	Complete the assignment in OneNote then click "Turn in" in Teams any time before or after the due date to receive full credit. To reassess Learning Targets from Unit Tests, students can find/copy/paste and fill out a reassessment slip from the Syllabus and Tech folder in OneNote of the Content Library. Come to Tutorial and have me sign the reassessment slip to reassess the during the next Tutorial (or any tutorial in the future that you sign up for).	Come to Tutorial. Check the answer keys in the Content Library of OneNote.	
Marianna Heckendorfn	Teams Chat.	1. BSD email 2. We can set up a Teams Call to chat if parents have availability	1. Asynchronous is to be used to complete the Teams Assignment(s) for our class. 2. I am available during Async (and other times) for quick Teams 1-on-1 calls with students	All assignments are in Teams, they are numbered in both Teams Assignments and students OneNote's (students do not need to hit "turn it in" in Teams Assignments).	They must be viewable in the Teams Assignment. This means putting them in the OneNote page that Teams pushed out or attaching a word doc to the Assignment.	Synergy	There is a "Unit Class Meetings" page in the Content Library with a chart about what we did in class & a "Calendar" page that shows due dates in a visual format	Formative & Summative assessments have a retake procedure students can follow. Homework and classwork can be turned in late with no penalty. Students must always communicate with me via Teams Chat (or email) to tell me when they've completed work.	1) Message me via Teams Chat 2) Set up a 1:1 call via Teams during the afternoon 3) Check our Content Library for Answer Keys or Modified Readings	I strongly encourage cameras on for small groups. Communication is key, tell me what you need, I love 1:1 Teams Calls to check-in. I am part-time so not always as available Tuesdays and Fridays.

Edith Henderson	1. Call via TEAMS 2. Send message via TEAMS 3. Sent email message	Send email	Students are to attend Asynchronous sessions. Depending on the day, I have small group meetings, answer questions, meet with individual students. I take attendance at all class meetings and Asynchronous sessions. If students have no questions, are not behind or not working with a small group. They are allowed to leave the session, except for Wednesdays. They are to work in the Asynchronous session on Wednesdays.	Each week, I create a Lesson Log that contains all class materials. I put this in a folder that also contains a weekly Power Point presentation. The week's learning targets are included on both documents. The slides and activities in the Lesson Log are coordinated. Each contains the corresponding learning target.	Assignments are turn-in through TEAMS	Assignments are distributed and scored through TEAMS, but the actual grades are viewed in synergy	Students can contact me and meet during our Asynchronous times. At that time, I will repeat the lesson. That said, to some degree the Lesson Logs and power point slides are comprehensive enough to direct students who miss class in completing the assignments. It is not ideal but it works for those students having difficulty with the live meeting schedule.	Students are allowed to make-up and re-do work and assignments for full credit. I do ask that they are timely completing their make-up work.	Call me and meet with me during TEAMS.	I have told students that the word governing our work together is "flexibility." I am interested in supporting their success and well-being.
Jo Johnson	E-mail or Teams Chat	E-mail	For afternoon sessions, students join a meeting in the Tutorial channel which has been scheduled in advance. During this time, students may work at their own pace or catch up on group projects. They can also ask the instructor for help understanding what was learned during synchronous time.	The general channel has a daily description of what students will learn about. It is typically posted the night before class. All work is done in OneNote, though there may be links in OneNote to websites like Nearpod. Graded assignments are posted in Teams.	All graded assignments will be completed in OneNote until further notice.	Grades are updated as often as possible in Synergy.	The daily learning is posted in the general channel and all work is organized by date in OneNote.	Students can send me a message explaining why they need to have extra time to redo an assignment or have a second chance. I will be pretty lenient this year, but the student must take the step in reaching out to me.	Come to tutorial. If that is not possible, let me know and we will work something out.	Assessments are much fewer and farther between this year, so grading takes more time than in a normal year. Please be patient and feel free to reach out to me with any questions or concerns.
Matthew Johnston	Use the private chat feature on Teams.	Please email me at johnstom@bsd405.org	On Wednesdays, students should check in with me in the main "study group" channel for attendance purposes. They should then join their study group channel. For afternoon Asynchronous sessions, students choose whether or not to attend. They are encouraged to meet with their study groups. I will remain in the main channel and take questions. Outside of these scheduled times, student are expected to watch recorded lectures (posted on OneNote) prior to class sessions. Calculus students are also required to read the assigned sections in their textbooks. After class sessions in which various topics are discussed, students are expected to do homework - typically from the textbook.	All work is listed on the main page in the class OneNote, verbally announced in class, and written on the first slide in each day's slide presentation. The slide presentations can also be found on the class OneNote under the "Class Notes" tab. . Assignments that will be put into the gradebook are also posted as a Teams assignment.	Notebook Checks and Remote Quizzes are assigned and turned in through Teams. Students simply do the work in their class notebooks, take pictures of their work and upload the pictures into the correct assignment. I then grade the work and record scores in the Synergy grade book. Multiple Choice Tests are done through the StudentVUE of the Synergy grade book, automatically scored and put into student's grade by Synergy.	The only way to track student grades in my classes is through the Synergy grade book. Parents and students can see all assessment scores and whether or not homework ("notebook checks") as been turned in.	All information for class is kept on the class OneNote. The slide presentation used each day in class -which contains all topics discussed - can be found under the "Class Notes" tab.	Students are given one week to take assessments - a total of a 90-minute time commitment. Students who fail to take the multiple choice test during that time period may take the "multiple choice retake" any time during the following week. Students who do not turn in their "remote quiz" may turn it in through Teams once I have opened up "corrections" for the class. They will then have a week to turn it in. Students who miss both opportunities will need to have a conference with me - which parents might be asked to attend. Students may retake multiple choice tests and do corrections on their "remote quizzes" if, and only if, they have passed their notebook checks. Multiple choice retakes are available through the Synergy	All students are assigned a study group. They may meet with their study group any time 24/7 on Teams. Students can find all recorded lectures and class presentations for the year on the OneNote page and review them any time they choose. Students can always ask questions and get help during our Asynchronous class sessions. Students may also send me questions through Teams' chat 24/7 - to which I tend to respond very quickly, unless I am asleep. Most questions are answered directly through the chat. However, answers requiring more detail are posted on OneNote under the "Written	Notebook checks are always due during the last Asynchronous class session before assessments are made available. Students will have two hours to simply take the required pictures (which are announced at the time of the check through the Teams assignment). All assessments (multiple choice tests and remote quizzes) are made available by 10:00 AM on Saturdays and due the following Saturday at 10:00 AM.

								grade book the same day that the initial testing window closes. Corrections for remote quizzes are available for one week after I finish grading all remote quizzes for a particular class. For these corrections, students simply re-do all problems on which they missed points, take a picture of their new work and upload their pictures into the same Teams assignments.	Answers" tab. Students may also request a "video" answer - in which I not only do the math problem but narrate my response. These responses are found under the "Video Answers" tab on OneNote.	
Chazz Kaskes	Email or Teams Chat	Email	I have a scheduled meeting that students should log into where they get time to work on group projects and collaborate.	Teams Assignments	Teams. If the assignment is in OneNote, or you are having trouble uploading to Teams, you can attach a note to the Teams Turn-in letting me know where I can find it. If all else fails, an email works too. Communication is key.	Synergy	Teams, email me, or ask another student	Express interest	Talk to me. I am more than willing to give one on one help or send resources.	
Richard Kilcup	By text or email	Email	This depends on the class. Students are usually given this time to work on their class assignments during async and I am available to answer questions, clarify etc. I also hold one on one TEAMS meetings with students currently.	They should be in each students personal planner. Some assignments are posted in TEAMS.	Teams or e-mail if students have trouble posting in TEAMS.	Synergy	TEAMS or better yet checking with me.	All work may be turned late for full credit. Checking with me for clarification on missed work is the best strategy.	Ask!!! I don't mind interruptions. Also, I invite them to hang around after each class for questions or concerns.	
Katherine Klekas	Teams for short messages, email for longer ones-- but either way is fine.	Email.	They are expected to keep that time open until I tell them in the live morning class what's happening. It depends on what's needed. Varies from an "open tutorial" to student-paced prerecorded lessons to students meeting in channels on their own.	Teams	Mostly through Teams. IXL scores are collected through IXL.	Grades are in Synergy. However, students will have completed MANY assignments in Teams that do not go in the gradebook. Those are returned with some kind of score and often with comments. The "Teams Tasks" are designed to help them do well on assessments that count in Synergy.	Assignments in Teams Recorded classes in Teams One Note Content Library One Note Student Folder	Mostly, just do it and let me know. For things like timed writes, they need to schedule a time with me, which they can do through a Teams message.	Send me a message in Teams.	
Tara Knudsen	Teams Chat	Email	1. General Asynchronous time is a chance for you to work on your assignments, chat with me & potentially hop on a call if you need help.	Teams Assignments and OneNote	Teams Assignments	Synergy	Teams General Channel and Teams Assignments	Chat me for more information but they can submit any delayed/late work, using the Submit Late Work Form (found in my email signature, teams, and OneNote). I will look and update every Friday.	Chat or sign up for a one-on-one meeting with me via bookings (found in my email signature and OneNote).	N/A

Christopher Lamb	Via Teams Chat or Email	Have the student reach out first and if they still have questions via email	Students are expected to come to Asynchronous time, where they will either work on an activity to better prepare them for the upcoming lesson or review the concepts covered in the most recent lesson. This time also allows for one-on-one check-ins with the teacher where students can get personalized help.	The class Calendar in the OneNote under the calendar tab	Either Via OneNote or ALEKS	Assignments are posted in Teams	The class is often recorded and there are filled in notes in the OneNote and student can always message me and set up a time to meet.	They usually can't but most work is not due till the end of the chapter so they often have several weeks to do it	Work with a peer or come ask me for help!	None
Caryn Landau-Walter	Students can email me or contact me through Teams Chat. Teams chat works great and allows a quick conversations when there are questions.	Email works best for family communication. It allows me to get back to families with clear communication, and when necessary, a proposed plan to help a student get on track.	In Economics we meet for synchronous learning and practice during our morning sessions, including our scheduled Wednesdays. During afternoon Asynchronous time, I am available in the ASYNC channel for small group or individual help and to give students retakes on assessments. There is either a practice assignment OR assessment to complete during each Asynchronous period. These activities and their supporting materials are listed in a Teams Announcement at the start of each week. In Leadership students work on team projects in Teams channels during Asynchronous time.	Every Sunday I send out a plan for the week which includes meetings, Async work, and an assignment list. All practice problems as assessments will be assigned through Teams assignments and can be completed in One Note.	Assignments can be turned in through Teams.	Grades are entered in Synergy. Assignments are graded as Y (completed) or N (not completed). Assessment scores are entered and students have opportunities to retake assessments up to 3 times.	There are videos for every single topic in our Content Library. Students can also contact me in Teams Chat if they have questions, if they need extension on assignments, or if they need additional support to complete work.	Assessment retakes are available during Async time. Assignments are accepted late (but students are asked to message me when they are done so I know to check).	Attend Async time or message me in Teams to ask questions or set up time for extra help.	Most of the above is about economics. Students are always welcome to ask questions in chat or email and I am available to meet to talk through strategies to complete work and understand key concepts. In Leadership we use all Async time to work on projects in small groups.
David Lang	Teams chat	Email	Join a channel	Teams chat, weekly assignment letter, and OneNote	Finishing on OneNote. Students can turn in with teams, but I am assessing only through OneNote.	Synergy, OneNote	Agenda, meeting recordings, asking me through the teams chat, OneNote	Work in OneNote	Afternoon time, teams chat, calls	
Yan Li	Email or Teams messages	Email	Students work on pages titled Date. Async. in OneNote-their personal folder. When close to exam dates, tutorials are provided to help with review.	OneNote	OneNote and occasionally Teams	OneNote for assignments and Synergy for grades	OneNote-Content Library has all PPTs used in class, OneNote-students' personal folder has in class practice pages as well as Asynchronous work, important information is communicated in Announcements in Teams-General and through emails.	Contact me	Email to schedule a meeting time during Asynchronous sessions	
Brandi Li	Through email or through Teams private messaging.	Through email.	For PM Asynchronous times, it is not mandatory for them to come. For Wednesdays, it is required for them to come to the Class Meetings channel and join the video meeting. There will be a participation response that they will need to answer to be marked present for that day.	In the Teams' assignments tab.	Through Teams' Assignments tab.	On StudentVUE/ParentVUE.	They can look at the PowerPoints that they missed because it will tell them the weekly outline and general ideas that we have gone over.	Students can make up and revise assignments any time before the final due dates for the quarter (that will be told to students weeks in advance) and email me telling me that they resubmitted or attach it to the email. Assessments like tests and exams will only be regraded up until a C.	Come to Asynchronous time (PM).	

Kevin Locascio	The best way for students to contact me is through a teams message during school hours. If it is outside of school hours, I would prefer an email. However, given the current circumstances, messages and emails can easily be buried or forgotten. I encourage students to stop me after class or join into tutorial time to have a direct conversation with me.	The best way for family to contact me is through email, locasciok@bsd405.org	Asynchronous assignments are expected to be completed outside of the live synchronous class session time. Students are expected to attempt all assigned work on their own or with peers, then check their work with the answer keys found in the Content Library section of our class OneNote. For students joining into the afternoon Asynchronous sessions, I am available to provide real time help and assistance. Students may also use Asynchronous afternoon time to reassess learning targets.	Upcoming assignments can always be found in the class calendar located in the Content Library of our class OneNote. Students will also have a notification from teams assignments with start and due dates.	Assignments are turned in through teams.	Grades can be viewed in Synergy, but I encourage students to join into tutorial time to clarify any questions with their grade.	Students can find class information they missed by looking at the class calendar located in the Content Library of our class OneNote. Students can find recorded class videos in the class teams channel under 1. Class meetings. Students can also teams message me/email if they are unsure.	Students can arrange make-up or re-do work with me during tutorial.	Students can get help by reaching out to me directly during tutorial, reaching out to me during school hours with a teams message, or sending an email during after school hours.	
Jennifer Lopus	Message on teams	Email	Students catch up on reading and work - thumbs up a post in the channel for attendance. Occasional study group if preparing for an exam. I've also offered optional tutorial time	OneNote unit calendar and Teams assignments	Usually through Teams though it depends on the assessment, sometimes it's just their OneNote	Teams assignments and Synergy	In the OneNote - everything is there	By reaching out to me and resubmitting it	Message me on Teams, ask their classmate	
Courtney Mack	Chat in Teams	Email to mackc@bsd405.org	I send out separate invites for Asynchronous time	I review homework and ask students to write it down at the beginning of each lesson. Assignments are also posted in Teams.	Through the resources attached in Teams (might be a link to a Nearpod lesson or a OneNote page). Students should click "Turn in" in Teams once they've completed something.	Families can track assignment completion in Teams. I write feedback assignments in OneNote. Scores on skills demonstrated over a few assignments are then posted in synergy.	Students should view the video of class posted on the channel "1. Class Meetings" in our Team. Assignments are also posted in Teams.	Complete assignments in Teams. There is no penalty for late work.	Send a chat message to the teacher to make an appointment for Asynchronous time.	Students: Teams chat is the quickest and best way to reach me. Please use it!

Margot Maffucci	<p>Come to "Drop in" async support time in the PM to ask questions about that day's assignment, something from the morning class you want clarification on, or to discuss a previous assignment.</p> <p>Email me to let me know you've completed an assignment late OR anything grade related.</p> <p>Send a chat in Teams or during Async time for quick questions. If I will need to look anything up or input any information on your behalf, send it in an email instead. (Teams Chats are not good for searching through and hard to flag to follow-up later)</p>	Email	<p>Daily expectation is posted in the Content Library of our class OneNote on that day's async page</p> <p>Typically there is an assignment in OneNote or Nearpod (or both) with drop-in teacher support in the async meeting</p> <p>Individuals join the class async meeting in the meeting channel as directed by teacher for the activity</p> <p>Individuals and small groups do typically not get a separate meeting invite, it's posted in OneNote and stated in class who should show up when.</p>	<p>OneNote is the class Hub. Each live lesson and async lesson has a page. I try to post that there is an assignment in Teams (adds it to student to do list) but students need to go to OneNote content library to access the OneNote page to do, grab the link for Nearpod, see rubrics, get the Flipgrid links etc. I am only using Teams as a to-do list.</p>	<p>Assignments are done in the location indicated via the assignment posted in OneNote. OneNote worksheet, presentation, paragraph writing etc.- in OneNote, Flipgrid presentation- in Flipgrid, Nearpod lesson- in Nearpod.</p> <p>Students must remember to go back to hit the "turn in" button in Teams for their own tracking, but I am not tracking there. It's only a tool to give them a "to-do" list.</p> <p>Completed after I entered missing/not complete in Synergy? Students should email me once a week with what they've completed and request work to be graded.</p>	<p>Synergy shows what I have graded and marked as complete. Synergy records the student most current overall grade.</p> <p>Work done in OneNote receives feedback in OneNote</p> <p>Work done in Flipgrid receives feedback on the assignment page in OneNote</p> <p>Work done in Nearpod is typically self-correcting, auto feedback, OR for open-ended general feedback is given to the class, used to inform class instruction.</p>	<p>OneNote</p> <p>Every page is labeled by date</p> <p>For example 1. el 26 de octubre and any other page listed with 1 means...</p> <p>The first lesson of the unit was on October 26th and all pages in that OneNote section that start with a 1 are also associated with that class period. The day's powerpoint is posted in the content library on the page with the date at the end of each day.</p>	<p>For assignments- students can just locate it in OneNote, do it, and let me know</p> <p>For quizzes/assessments- I announce during live class which async time will be a make-up session for students who were absent. Connect with me via email too.</p> <p>For re-dos- come to a drop in async time to practice further and show evidence of growth, then schedule a time with me for the re-do</p> <p>For speaking assessment make-ups o re-dos- come to a drop in async time</p>	<p>Come to async drop-in times</p> <p>Ask questions during class about the new material</p>	<p>Any late work or re-do/re-take must be completed prior to two weeks before the end of the semester. I also need time to make second versions and a student needs to come for support prior to a re-take, so it's best to start the process as early as possible. A syllabus is posted in Synergy with some of this information.</p>
Todd Mahaffey	<p>Teams Chat or School Email</p>	School Email	<p>We have a placeholder Teams meeting that can be used for drop-ins but so far, our main thing is encouraging students to use the Bookings app to schedule 1-to-1 meetings.</p>	Teams	Teams	<p>Teams assignments is the most complete. We are posting progress report summary of grades on Synergy, but Teams has all the assignments and scores for everything.</p>	Teams	<p>Complete and turn in (or re-turn in) assignments on Teams.</p>	<p>Set up a 1-to-1 meeting with teacher using our Bookings app.</p>	<p>Link to our Bookings app: https://outlook.office365.com/owa/calendar/NewportB andOfficeHours@bsd405.onmicrosoft.com/bookings/</p>
Sarah Major	<p>Email or TEAMS Chat</p>	Email	<p>Check in with teacher, make TEAMS appt for extra help on assignments with teacher. I can arrange for a meeting invite at student request for extra help</p>	<p>In TEAMS - under assignments. Class resources/materials are found under TEAMS Files Tab</p>	<p>via TEAMS assignments</p>	<p>TEAMS Assignments are graded with feedback. Then entered in Synergy</p>	<p>In TEAMS General Channel - posts; the class sessions are usually recorded (sync class meetings). The PowerPoint slideshows are posted in Class Materials folder under Files Tab</p>	<p>They are allowed to make up/re-do work by the end of each quarter. Contact teacher for questions and permission to re-do work</p>	<p>Private Chat or email me to request an appt to meet one-to-one during async time. Or ask question in the group chat for me to re-explain or clarify the lesson.</p>	
Samantha McDuffie	<p>Teams chat</p>	Email	<p>If students want to meet in their small groups, they can meet in the tutorial channel. If they want to meet with me one on one, I send a separate meeting invite.</p>	<p>Teams assignments and announcements and OneNote</p>	Teams assignments	<p>Synergy for overall grades. Teams assignments for feedback and points.</p>	<p>OneNote has all assignments, calendar, and due dates. Teams assignments has list of assignments that will be graded.</p>	<p>They can resubmit any assignment after they fix their work based on my feedback. I allow late work up through the end of a unit.</p>	<p>Request a meeting during Asynchronous time</p>	

Claire Mcgee	Teams	Email during work hours	Targeted Math, and Pass-1:1 student meeting bi-weekly scheduled, Additional support available upon request to teacher. Algebra 2- M/T I am doing progress monitoring for special ed by pre-scheduled appointment, Th/F small group to support IEP and some MLL students- different team channel and invite from rest of class.	On teams for Alg 2 and Targeted Math Pass doesn't currently have homework. Students who miss the in-class work are emailed the assignment from the day- it is also sent to parents in that email.	I would love it if students clicked that they were turned in on Teams, but if they don't, I go through OneNote and check them off.	Synergy	Pass- Students who miss are emailed the information that they missed. Alg 2- Class is recorded, notes are in content library on OneNote Targeted math- Notes are in content library on OneNote and Assignment went out through Teams. In all cases students can always reach out through teams and I am happy to schedule an appointment with them to make up work.	Students can re-do or make up work through the end of Semester. They must contact me when work is completed so I know to grade it.	Pass- We have several para educators who specialize in different areas. In general raise hand and ask or type in chat.	I have a few students who haven't logged in yet or who haven't done any work, I would like to support them to feel successful
Danielle Miles	Teams messages or email	E-mail	On Mon, Tues, Thursday, Friday Asynchronous days, students find the information in the Async channel and work on their own. Teacher is available for small group, one on one, etc. Wednesday is now Synchronous- Student must check in and attend class on this day. They should be ready to work on their artwork.	ONE NOTE- In one note there is a class calendar for the whole semester There is also a class overview with a picture of each assignment and links All semester projects are loaded into the one note class projects section	Students turn in their work on Microsoft teams (assignment page) Students always turn in evidence of planning, a finished photo and evaluation. Students also post each project in the one note collaboration space so that their peers can give them feedback. There is a document that explains step by step how to turn in work in the One note Class Basics section --- Click sheet for turning in work in teams	Synergy Also- student receive specific feedback on their projects in teams assignment page	Each class is recorded. If they miss a class, they can watch it in the class meetings section. There is also a weekly preview posted each Friday in teams "general" and it goes over what we will do each week with specifics on each day.	Students turn in work by the due date. Even if they need extra time, they can still earn FULL credit. Students can re-do work whenever they want and resubmit for a higher grade. ALL WORK MUST BE TURNED IN 1 WEEK BEFORE THE END OF EACH QUARTER!	Send me a message or call me in teams during our Asynchronous times. We can message back and forth- or I can call you and help you one on one. I am very responsive during the hours of 8-4	
Michael Miller	email	email	I schedule Async times every wed (same as synch classes). Students should see them in their teams calendar and are expected to join class on Wed. attendance is taken	Assignments are in the Assignment section on teams. Weekly Activity logs are issued on Welnet every Monday and due every Sunday.	Activity logs are turned into Welnet. Assignment on teams are turned into Teams	Synergy	Teams and Welnet	Email me and i will send them a make-up form	Stay after class... i always ask if students have any questions to stay after. Also, you can email me about scheduling a teams call	
Daniel Milton	Teams or email	Email	Students should be working on their Async assignments during the Async period. I have a meeting going during the Async period for any students who need help. We will also assign tests to be completed during Async period. Students may be allowed to complete the test at other times, but I may not be available for help.	Most Async homework is assigned through Teams and can be found in OneNote. If students can't find a link to the assignment it can be found in the OneNote Content Library under the appropriate section. If they have to look for it in OneNote they can copy and paste it into their personal OneNote section.	Students should leave their assignments in their personal OneNote section. However, once finished they should click "Turn In" in Teams to record their completion of the work.	Grades are a result of the Unit Tests which will include multiple learning targets (LT). They can be found in Synergy and will be labeled LT___. For example, in MT1 the grades represented their knowledge of LT1A, LT1B, LT1C and (LT1D for Algebra 2). We do not grade assignments.	Assignments are posted in the Teams General Channel. Materials, including lectures, notes, assignments, and keys can be found in the appropriate Content Library section.	Students can retake assessments to demonstrate increased learning. Students are allowed to retake multiple times as long as they continue to put forth effort to learn the content. That effort can include completion of previously required Async assignments, additional skill practice, online based lectures/practice, and working individually with me. The goal is for students to learn the material, not just	Attend Async periods. There is a 40-minute Async session each afternoon following the Live class period. Any students who are struggling should attend every Async session until they understand the content. Additionally, students may reach out to me for individual meeting time, but most often will be	I grade using a Standards Based Grading system. Grades are based solely upon the ability to demonstrate mastery of our learning targets. Typically, that is a paper/computer-based test. However, I can and will look for alternative methods of assessing a student's knowledge. All students can succeed if they are able and willing to put forth the effort necessary to do so.

								to retake to raise grades.	directed to attend the Async period.	
Scott Nara	Email	Email	Must always check in with me, regardless of what is scheduled for class. Checking in can be going to Teams or email (if students are given independent study time)	In OneNote. In current unit tab under Homework.	Students complete assignments directly on the OneNote document.	Assignment grades are on their assignment in OneNote. Once graded they are put into Synergy.	Classes are usually recorded. All information is on OneNote organized by week. Readings, homework, and other resources are all separated within the current unit folders.	Finish the work and email me when complete. For tests and quizzes, students should contact me directly via email.	Tutorial / Asynchronous time.	ALL graded work can be reassessed for full credit at any time up until 2 weeks before the end of the semester.
Megan Neelands	Email or Teams message	Email	Most of my Asynchronous time is structured as a drop in tutorial for students to ask questions and get additional help. I also host exams and retakes during that time. If there is a small group expectation, students are to meet withing the Teams channel	I announce assignments in class, post them in OneNote, and also post them in Teams.	Students work in OneNote, and I can check the assignments from there.	Grades are housed in Synergy	In Teams and OneNote. Notes, class activities, and homework lives in OneNote; homework is also announced in the Teams General channel	Once students complete a late assignment, they should message or email me to let me know so I can update my records	Come to the drop in tutorial during Asynchronous time. I also recommend that students reach out to their group members to get help outside of that time.	
Sarah Nehring	For short questions that need fast response - send me a message via private chat in Teams For retake requests, make up work, etc. - send me an email	Email	Live drop-in tutorial sessions are held during the afternoon Asynchronous sessions. These are scheduled and can be found in the Teams calendar. They are drop-in, you can come any time during the session, and stay as long as you like! I use the announcement feature in Teams to describe the Asynchronous assignment for the day. Announcements appear in the "general" channel of our Team page. Quiz retakes also occur during Asynchronous time, on Thursdays and Fridays. These need to be scheduled with me in advance. Procedures for quiz retakes are outlined in our "Class Policy Updates" document found in OneNote/content library/Course Resources	I use the assignments feature in Teams to schedule assignments. If you would like to see what is coming up in the next few weeks, when our upcoming assessments are, and what happened in a class you missed, please check our detailed calendar in OneNote (see Content Library/Course Resources). I also have an archived calendar if you would like a reminder of what work we have done earlier in the year!	I use the assignments feature in Teams for students to keep track of what is due, but I check the work directly in OneNote. So please complete the assigned pages directly in OneNote, do not attach a separate document in Teams.	Grades are posted in Synergy. Feedback on assessments and labs can be found in OneNote. For labs, the scored rubric can be found directly on the completed lab page. For tests, there is a separate feedback page. For chemistry, the test rubrics can be found on the last page of the unit folder (example: the unit 2 folder has a "unit 2 assessment rubric" page at the bottom of the folder) For AP Chemistry, there is a separate "feedback folder" in OneNote that contains the relevant quiz rubrics, along with sample responses and feedback.	Calendar in OneNote. I also use the announcements feature in Teams, posted in the "general" channel	Students should email me a link, I have clear directions posted in the "course resources" section of the content library in OneNote. make up work - send me an email titled "Make Up work" that includes name, period, and link to the work retakes - send me an email with "retake request" as the title, and include info from the "retake ticket" that can be found in OneNote	Come to the twice weekly tutorial! (in Async time) Students can also send me questions via private chat in teams, it can be helpful to include a screen shot/clip of the relevant problem that they have a question on	It is important to check resources in OneNote/Content Library/Course Resources, and also important to check announcements in general channel in teams.

Michelle Neises	In the chat in Teams.	Via email.	Often during Asynchronous time, we have three goals. The first, we work on gaining a deeper understand of the concepts from the day's lesson. This may be through additional notes, homework questions, and activities. The second, when applicable we work on extension topics that enrich the current topics and provide opportunities for critical thinking. Additional, when a group assessment has been assigned, often the students will use some of the Asynchronous time for working together. We work in the Asynchronous channel.	The calendar in the content library in OneNote contains any important information about what we have been working on as well as applicable links.	Teams	Synergy	The calendar in the content library as well as watching a video from class.	Homework is always available to work on. As for assessments, opportunities for select retakes or corrections are provided in class meeting time and or via completing the appropriate form for request a retake.	Be present in Asynchronous time as ask anything and everything you need to. Additionally, Aleks assignments can be used for further preparation and explanation as needed on topics.	
Lisa Neshyba	Email or Teams Messaging	Email: neshybal@bsd405.org	All Asynchronous is conducted using the appropriate channels. For Tutorials, it's the tutorial channel. For Wednesdays, it's the classroom channel.	Teams assignments. Also, on One Note under the appropriate headings for the current unit.	One Note - I prefer the homework tab as its less easy to miss submitted work.	Synergy.	One Note and Teams Assignments.	I encourage students to stay on top of the schedule, since it can be difficult to understand current material without participating in the weekly work. That said, I understand that life happens. Some weeks are busy, and you may need the occasional extension. Late work on occasion does not carry a penalty, though it must be submitted within reason. Work with me on a 1:1 basis for this. The #1 goal this year is to learn as much physics as possible with keeping stress low. So, I am here to work with you, please reach out. Two weeks before the semester ends is a hard stop for work submission.	Tutorial is best.	Keep me informed of what you need and other circumstances. I am here to support you.
Michele Nikula	Teams chat	Email	Wednesdays it's required that they join the short meeting. I take attendance. Otherwise the Asynchronous time can be used for working independently, in small groups, or with me on Teams.	Assignments are posted in Teams. Class activities are in OneNote.	Submitted through Teams as an attached file	Synergy	In Teams for assignments. In One Note content library for daily lessons/activities	Contact me via Teams to arrange	Contact me via Teams and meet during Asynchronous time	
Frank Nimmo	Through E-mail or Teams Chat	Through E-mail or Teams Chat	Students will join a separate meeting invite and then complete assignment.	In teams assignments and announcements and also, during class time assignments will be discussed.	Through Teams or class OneNote. Students may email me if any questions arise.	In synergy.	Students will be notified by announcements if they are have not turned in assignments or they may email me with questions.	Students may make up missing work by emailing 'assignments' or workouts.	I always ask for any students having questions to stay after class, and we	If students are confused, they may email me in chat (outlook) at any time and I will get back to them in a timely manner.

									can resolve the issue.	
Jacob Nonis	Email	Email	Math: students should finish the work from class, meet with groups to take a group test or may be called into a meeting for grade improvement. Theatre: students should finish the work from the day or meet with a group to practice their scenes or monologues. Link Crew: students should finish the work for class that will often mean meeting as a team.	All assignments can be found in Teams. Math Class: there is a calendar in OneNote that shows upcoming tests.	Assignments are submitted through TEAMS.	Assignments can be found in teams, learning target scores can be found in the assessment tab of OneNote and overall grades can be found in Synergy.	Everyday an announcement is placed into the general channel with the day's agenda and HW. All materials can be found in student OneNote or the content library. Notes for Math Classes are in the Notes tab in the content library.	Students can complete work at their own pace to prepare for tests and assessments. Once a Summative assessment is issued and graded students can ask for a reassessment. Then they must complete all of the work for that single topic and submit a reassessment slip to me. Then they can do their new assessment in OneNote on the specified day.	Students should come to Asynchronous time with questions or send an email.	Math Class: Students are in charge of their own grade. In the beginning of the year they often make poor choices in the amount of homework they complete until they understand the benefit. It is possible for students to get overwhelmed and give up. But the choice to succeed is always theirs and I am always willing to help. Grades are not permanent or unchangeable until the last week of the semester.
Andrew Oliver	Chat feature on Teams	Email	Students have been sent a calendar invite for classtime on WED. Expectation is that they check in at that LIVE meeting time to engage with activity for the day.	Assignments in HEALTH are pushed out through Teams assignments page...PE assignments are done through Focused Fitness website (www.focusedfitness.org) Log-in procedures have been taught but if you need them again, reach out.	HEALTH- Teams Assignments page PE- Focused Fitness website and/or Teams Assignments	Synergy	Full calendar and resources of lesson can found in our class OneNote page...Recordings of each lesson also go to the class meetings channel on Teams.	Contact the teacher and also through the Turn in again function on Teams.	If a student needs 1-1 support, I've got a calendar of Async appointment times that are found in our class OneNote (collaboration space). Also, they can reach out to me via chat or email to schedule.	
Van Onishi	Students can send me an email, chat message in Teams, or schedule a time to meet individually through Bookings. Information about this is linked through OneNote in each students "Class Information" tab.	Parents can email me.	All information about class resources is posted in the General channel. This includes announcements about synchronous and Asynchronous work.	All information about class resources is posted in the General channel. This includes announcements about synchronous and Asynchronous work.	In-class work is done through OneNote or Teams, depending on the nature of that work (e.g., informal check-ins, using other platforms such as Forms, Nearpod, Kahoot, etc.).	All grades are posted in Synergy.	All information about class resources is posted in the General channel. This includes announcements about synchronous and Asynchronous work.	Students can send me an email, chat message in Teams, or schedule a time to meet individually through Bookings	Students can send me an email, chat message in Teams, or schedule a time to meet individually through Bookings	
Aimee Palmer	E-mail	E-mail	If they are meeting with me, they do a separate meeting invite. If they are completing coursework, they don't have to log in they just have to submit the work.	Synergy and Teams	OneNote, Teams, Focused Fitness (a district supported website with instructions for logging in provided on OneNote and Teams)	Synergy	Class overview is posted on Teams. For specific class make-up information, students e-mail me.	Submit work via e-mail.	Talk with me at the end of class when I provide time (daily) or book an appointment with me during Asynchronous time.	

Molly Parker	1) Teams Chat 2) E-mail	1) E-mail	Separate meeting invites	ONE NOTE and TEAMS In one note there is a class calendar for the whole semester There is also a class overview with a picture of each assignment and links All semester projects are loaded into the one note class projects section Assignment Due Dates /Turn in is done through TEAMS 2) and OneNote	Teams Assignments	Synergy	1) Teams Posts 2) OneNote	They can make it up or re-do it at any time	Set up 1:1 meeting with teacher and attending Asynchronous session for help.	
Edward Rubio	Teams chat, email, Remind.com app	Email, Remind app	Join my "Async-tutorial" channel	OneNote, Remind app	OneNote- Homework Tab	Synergy	OneNote and classmates	Set up arrangement via individual Teams meeting	Individual Teams meeting via "Office Hours"-Tutorial	
Jane Sawyer	Teams chat, call or an email	email	There is a meeting invite sent and set up. PASS students check in at the beginning of the meeting, Acad Sem students can check in by sending me what homework they are working on or join the meeting to ask questions and get help. Acad Sem students have until noon to do this.	All assignments and activities are posted in OneNote under Handouts, that is also where students post their work. In their OneNote file under their name.	OneNote, Nearpod reports, APEX and Aleks reports, (any program that has a report I will use that)	Synergy, grades are updated weekly.	OneNote under Handouts, they can also contact me via Teams or email	It is in OneNote for them to do at any time. If it's a Nearpod and the link times out they can send me a message in teams, and I will send them a new link.	During scheduled one on one meetings and/or send me a message and I will arrange a time to help.	If a student sees that I am available on Teams they can call or chat any time and I will help them.
Melvin Soetrisno	Email and Teams Chat. Also tagging on a Questions Channel on Teams is acceptable.	Email.	Students are expected to complete assignments individually (or in small groups if they choose). I am available during Asynchronous time as a walk-in tutorial for students who need help. I always have a second Asynchronous channel where I host tutorial meetings that the students can join. For Wednesdays, students are to report to class to earn attendance. However, Wednesdays will likely be spent working on surveys, as an extra tutorial, or as time for playing games or other activities.	A bulletin is posted every week in the General channel of the Team. Students can find an agenda for the week including what assignments will be assigned and due each day. Students can find the assignments to work on in their OneNote. Assignments are directly pushed into their OneNote folders. Students will also be given a reminder for the assignment on Microsoft Teams (although the reminder will not be able to link students to their assignment).	Assignments (and assessments) are turned in by completing them on OneNote. That is all students need to do, I check work directly from their OneNote.	Grades can be viewed on Synergy (or StudentVue/ParentVue). Grades given to assessments can also be found as rubrics on or by those assessments.	Students can find class information they missed in OneNote and a Video Archive Channel. Class information is posted on OneNote. Every day's slides as well as the daily assignment is given to each student each day. Students can also find notated slides (after I write on them during the lesson) and assignment keys in the content library. Class materials are organized by unit. The video archive holds a recording of each day's class session. Students can use this to watch anything in case they miss part or all of a lesson.	Students can revise their work on an assessment to improve a grade. All they need to do is read my comments on their assessments, redo work on the margins, and then email me when done for me to regrade.	A student's best way to get help regarding my class is to email me or message me on Teams Chat, and also to come to a tutorial. Asking questions during class will also help	I do not grade assignments. Grades are based solely on assessments (true standards-based) although completing practice is imperative to finding success on those assessments. Even so, I make sure that growth is rewarded by having a lenient revision policy. To find success, students MUST be able to navigate their OneNote.

Elizabeth Swann	Teams Chat	Email, swanne@bsd405.org	For Spanish 2 - Students will receive a Teams Assignment for every Asynchronous class time. It is due before the next class begins because we will use it in the next class. For AP Spanish - Students will receive a Teams Assignment for every Asynchronous class time. It is due before the next class begins because we will use it in the next class. In addition, students meet in small groups once per week for conversation practice. This happens during our scheduled Asynchronous class time in a meeting accessed through Teams. Students can choose the day they want to attend (Monday OR Thursday, Tuesday OR Friday).	Students receive Teams Assignments in the morning and then have a few days to complete them before the following class.	Via Teams Assignments. Every Teams Assignment is connected to a OneNote page. Any work turned in late is accepted for full credit, but students need to send a Chat on Teams to let me know it is complete if turned in late.	Synergy has all graded assignments and can give you an idea of your student's overall average and performance on key tasks. Teams Assignments contains all practice activities they have completed (or not). However, students can "Turn in" work on Teams Assignments without actually completing it, so it is not always a reliable picture of work completion.	They should email or chat me to find what they missed. Language classes are very interactive and most work is difficult to make up (or video) because it involves participation with your small group. But I always have some independent work I can send.	Complete it and then (important final step!) send me a Teams Chat to say it is ready for me to review.	Chat me on Teams or send an email. I am always happy to help!	
Helene Tate	Email	Email	Students are expected to join the Async Channel to check in and listen/ask general questions via the pre-scheduled Teams Meeting Invite. After general questions are addressed, then they are expected to go into their pre-assigned small group channel to work on problems together with their team.	Teams as well as OneNote Content Library.	via Teams	Synergy	Class meetings are recorded. They can be found in Teams and are posted in OneNote on the page where the notes are located.	Do it in OneNote.	Ask small group teammates during Async sessions. If the entire group needs help, then ask me to join the small group to assist. Videos are also available in myAP website.	Although, individual assignments do not receive scores, they are absolutely essential for success in my classes.
Dean Thompson	You can contact me either via email or through Teams chat.	You can contact me through email.	I start a Teams call during Asynchronous time every day. On non-Wednesday Asynchronous time, students are expected to complete or start the assignment given earlier in the day. Asynchronous time is used for clarification of concepts, extra learning, and small group work based upon student discretion. Wednesday async time is used to further concepts brought up during regular class periods or to complete a science related activity.	Assignment can be found in Teams in the Assignments tab. Assignments are assigned in Teams the day they are assigned in class.	Assignments are turned in via Teams.	Grades can be viewed in Synergy.	Checking Teams Assignments page and the class OneNote page for the daily slides/Nearpod activity.	Students can always make up or re-do work. Please let me know you are doing this and let me know when you have completed the work.	Sending me a Teams chat or email. We can arrange a Teams call. Attending Async in the afternoon.	
Kay Tomoson	Teams	Email	Join the channel or reach out if via chat if I'm not there right when they join.	Calendar Page in OneNote	Through the platform (Discovery, for example) they are completed in.	Synergy - organized by Learning Target (ignore dates).	Calendar Page in OneNote Class Info is also in Announcements for each class and Async time.	Complete the practice and fill out the "Please update something in Synergy Form" located in the Content Library. Complete the assessment in the assessment window -	Ask questions, reach out, don't hide, and start, start, start somewhere! Email or chat in Teams is a great starting point.	Synergy shows all attempts a student has done for each LT, 2 attempts are required, the most recent attempt (the last one recorded) is the one calculated in the grade. Practice is NOT required. It is recorded in Synergy to help tell the whole story of a

								signing up for retakes by sign-up deadline.		student's path to meeting/exceeding standard on each LT.
Bjorn Unneland	Either email, use Teams chat, or stay after class to ask a question.	Email	Students should finish the OneNote page that we started in class if we didn't complete it together and watch the AP video associated with the lesson. Once a week, students need to attend a live small group meeting. One Wednesday students need to check in to the "Wednesday Attendance" channel and answer the poll, question or survey.	One Note, students will need to complete the two weekly pages that are added.	Completed via One Note or Forms questions/assessments	Synergy	OneNote Content Library	If it is a daily assignment, students can complete the page on their own and email me when it is complete. If students miss an assessment then can email me and set up a time on Wednesday to complete it. If students do not meet standard (below 3 on a 1-4 scale) on an assessment, I will schedule a retake for them on Wednesdays.	Try to engage in the weekly lessons, watch the AP Central daily videos that are related to the content lessons, attend small group Asynchronous meetings to ask questions, reach out to their small group for help/clarification, and finally if all those steps have been attempted in good faith, then request a meeting with me.	

<p>Robert Valaas</p>	<p>For immediate help, it's best to "@message" me via Microsoft Teams chat (or, to put it more formally, send a "personal notification".) If I am on Teams at that time, I will typically respond immediately. Otherwise, a simple chat message (WITHOUT the personal notification) or an email work well for non-urgent communication.</p>	<p>Email is probably most effective - I respond to all emails within one business day of receipt.</p>	<p>Meetings during the Asynchronous learning times on Monday, Tuesday, Thursday, and Friday afternoons are usually treated as tutorials. I have occasionally scheduled optional lesson meetings for the whole class via the "Tutorial and Asynchronous Activities" channel, and more frequently invited particular students to meetings set up in that channel when they have had work to complete or make up. The remainder of the time, I simply open a meeting in the "Tutorial and Asynchronous Activities" channel for each class when their assigned Asynchronous time rolls around each afternoon (in case they need to meet with me for any reason), and/or communicate with students via email or Teams chat during those times.</p>	<p>Individual assignments are posed in the "Assignments" tab of the "General" channel for each class, per Bellevue School District policy. Sometimes, I will give a group assignment via OneNote without linking it to Microsoft Teams, as Microsoft Teams' "Assignments" tab really only works for issuing individual assignments.</p> <p>Class activities are "found" in our class meetings -- I typically don't have students work on our class meeting activities before the class actually meets.</p>	<p>Individual assignments are turned in via Microsoft Teams. Group assignments are "turned in" simply by being completed and ready for the teacher to check, either in OneNote or Microsoft Teams.</p>	<p>Synergy</p>	<p>Students can find class information they missed in the OneNote for that class. Each unit has its own tab in the Content Library of our OneNote. Within these tabs, entries are organized chronologically, from oldest at the top to most recent at the bottom.</p>	<p>They can make up work or re-do it in the same format in which it was originally assigned.</p>	<p>The best way for a student to get help in the class is to make an appointment for a meeting during our afternoon Asynchronous learning periods.</p>	<p>Students should be sure to check our class's announcements in the "General" channel BEFORE each class meeting, so they can make sure to follow the directions posted there as to how to be prepared for that class meeting.</p>
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John Walker	Email: walkerj@bsd405.org	Email walkerj@bsd405.org	<p>At present I expect</p> <ol style="list-style-type: none"> 1) Students will be working during Async block on assigned activities so they can check in with questions 2) Any student with questions, needing assistance, or looking for a 1:1 conference should be in Async at the beginning of the Async block so we can organize an order for the period. 3) Students are encouraged to attend Async to meet with other students, hear questions, hang out with CS class 4) Students are expected to attend Wednesday on GOLD/RED day as appropriate 5) During part of the year, AP and other CS students will be assigned pair project work and should or will (depending on the project) schedule time to meet in the Async block of time. 	<p>In Comp Tech Assignments are in MS Teams. They can be found under the General Channel in the assignments tab. In class activities for the day are on shared docs which appear in the Class Chat</p> <p>In Python, class activities are focused on TechSmart http://platform.techsmart.codes, In class activities for the day are on shared docs which appear in the Class Chat</p> <p>In AP CSP, class activities are focused on Edhesive http://edhesive.com, In class activities for the day are on shared docs which appear in the Class Chat</p>	<p>Comp Tech submits work primarily is MS Teams. Python submits work primarily in TechSmart. AP CSP submits work primarily in Edhesive.</p>	<p>All classes will see grades in Synergy (Parent/Student Vue). Comp Tech grades and comments are in MS Teams and transferred manually to Synergy. In Python, completed classwork, lesson checks, quizzes, exams are graded in TouchSmart and manually transferred to Synergy. In AP CSP, completed activities, practice activities, quizzes, and exams are in Edhesive and only transferred as a "running total" at the end of units for Synergy as a summative progress report.</p> <p>Parents/Guardians are encouraged to share student accounts in a collaborative manner to view progress and grades in Python using TouchSmart, and in AP CSP using Edhesive. Specific Parent accounts are not provided at this time in those packages. A minimal step would be to have your student login and click on Grades in any platform and show you the work being completed and marked.</p>	<p>On MS Teams class information/agendas are posted in a PowerPoint which is maintained in the Class Notebook section for Files. TechSmart (Python) has a calendar and information posted each day. Edhesive (AP CSP) has an Agenda I enter each day on topics covered. Videos on demonstrations are taken and available in Chat. Students are encouraged to ask/answer questions in Chat in all classes so they can review the information in MS Teams for any reason.</p>	<p>Students start by contacting me at walkerj@bsd405.org. Work is typically closed at the end of the period and then opened on request (how the computer tools work). Work may be submitted late during a Unit and/or Grading Period with no reduction in score. Summative assessments, exams, have a limited number of retakes and Formative assessments, progress checks, both allow retakes and sometimes do not. Students are told in advance. There is no reduction in score for a retake. The retake score becomes the final score.</p>	<p>Contact me @ walkerj@bsd405.org, show up for Async/Tutorial, or contact any other student they know or have worked with.</p>	<p>Parents or students are encouraged to look at the online tools and supports as a starter location for all information. I am always available for support and/or to meet with parents.</p>
Jennifer Wikrent	Email or chat in Teams	Email	<p>I expect students to join the channel, especially if they have questions or are interested in earning a grade higher than what they presently have. Proximity, even if remote, allows for questions to be answered more immediately, rather than waiting until the next class day. Attending "office hours" or "tutorial" is a good habit to form, even if we aren't together.</p>	<p>In One Note -- daily page or unit calendar</p>	<p>Through Teams, although some assignments (such as labs) are completed on an external website. Usually an assignment will be posted in Teams to remind students to complete the lab.</p>	<p>Synergy, for parents; in One Note (on individual pages) or Synergy, for students</p>	<p>If students miss class, they should check the daily One Note pages, or unit calendar (also in One Note). I also encourage students to attend async to clarify directions or content for assignments.</p>	<p>Students who score less than 7 can redo assignments, following the redo process outlined in One Note (resources tab).</p>	<p>Students who need help should attend async in the afternoon and / or ask questions in live class. Students can also email or chat questions, however a quick conversation usually clarifies questions more efficiently.</p>	
Nathaniel Wong-Heffter	Teams chat or email	email	<p>Afternoons - live interaction via teams/ video conference as necessary.</p>	<p>Teams assignments on the Class General page AND Class meeting agendas in Course Essentials tab on OneNote</p>	<p>Completed in OneNote</p>	<p>Student Vue</p>	<p>OneNote has agenda for each class meeting with necessary links and any newly announced tasks.</p>	<p>Complete any homework and send me email. Afternoon tutorial times for reassessments.</p>	<p>Contact teacher, use afternoon access.</p>	
Meng Yang	Teams chat.	Email.	<p>Tests/test reflection/group study. Students can join the dedicated channel.</p>	<p>Teams, OneNote Calendar.</p>	<p>In Teams: snapshot of progress in Edhesive, files uploaded.</p>	<p>Synergy and Edhesive</p>	<p>Recordings available in OneNote Calendar and Teams.</p>	<p>Students should do a 1:1 or group reflection before retaking, then resubmit in Teams.</p>	<p>Having 1:1 with me, attending the group study and Q&A async session, having group work.</p>	