

KCS CONNECT

Fall 2020

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Virtual Student Orientation

Information for Families

A.L. Lotts Administration

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Virtual Learning

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Two Methods

- **Virtual Online Instruction** – As much as possible, each elementary school will run a virtual school within the school. The student is at home accessing course work in a digital format. Students will continue to be enrolled in their school and taught by a certified teacher from that school. Some lessons will be synchronous (the teacher delivering a lesson or the students are participating in discussions through Microsoft Teams), and some lessons will be asynchronous (students working independently accessing work created by the teacher through Canvas.)
- **District QuEST Virtual Learning program** – Students may be assigned to the District QuEST program when their assigned school is unable to accommodate their virtual instruction at the school level. Students will continue to be enrolled in their zoned school but will be taught by a certified teacher for their grade level or course subject. There will be communication between the QuEST teacher and the zoned school throughout the duration of enrollment. All teachers who teach the QuEST courses through the Virtual Learning program are Knox County employees who are certified in the grade level or course that are assigned to teach. Virtual teachers will follow the KCS curriculum and state standards.

Virtual Teacher Assignment

- Virtual teacher assignments will be available in Aspen on August 19.
- Parents/Guardians should log in to Aspen to see their child's teacher assignment.

Breakfast and Lunch Information

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Meals for Virtual Students

Knox County Schools

Pick-up at student's home school

Pick-up will be on Monday and Wednesday, between 9am and 10am.
Each school will determine pick-up location.



Students do not have to be present to pick up meals

The pick-up person will need to provide the name of the student they are picking up for.



You can end pick up at anytime

If you want to end pick-up you will need to email virtualmeals@knoxschools.org. You may also email your questions there as well.



Important web addresses:

Menu: <https://www.knoxschools.org/Page/8691>
Form for meal pick-up: www.knoxschools.org/mealrequests
Questions or to end pick-up: virtualmeals@knoxschools.org
Free and Reduced Meal Application: www.lunchapplication.com
Put money on to student account: www.k12paymentcenter.com

Pick-up on Monday and Wednesday

Monday will include 2 breakfasts and 2 lunches. Wednesday will include 3 breakfasts and 3 lunches.



Complete meal request form

The meal request form must be filled out. To access the form go to www.knoxschools.org/mealrequests. If a form is not submitted there will be no meals for pick up.



Cost of meals is based on eligibility criteria

An application can be filled out online at lunchapplication.com. If an application is not approved, or not submitted then full price for each breakfast and lunch will be charged. You can put money on your students account by going to k12paymentcenter.com



Breakfast \$1.75
Lunch: \$2.50 Elementary \$2.75 Middle/ High

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Breakfast/Lunch Information

- Base School- Pick-up location identified by school
- Mondays (2 days of food) and Wednesdays (3 days of food)
- Complete the form for each KCS student
<https://www.knoxschools.org/mealsrequest> to request meals
- Students do not have to be present for meal pickup
- If you choose to end pickup or have questions, email
virtualmeals@knoxschools.org
- Meals are available to all students choosing to be virtual
- Cost of meals will be based on eligibility criteria
- If a student qualifies for free/reduced price meals, complete application at www.lunchapplication.com.
- If a student does not qualify for a reduced price, parents may load funds to student account www.k12paymentcenter.com

Student Expectations

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Student Expectations

- **Adhere to the KCS Dress Code.** Remember that instruction is in a live environment.
- Engage in a way that **creates a safe and respectful environment** for teachers and students.
- **Follow all KCS policies** when utilizing technology. KCS reserves the right to monitor all technology resource activity.
- **Check Canvas or other teacher communication formats daily.** Teachers will provide scheduled office hours - minimum of two hours per week.
- **Adhere to all assessment policies** for diagnostic, benchmark, and Standards Based Assessments. Some assessments may require students to participate in person.
- **Engage in learning:** virtual discussions, submit assignments, and maintain the pace of the course.
- **Report any technical issues to your teacher** as soon as an issue arises.

Refer to the KCS Elementary Virtual Learning Program Student/Parent Handbook for additional information regarding student expectations.

Parent Expectations

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Parent Expectations

- Virtual learning is a partnership between parent, student and the virtual teacher.
- Keep contact information current in Aspen.
- Follow the daily schedule for the student which is provided by the teacher.
- Maintain open lines of communication (phone and email) with the teacher.
- Support your student as they engage in their learning- submitting assignments, follow academic integrity, participating in virtual meetings, attend mandatory testing, etc.
- Communicate any issues or questions to the teacher.
- **No videos or photos should be taken and/or shared. Recording instruction or interaction is prohibited due to student privacy concerns.**
- Make sure there is someone supervising students participating in virtual learning.

Refer to the KCS Elementary Virtual Learning Program Student/Parent Handbook for additional information regarding parent expectations.

Coming From Lotts

- You will receive a link to a virtual family handbook from the school and the teacher. These handbooks will provide you information regarding school expectations and procedures while at home.
- Be on the look out for a video welcome message from your teacher by August 24th.
- Be on the look out for information about a virtual parent information meeting.

Behavior Expectations

- Teachers will share their class behavior expectations with their students and families.
- All KCS students (including virtual learners) are expected to treat others with respect and follow KCS district, school and classroom behavior expectations.
- Consequences for inappropriate behavior of virtual learners will be assigned by the teacher and/or administrator.

Refer to the KCS Elementary Virtual Learning Program Student/Parent Handbook for additional information regarding Student and Parent expectations.

Technology Systems

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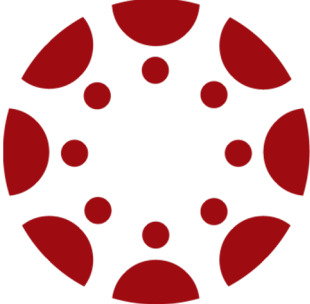


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Technology Systems for KCS Virtual Learning

			
<p>Aspen is the system for grades, attendance, and communication. Aspen Family Portal allows for communication concerning student progress.</p>	<p>Canvas is the learning management system. Student content, tasks, and feedback will all be housed here. This is a student's digital backpack.</p>	<p>Google Drive allows students to store various work products as documents, spreadsheets, or presentations. Connects with Canvas.</p>	<p>Microsoft Teams is the system used to video chat. Connects with Canvas.</p>

Additional supports for each of the Technology Systems can be found on our KCS Connect site.

Technology Systems- How Parents Can Support Their Students

			
<ul style="list-style-type: none">● Ensure that email and phone information is current.● Set notifications	<ul style="list-style-type: none">● Become a Parent Observer● Set notifications	<ul style="list-style-type: none">● Check students browser history in Chrome● Review student work and ask them what they are doing	<ul style="list-style-type: none">● Set-up a place for students to join their virtual meeting (plain wall, good lighting)● Ensure no distractions or extra noise● Support students to get connected.

Additional supports for each of the Technology Systems can be found on our KCS Connect site.

Device Use and Care

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Chromebooks



- Laptops that use Google's Chrome operating system
- Navigate in the Chrome web browser
- Work from web-based applications through Google Drive like Google Docs, Slides, and Sheets
- Storage is in the cloud

Additional resources are available to navigate the Chromebook.

Student Log In

Sample Student Login

John Smith

Student ID #1234567

Username:

S1234567@student.knoxschools.org

Password: JS4567kcs



Sign in to your Chromebook

Managed by [knoxschools.org](#). [Learn more](#)

Enter your email

@student.knoxschools.org

[Forgot email?](#)

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Use of the Device

- Devices should only be used for educational activities.
- The technology device is property of the Knox County Schools and may be collected and inspected at any time. Students have no right to privacy for any material when using a district technology device.
- If a student's technology device is lost or stolen, the student should report the loss immediately to the teacher (if the device is stolen off campus, a police report should be completed immediately.).
- Filtering software is installed to block social media and other sites and filters based on content keywords.

Care of the Device

- The care of the district technology device is the student's responsibility. Students should not lend their device to another person.
- Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should **NOT LEAVE their technology device IN THE CAR. Students should not leave their technology device outside.**
- Liquids and food should not be used/consumed in the vicinity of the technology device.
- Cleaners, sprays, alcohol, ammonia or abrasives should not be on the technology device. Devices should be cleaned with a soft, lint-free cloth.
- If a student's technology device is not working or is damaged, students/and or parents should report the problem immediately to their teacher.
- If a student's technology device is lost or stolen, the student or parent should report the loss immediately to administration (if the device is stolen off campus, a police report should be completed).

Best Practices

- Use your device for KCS assignments and learning
- Only use your user name and password
- Do not share your user name and password with others
- KCS technicians should be the only ones to repair your device
- Treat your device with respect.