

Knoxville Christian School Distance Learning Plan

Key Terminology

Asynchronous: Class interactions happen via a Learning Management System (Google Classroom or other teacher-assigned resource) without real-time interaction. Students engage in class materials and complete work at their own pace, within a given timeframe, often using discussion boards to provide peer-to-peer engagement.

Synchronous: Class interactions happen in real time, at the same time. This is achieved using audio & video conferencing along with online chats. KCS is using the community building communications application called Discord and all MS/HS students are encouraged to join using their KCS email address.

Video Conference: A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. We will use Discord for primarily audio and text chat interaction with occasional video and screen sharing.

DL Best Teaching Practices

Teach in Small Modules (Chunking).

- Decide upon what you want to cover over the course of the week and break it up into small chunks. Try to keep any videos that you use short so that students can maintain their attention. Make multiple videos covering small sections of the topic. Do not record an hour-long lecture and expect students to maintain focus throughout.

Teacher Office Hours

- Office hours will be available daily and during your regularly scheduled class periods. You will be able to contact teachers for assistance after school hours.
- Teachers will be available from 12:30-2:00 PM daily during school days.

Detailed Instructions and Rubrics

- All assignments must have detailed instructions and a rubric when appropriate. This is very helpful to assist students in completing work to standard. Google Classroom provides a rubric tool within their assignment window for you to use if you desire.
- Make sure your lesson plans on FACTS/RenWeb provide the details that parents and students need to navigate the week's work.

Your Instructional Setting

- Prepare a professional location in your home for our video conferencing. Ensure that the area is clutter free; maybe place a poster from your classroom on the wall.
- Be mindful of your dress and student dress in your videoconferencing meetings. Try to maintain a teacher-student atmosphere, even though you are presenting from home.

Assessment

- This area will be one of your most significant challenges. Plagiarism and other forms of cheating will be tempting to students in this environment, due to its relative ease.
- Think about alternative forms of assessment; a PowerPoint project, a short written project, graphing, etc.
- Ensure that at each videoconferencing meeting or any time you interact with students that you are using formative assessment practices.
- Student evaluation and assessment is difficult in a DL environment. How can you evaluate student mastery of a unit without an exam?
- What projects could demonstrate the students understand the skills for that unit? How can you alternatively assess what the students learned?

FACULTY AND STAFF EXPECTATIONS

Teacher Expectations

- KCS email will be used to communicate formally with parents and students. Maintain parent lines of communication when a student is Failing your class, or there are behavioral/discipline issues.
- It is also a great teaching practice to send a short email to parents and students describing a great job or success. This will earn you support for difficult times that may arise later.
- FACTS/RenWeb should be up to date at all times. Extra attention should be given to directions, due dates, and assignment details in this LMS platform. Ensure that your weekly lesson plans, assignments, readings, etc. are posted no later than 7:30 AM Monday morning of that week.
- If you need to adjust your teaching or have a change in plans, be sure to change FACTS/RenWeb to reflect that.
- Feedback to students will be given on assignments, even if it is just a thumbs up. Voice and video feedback is extremely valuable to your students when possible. Ensure to maintain appropriate privacy (FERPA) in areas of grades. Do not discuss an actual grade with more than one student present. Physical grades will be entered into FACTS/RenWeb for parents and students to view.
- Teachers will email parents of any student Failing a general update at least once a week in addition to copying parents on all student communication.
- Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well-being of your students and success of the class.
- Please report student concerns to parents via email as well as with your Administrator. Topics of concern may include not logging in regularly, missing assignments, improper posting, etc. Remember to lead with understanding and an open mind.
- Please maintain a healthy work/life balance. Keep lines of communication open between all departments and consult your admin. if you are having any difficulty in this new learning environment. We are here to support you!

Administrator Expectations

- Review all teacher lesson plans weekly. (No later than 9:00 AM Monday)
- Classroom in-formal observations in Discord, etc.
- Review of FACTS/RenWeb student grades-looking for trends with Failing students.
- Weekly email to teachers to check in and identify any needs.
- Conduct Parent Conferences as necessary.
- Assist teachers with student discipline and conduct.
- Conduct administrative requirements necessary for school operation.
- Plan and present Professional Development (On-line).
- Serve in the school guidance role.
- Work with the Admin team and Registrar as necessary.
- Coordinate International Student operations.

Technology Staff

The KCS IT Director is available to assist with student & faculty technology concerns and several key qualified MS/HS students have been selected to help provide technical support.

Technical support can be obtained either by your MS/HS students directly contacting the Technical Support area in our Discord system or lacking that option, email itdirector@kcsknights.org.

As with any Distance Learning initiative, many times the most difficult aspect to complete success is the variety of hardware devices, software applications, and Internet providers in use at students' remote locations (their home learning areas). We make as best an effort as we can to accommodate all circumstances but there inevitably will be differences in service levels.

For MS/HS students, we know that Chromebooks will not be able to utilize Discord screen sharing but can do audio (speaking & hearing) and the text chat functions. While Chromebooks are not on the list of approved Technical Requirements for students at KCS, we are aware that many families have chosen this option for a variety of reasons and we try as best we can to accommodate them.

Teacher Absences

- Communicate immediately with school administrators and the MS/HS Secretary.
- Develop a plan for a substitute to teach your class or put assignments on FACTS/RenWeb and let students know via school email that you will be out temporarily and to complete the work in FACTS/RenWeb.

Teacher Lesson Planning and Student Engagement Tips

- Reflective writing, journaling, and guided note taking.
- Discussion Boards.
- Collaborative products using Google Docs, Slides, etc.
- Virtual Labs and experiments.
- Research and writing assignments.
- Limited scope projects that can be presented online.
- Quizzes and other formative assessments.

Middle and High School Class Schedule 2019-2020 School Year

Knoxville Christian School-Video School Plan

Period	Class Name	Time (M-F)	Teacher
1	Algebra 1	8:00-8:30 AM	Tucker
1	HS US History	8:00-8:30 AM	Gardner
1	English 11 (Junior)	8:00-8:30 AM	Bailey
1	English 7 (MS)	8:00-8:30 AM	Scruggs
1	Life Science 6 (MS)	8:00-8:30 AM	Howard
1	Pre-Algebra 8	8:00-8:30 AM	Young
2	Pre-Calculus	8:35-9:05 AM	Tucker
2	English 9 (Freshmen)	8:35-9:05 AM	Scruggs
2	Computer Principles	8:35-9:05 AM	McDonald
2	Bible 2 (HS)	8:35-9:05 AM	Clark
2	Math 7 (MS)	8:35-9:05 AM	Griffin
2	English 6 (MS)	8:35-9:05 AM	Bailey
2	Physical Science 8 (MS)	8:35-9:05 AM	Howard
3	Algebra II	9:10-9:40 AM	Tucker
3	World History (HS)	9:10-9:40 AM	Gardner
3	English 10 (Sophomore)	9:10-9:40 AM	Scruggs
3	AP Computer Science	9:10-9:40 AM	McDonald
3	Creative Writing	9:10-9:40 AM	Bailey
3	World History 6 (MS)	9:10-9:40 AM	McElhenney
3	Earth Science 7 (MS)	9:10-9:40 AM	Howard
3	Bible 8 (MS)	9:10-9:40 AM	Pruitt
4	Wellness	9:45-10:15 AM	Wells
4	Economics	9:45-10:15 AM	Gardner
4	Bible 4 (HS)	9:45-10:15 AM	Clark
4	Speech & Debate	9:45-10:15 AM	McElhenney
4	Computer (MS)	9:45-10:15 AM	McDonald
4	Piano	9:45-10:15 AM	Foster
5	Government (HS)	10:20-10:50 AM	Gardner
5	Chemistry	10:20-10:50 AM	Howard
5	Spanish II	10:20-10:50 AM	Hulsey
5	Math 6 (MS)	10:20-10:50 AM	Griffin
5	Bible 7 (MS)	10:20-10:50 AM	Clark
5	American History 8 (MS)	10:20-10:50 AM	McElhenney

6	Geometry	10:55-11:25 AM	Young
6	A & P	10:55-11:25 AM	Howard
6	English 12	10:55-11:25 AM	Bailey
6	Spanish I	10:55-11:25 AM	Hulsey
6	Sociology	10:55-11:25 AM	Gardner
6	World History 7 (MS)	10:55-11:25 AM	McElhenney
6	English 8 (MS)	10:55-11:25 AM	Scruggs
6	Bible 6 (MS)	10:55-11:25 AM	Clark
7	Biology	11:30-12:00 PM	Howard
7	ESL	11:30-12:00 PM	Bailey
7	AP Human Geography	11:30-12:00 PM	Gardner
7	Bible 7 (HS)	11:30-12:00 PM	Clark
7	Mythology	11:30-12:00 PM	McElhenney
7	Spanish (MS)	11:30-12:00 PM	Hulsey
7	MS/HS Band	11:30-12:00 PM	Foster

Tips for Running a Successful DL Class Meeting

1. Determine the necessary length of your online session. Holding student attention online can be challenging.
2. Login ahead of students and greet them as they enter the virtual class.
3. Establish class parameters for asking questions and chatting. Use the chat function for students to ask questions, rather than having open mics for everyone. Have students Mute their audio while you are teaching.
4. Ask students to state their name when they begin to speak. This will make it clear to all in the class who is speaking.
5. Remind students that the same tech rules apply to a virtual classroom as to the physical classroom. No taking or posting images/video of classmates and instructors to the web or any social media sites-this is a crime and persons doing this can be prosecuted.
6. Begin by sharing your screen and showing what you have posted for the week and outline your expectations. Walk students through the resources and list of assignments for the week.
7. Make sure students understand the objectives of the virtual class and the expectations for what they are to do after the session ends-homework, additional reading, etc.
8. Make sure that students understand how to contact you during office hours or at any time. During office hours by text chat online; and at all times by KCS email.
9. Take a few minutes at the end to revisit the expectations for the week, just as you recap the daily lesson to check for understanding. It may seem redundant, but this will be a new experience for students and the clarity of expectations will be beneficial to student success.

Discussion Board Use

Discussion boards can be an excellent way of integrating peer to peer learning and engagement. The Google Classroom suite has a discussion board that is available for use. Discussion boards may bring students into the class that do not normally participate in person. Prior to using a discussion board, please consider the following:

- What is the goal of the discussion; what do you want students to get from it?
- What are you looking for in the student responses?
- How can you best frame questions that require student thought prior to posting?
- There are times when a question will not work well. They can be adjusted as necessary when this happens. You may want to post a clarification to what you are looking for; or present a new question entirely.
- Ensure that you monitor the discussion as you would in a physical classroom. Ensure that the responses are academic, no bullying, or out of line comments. You do not have to respond to all comments but do so when necessary or to advance the learning.
- Frame your questions and responses in the manner that you expect from the students (Modeling).
- Set clear expectations on a discussion. Be very specific and post your expectations. For example: "Be sure that you post your first response by 6 PM on Wednesday night. It must be at least 250 words and you must reference the class readings. Cite any sources you use. Follow up with other students by 6 PM on Friday with posts of at least 100 words. A response of "good point" or "I agree" is not sufficient for this assignment.

Student Do's and Do Not's on Discussion Boards

- Post a well thought out post. Be prepared, complete the necessary reading and work before you write a post.
- Post your response early, so it gives classmates plenty of time to reply. Check back frequently to see responses.
- Explain your opinion in detail and use examples to support your point.
- Post something that will further the discussion and shows depth in your thought.
- Respond to several of your classmates' posts; adding examples or asking questions to further learning.
- Limit the use of humor in posts. It is difficult to understand when written, particularly online.
- Don't agree with everything you read; challenge it. Politely disagree when you have a difference of opinion.
- Reply to different students, not your friends or the same students every time.
- Never get personal or attack people on a discussion board. Focus any criticism or challenges on ideas and arguments, not on your classmates.
- Do not bring outsiders in. No inside jokes, references to students not in the discussion, or any rude or distasteful comments to others.

Computer and Software Resources

There are many Learning Management Systems available to use. Prior to using, review the Privacy Policy and ensure that they do not collect any Personally Identifying Information on you or your students.

NoRedInk
Pear Deck
Kahoot
Quizlet
EdPuzzle

The following websites may be beneficial as well:

[Khan Academy](#)
[TED-Ed: Lessons Worth Sharing](#)
[NYTimes Learning](#)
[History Channel Education](#)
[PBS Education](#)
[Canva](#) : Free, collaborative graphic design website.

Helpful DL Resources Available

[Shake Up Learning Blog on Online Learning During a Closure](#)
[Alice Keeler: Distance Learning With Google Slides](#)
[Google in Education Blog](#)