



Virtual Orientation



Knox County Virtual Handbook

For a complete list of student responsibilities and overview of Secondary Virtual Learning program please visit the [Secondary Virtual Learning Program Student/Parent Handbook](#)



What is it?

- Unlike the emergency closure in the spring, this online opportunity will more closely align with the rigor of an on-campus classroom, including instruction on new material, graded assignments and testing.
- Each school will have a virtual learning program.
- Students will remain enrolled in their school and be taught by a certified teacher.



Will all classes be offered?





The virtual program will not be able to offer all course options available at our traditional schools, but all students will remain on track for progress to the next grade and for graduation. Certain class activities are not feasible in the virtual option for hands-on and performance-based courses.



Instruction and grading

- Instruction will be a blend of direct instruction, practice, inquiry, group meetings, small group, and whole-group support as dictated by the academic standards and the students' learning needs.
- Students will earn grades that will become part of their permanent academic history.
- Families will continue to receive either a progress report or a report card every 4.5 weeks. These reports will be posted to the Family Portal.

Technology Systems

			
<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.

Breakfast/Lunch Information

- Mondays (2 days of food) and Wednesdays (3 days of food)
- 9:00-10:00 AM
- 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



Teacher Expectations

- Virtual teachers will be communicating regularly with parents.
- Teachers will provide scheduled office hours - minimum of two hours per week.
- Teachers will provide a variety of assessments to determine student mastery of the course content. Assessments may include discussion-based assessments, essays, project-based, and formative assessments.



Student expectations

- Students participating in virtual learning will agree to participate for one semester.
- Students must adhere to the KCS Policy J-260 Dress Code.
- Students are expected to follow KCS Policy J-191 Misbehaviors and Disciplinary Options to provide a safe and respectful environment for teachers and students.
- Students are expected to follow the KCS Policy I-220-3 when utilizing technology.



Student Expectations

- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- Students will be expected to adhere to all assessment policies for diagnostic, benchmark, and Standards Based Assessments. (Students may be required to sit for these assessments at a designated time at the base school)



Student Expectations

- Student attendance will be recorded daily and entered into Aspen.
- Students are expected to be active participants in virtual activities as directed by the teacher.
- Submit assignments as directed by the teacher.
- Students will maintain best practices for virtual learning sessions.

Student Log In

Sample Student Login

John Smith

Student ID #1234567

Username:

S1234567@student.knoxschools.org

Password: JS4567kcs

Google

Sign in to your Chromebook

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

Enter your email

@student.knoxschools.org

[Forgot email?](#)

Next



Student Success

In order for a student to be a successful virtual learner, a true partnership must be established between the parent, student, and the virtual teacher. It is imperative that all contact information be kept current in ASPEN.



Parent Expectations

- Parents are expected to set up and maintain a daily work schedule for the student in accordance with the synchronous and asynchronous class schedule.
- Parents are expected to attend two virtual parent-teacher conferences per semester.
- Parents are expected to ensure that all KCS policies and procedures are followed. Students must understand they must be properly dressed and cannot use inappropriate or threatening language.



Parent Expectations

- Parents are expected to follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos and videos on social media.
- Parents are expected to read, review, and follow the KCS Responsible Use Policy (Knox County Schools Procedure I-220-3)



Characteristics of a Virtual Learner

Students who participate in a virtual learning program offered by Knox County schools are held to the same academic standards as students who choose face-to-face instruction in any of our middle and high schools. Academic integrity must be maintained at all costs. Virtual students who choose to resort to plagiarism, cheating, or using social media to transmit any work will be subject to disciplinary action and parents will be contacted should a violation occur. If violations are repeated, the student could lose the opportunity to continue his/her education through the virtual program. Please see the handbook from the student's base school for expectations and consequences.



Device Use/Misuse

- Use of racist, profane, or obscene language or materials
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Forgery or attempted forgery of electronic messages is prohibited.
- **Failure to comply with these standards may result in temporary or permanent removal of user access to KCS Virtual Instruction.**



Attendance

Parents/guardians have the legal responsibility to ensure that their child is fully participating in virtual school by monitoring their progress and time spent on daily course work. When a student is unable to participate in daily instruction, parent notes/doctor notes should be submitted. All virtual students are held to the same attendance policies/guidelines as students who are in traditional schools. See Knox County Board of Education Attendance Policy (J-120) regarding absence documentation.



Counseling Services

School counselors are available for students who choose virtual learning. Once the student enrolls in the KCS Virtual Learning program, a counselor will be assigned to the student. Since the students are still enrolled at the base school, parents and students can always contact the school counseling office. However, school counselors will also be available through the District QuEST Learning program.



Who you gonna call?

Tech Help Desk (865-594-1830)


Please use this link to verify you have read and understand the Virtual Handbook.

[Virtual Handbook Signature Page](#)

