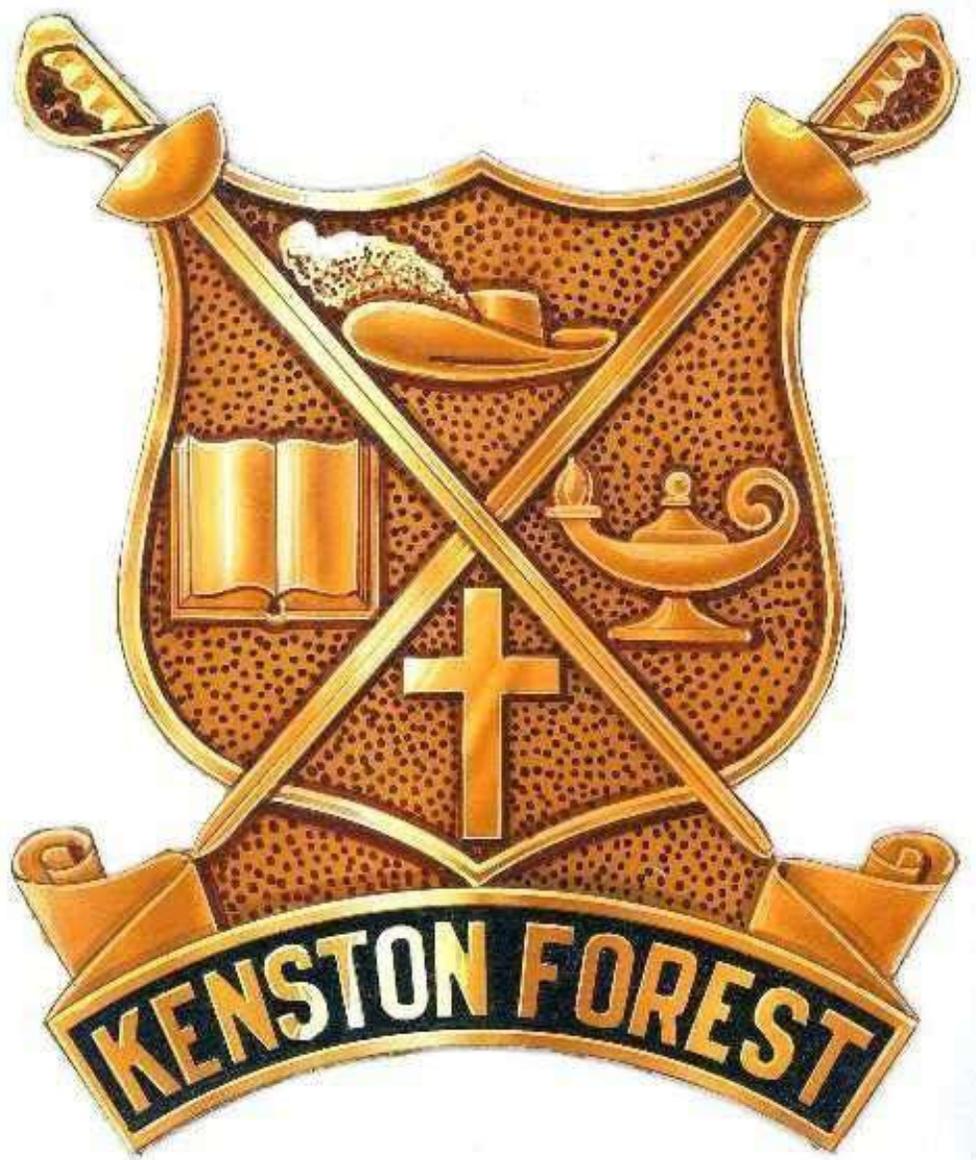


Kindergarten - Grade 12 **Continuity of Learning Plan**



Last Updated September 25, 2020

Kenston Forest School

Kindergarten - Grade 12 Continuity of Learning Plan

Overview of Remote Learning Plan

From Kindergarten through Grade 12, Kenston Forest is committed to designing and implementing a challenging, learner-focused curriculum that produces students who are inquisitive thinkers, responsible citizens, and compassionate leaders. That commitment continues even when we are in the midst of a major disruption to our on-campus operations for an extended period of time.

The daily interaction of students, faculty, parents, and administrators is the heartbeat of Kenston Forest School. We recognize that remote learning cannot completely replace the kind of in-person learning experiences that take place at Kenston Forest each day. However, our creative, talented, and dedicated teachers are ready for the challenge! Our teachers are accustomed to using a wide variety of approaches and resources, including a range of technology tools and platforms, to enhance, engage, and extend learning goals with students. You will find that many of the tools are already familiar to your children.

We appreciate that there may be some worry related to school closure. Keeping connected while distant is difficult, but it is our highest priority. Please know that our School Psychologist, Angie Calhoun, is available and ready to provide support and guidance for you and your child.

The following Remote Learning Plan outlines in detail the developmentally appropriate methods, strategies, and tools we will use to support remote teaching and learning in each division. Please reach out to our Director of Curriculum and Instruction, Dr. Ruth Ann Horn, if you have any questions or concerns.

Key Terminology for Remote Learning

Though much of teaching and learning online is the same as in the shared physical classroom, there are a few key terms that will help you navigate the shift.

- **Asynchronous:** Class interactions happen via Google Classroom, Google Meets, Google Hangouts, SeeSaw.
- **Synchronous:** Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference. We will use Google Meets, Google Hangouts, and Zoom for synchronous meetings. Most of our instruction will be a blend of synchronous contact and asynchronous study/work.
- **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 Google Meets and Zoom for this function.

Google Meets/Zoom Guidelines: All Google Meets and Zoom meetings with students:

- Have waiting rooms, and teachers must admit the students into the meetings;
- Limit the ability of participants to share screens.

Recording of meetings:

- All classes will be recorded;
- All recordings are uploaded;
- All recordings are deleted at the end of each marking period;
- In Zoom, participants can see if a meeting is being recorded.

By engaging in the online program, I consent to its terms and conditions.

Lower School (Grades K-4) Remote Learning Plan

REFER TO SCHEDULE ON PAGE 12

The goal of the Lower School remote learning plan is to keep our children engaged, so they can learn and grow, while also providing them with meaningful opportunities for connection and community. This endeavor will be new to families as well as for teachers, and we thank you in advance for your patience and flexibility. Being ever mindful of the amount of screentime appropriate for younger children, we will provide opportunities for them to read, write, share ideas, explore, create, play, and move. Lower school teachers will use familiar and predictable structures to meet the needs of our children. Each day, our children will receive a warm greeting from their classroom teachers, a “morning message,” and lessons from their teachers, much as they would normally see on a regular school day. The Lower School will use Google Classroom for families to quickly and easily access each day’s work. The Lower School will support the following beliefs and outlook on remote learning:

- It is accessible for students, families, and caregivers.
- It is designed for the home environment.
- It is developmentally appropriate.
- It maintains connectivity and a sense of comfort with our students through voice, video, or live sessions.
- It is designed by our teachers using a shared/group approach.
- Students will experience curricular extension activities, re-exposure, practice and new content as appropriate and needed.
- Resource classes will provide optional extension activities and appropriate practice.

LOWER SCHOOL GUIDELINES FOR ONLINE TEACHING AND LEARNING DURING A PERIOD OF MANDATED SCHOOL CLOSURE

Student Work Expectations and Parent Support

- Students should establish a daily routine for school work in partnership with an adult family member.
 - Find a comfortable, distraction-free place in the home or outside for learning/practice.
- Students should check Google Classroom each day to learn about assignments and activities for the day, independently or with parent support.
- Parents should take an active role in their child’s learning and assist them in walking through instructions when needed.
- Students will be expected to attend all “live” classes and to participate in the activities of the day.
 - In the event a student is unable to access “live” classes due to parent schedules or internet interruptions, please communicate with the teacher in order to keep up with instruction.
- Students will be expected to complete all assigned work in a timely manner.
- Students will be expected to conduct themselves on Google Meets or Zoom as they would in the classroom.
- Students should abide by our Kenston Forest values in all that they do and comply with our Lower School Handbook policies, including our Acceptable Use Policy.
- Parents should provide opportunities for children to play and move outside.
- Parents should monitor their children’s screen time.
- Wednesdays will be used for wellness and resource activities. Students may choose to participate in a posted activity or do something on their own or with friends. Students should do activities that make them happy, rejuvenate them, or make them a better person!

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- Students and parents should communicate with their classroom teacher(s), resource teacher(s), learning support teacher, and/or our Director of Curriculum & Instruction, Dr. Ruth Ann Horn, with questions or comments.

Teaching Expectations

- Teachers will send daily “Morning Messages” via Google Classroom directly to families. This message will contain information about their remote learning for the day.
- Classroom teachers will send out the daily schedule and populate Google Classroom by 9:00 AM.
- There will be daily grade-level instruction sorted by subjects available for review by students and parents. Possible areas include reading, writing, mathematics, social studies, science, resource classes and continuance of their classroom community.
- All classroom teachers will conduct at least one live Google Meet or Zoom per day, providing instruction and opportunities for question and feedback.
- All classroom teachers will provide regularly scheduled office hours (2:00-3:00 PM Monday, Tuesday, Thursday, and Friday) and small group Google Meet or Zooms as needed to support the learning needs of their students.
- Faculty are not expected to “live teach” each class at the time allotted in the in-person daily schedule. Instead, they will provide learning opportunities that amount to the same level of learning. Students will need to be more self-driven, and parents will need to provide support and structure.
- Resource teachers will post activities for Wellness Wednesdays.

Communication

- Emails will be the primary method of communication between administration, families, students, and faculty.
- All faculty/family/student communication will take place by phone, email, or within the digital learning applications.
- Faculty will make every effort to respond to families within 24 hours, not including weekends and holidays.

Assignments

- Faculty will give, collect, and grade assignments. Grades will be entered into KavSIS (grades 2-4) in a timely manner. Teachers of students in grades K-1 will give verbal feedback to students through Google Meet or email.

Middle & Upper School (Grades 5-12) Remote Learning Plan

REFER TO SCHEDULE ON PAGE 12

MIDDLE AND UPPER SCHOOL GUIDELINES FOR ONLINE TEACHING AND LEARNING DURING A PERIOD OF MANDATED SCHOOL CLOSURE

Student Work Expectations and Parent Support

- Students will be expected to work on academic activities during the hours of the normal school day and will be encouraged to maintain a similar daily routine to the normal school time.
- Students will be expected to meet synchronously via Google Meet or Zoom with their teacher and the rest of the class at the start of each class meeting. Students should prepare for each class meeting to last one hour.
- Students will be expected to attend all “live” classes.
 - In the event a student is unable to access “live” classes due to parent schedules or internet interruptions, students will be expected to communicate with the teacher. Teachers will help students create an alternative plan to receive instruction.
- Students will be expected to complete assignments daily, as they would under normal face-to-face classes.
- Students will be properly dressed and in an appropriate work area for all “live” classes where teachers and students can see each other.
- Students will abide by our Kenston Forest values in all that they do and comply with our Middle/Upper School Handbook policies, including our Acceptable Use Policy.
- The expectations for student behavior during periods of remote learning are the same as student behavior in a face-to-face setting.
- Parents will be expected to monitor their students’ screen time.

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- Wednesdays will be used for wellness (grades 8-12) and resource activities (grades 5-7). Students may choose to participate in a posted activity or do something on their own or with friends. Do activities that make you happy, rejuvenate you, or make you a better person!

Teaching Expectations

- Teachers will provide a learning framework to the students and aim to keep teaching and learning moving forward at the same pace as when campus is open.
- On Monday mornings by 9:00 AM, faculty will update the assignments for each class in Google Classroom. Students will be able to retrieve all the resources they need for that week as well as an explanation of what is expected of them.
- Faculty and students are expected to meet synchronously via Google Meet at the start of every class meeting. Faculty are not always expected to “live” teach each class for the entire hour. Instead, for example, it could be the teacher checking in with the students as they progress on assignments or projects. The faculty may use class time to work individually with students.
- All live classes will be recorded and posted by 3:00 PM.
- Faculty will make themselves available during office hours from 1:30-3:00 PM on Monday, Tuesday, Thursday, and Friday, to virtually meet with students, either individually or in small groups. Students should reach out to faculty individually to set up an appointment.

Communications

- Emails will be the primary method of communication between administration, families, students, and faculty.
- All faculty/family/student communication will take place by phone, email, or within the digital learning applications.
- Faculty will make every effort to respond to families within 24 hours, not including weekends and holidays.

Assignments

- Faculty will give, collect, and grade assignments. Grades will be entered into KavSIS in a timely manner.
- We will ask students to complete assignments with integrity and academic honesty in accordance with our Honor Code. Violations of our Honor Code will be treated in the same manner as violations of our Honor Code are treated in a face-to-face setting.

Need Help?

In the event of a school closure, the tech department may still work from campus. In the event of a campus-wide closure, they will work remotely. The tech department will be available to assist with issues. Please email Jason Buchanan with tech issues. We will make every effort to contact you as quickly as possible to resolve the issue (within 24 hours).

Important Contact Information

We will respond to emails within 24 to 48 hours, not including weekends or holidays.

For questions about	Contact
Remote Learning Plan	Ruth Ann Horn, Director of Curriculum and Instruction rhorn@faculty.kenston.org
Academic Concerns	Your child's teacher(s)
Academic Learning Support Services	Lisa Barnes, Learning Support Specialist lbarnes@faculty.kenston.org
Social-emotional concerns	Angie Calhoun, School Psychologist acalhoun@faculty.kenston.org
Technology-related issues	Jason Buchanan, Technology Director jbuchanan@faculty.kenston.org
Absences or illnesses	Nicci Bragg nbragg@faculty.kenston.org

Kenston Forest School Virtual Classroom Schedule



Academic Year 2020 - 2021

Lower School
Grades K - 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM - 9:45 AM	LANGUAGE ARTS	LANGUAGE ARTS	WELLNESS DAY Resource Teachers will post in Google Classrooms. This is optional for students. WELLNESS DAY	LANGUAGE ARTS	LANGUAGE ARTS
10:00 AM - 10:30 AM	MATH	MATH		MATH	MATH
11:00 AM - 12:00 PM	LUNCH	LUNCH		LUNCH	LUNCH
12:30 PM - 1:00 PM	SCIENCE	SCIENCE		SCIENCE	SCIENCE
1:30 PM - 2:00 PM	SOCIAL STUDIES	SOCIAL STUDIES		SOCIAL STUDIES	SOCIAL STUDIES
2:00 PM - 3:00 PM	TEACHER OFFICE HOURS	TEACHER OFFICE HOURS		TEACHER OFFICE HOURS	TEACHER OFFICE HOURS

Kenston Forest School Virtual Classroom Schedule



Academic Year 2020 - 2021

MIDDLE AND UPPER SCHOOL STUDENTS
GRADES 5 -12

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM - 10:00 AM	1st Period	4th Period	W E L L N E S S D A Y	1st Period	4th Period
10:15 AM - 11:15 AM	2nd Period	5th Period		2nd Period	5th Period
11:15 AM - 12:00 PM	LUNCH	LUNCH		LUNCH	LUNCH
12:15 PM - 1:15 PM	3rd Period	6th Period		3rd Period	6th Period
1:30 PM - 3:00 PM	TEACHER OFFICE HOURS	TEACHER OFFICE HOURS		TEACHER OFFICE HOURS	TEACHER OFFICE HOURS