



August 13, 2020

Hello BIS Families,

We are excited to support your student this year and make this a memorable school year.

Ms. Lorraine is joining BIS from Washington State. For the last seven years, she has served as a secondary school administrator, both a high school assistant principal and a junior high principal. Ms. Crystal is from the state of Georgia in the US. She has served as the High School Coordinator at BIS for the past three years.

We know that we all had to learn how to support our students as we go through these unprecedented times, and we believe in our ability to work together to make teaching and learning the absolute best.

This summer our team has been busy learning about effective online strategies for teaching and supporting our families. We will provide organized lessons daily, and we expect students will be online with their teachers for all their classes until we are able to return safely to campus. If a student is sick, or unable to attend please be sure to call and report their absence.

Below is the sample schedule for a MS/HS student at BIS for e-learning, and you will learn more about our BIS e-learning plan with general information later this week coming from the Director's Office. Once our staff is working full-time you will get more grade level specific information:

Middle & High School E-learning Schedule	
Period	Time
1	9:00-9:40
2	9:50-10:30
3	10:40-11:20
4	11:30-12:10
Lunch	12:10-12:40
5	12:50-1:30
6	1:40-2:20

Communication this year will be key to the success of our program. You can expect weekly communication from me about school events, student progress, and important information. You can also expect weekly communication from teachers with details for daily lessons. We will keep you informed about student progress, attendance, achievement, and well-being. We will also be implementing some drop-in zoom sessions to answer questions and support you and your student.

Student orientation and parent meetings will be occurring during the week of August 30th, please be on the lookout for your session information. At this time we are working on a plan that would allow us to bring small groups of parents on campus for orientation which would provide the opportunity to meet with teachers; however, we know that we must be flexible during these uncertain times. Therefore we will also have the option of a zoom meeting orientation. We will send out information in the coming weeks.

I encourage you to attend to see all the details on your student's schedule and information on our E-Learning program. Our student orientations will be only online because we are not able to receive any students on campus.. **In the meantime, please access the [BIS student handbook](#), and later we will be sending you the signature/acknowledgement page. We have also uploaded [supply lists](#) on our website.**

If you have questions about a class, we encourage you to communicate with the teacher directly.

If you have questions about counseling services, please feel free to contact our counselors:

Middle School: Ms. Jennifer ([Jennifer.hoang@bis.edu.kw](mailto:Jennifer.hoang@bis.edu.kw))

High School: Ms. Kenya ([Kenya.waltower@bis.edu.kw](mailto:Kenya.waltower@bis.edu.kw))

For other concerns and support, please contact your administrative support team at: [mshs@bis.edu.kw](mailto:mshs@bis.edu.kw), or you can email either of us directly; our emails are CC'd on this email.

We are in this together, and we can make this a great school year.

Be well,

*Lorraine Hiramawa*

Lorraine Hiramawa

MS/HS Principal

Crystal Minchew

MS/HS Assistant Principal