



KEYSTONE ACADEMY

HIGH SCHOOL

# ONLINE LEARNING PROGRAM



## OUR KEYSTONE DEFINITION OF LEARNING

At Keystone Academy, learning is a life-long journey rooted in heritage, outward in perspective and framed by our five shared values.

Learning encompasses the discovery of new knowledge, skills and understanding, allowing for inquiry,

creativity and connections in a local and global context.

This journey empowers our learners to develop character and fosters a joy of learning in experiences that occur both inside and outside the classroom.

### › During the online chapter of our journey, effective learning in the High School is:

#### Dynamic and challenging -

Teachers and students interact in Live Lessons to engage in rigorous and engaging learning activities.

#### Holistic and balanced -

School and homework together to provide a healthy balance of online and offline activities.

#### Inclusive and personalized -

Teachers in their roles as advisors and course instructors continue to make personal connections with students online in individual, class, and large group meetings.

#### An individual pursuit as well as a collaborative process -

Students develop as empowered online learners, working independently while at the same time still sharing the growth experience with others.

#### Varied and contains different approaches -

Teachers and students alike leverage different approaches to teaching and learning, and choose a range of appropriate technologies to allow for many levels of interaction.

#### Focused on process, as much as outcomes -

Continued use of formative assessments, feedback, and reflection elicits student learning.

#### Experiential, where connections are made to real life -

Online learning continues to offer opportunities to connect learning with home, community, and the world.

#### Committed to character and community -

In the new environment of online learning, students continue to be a part of the Keystone community, demonstrating Keystone values while developing unique insight into self as well as reaching out to serve others.



## > SCHEDULE

- In the Secondary school, students follow their daily cycle day schedule from 8:00-2:40.
- They must attend and participate in live lessons – as shown on the Landing Pages for each cycle. Attendance will be taken during these.
- Students must be prepared to attend any synchronous summative assessments for courses or grade levels that need to be scheduled during KAP time, with advance notice.
- Students are expected to attend morning meetings and other meetings scheduled by advisors or leaders.

## > As a community of learners, our Keystone shared expectations during our online learning program are as follows:

### STUDENTS:

- Know your schedule.
- Visit the Landing Pages to find which are the Live Lessons that you must attend.
- Have a set study space and keep it neat and organized with your supplies.
- Take a lunch break, as well as other smaller breaks during the day.
- Participate positively in your Live Lessons, dressed appropriately. Be active in the discussions and be prepared to turn on your camera to facilitate communication.
- Check your email frequently, as well as ManageBac and Teams. Remember – you are responsible for your own success.
- Complete assignments and tasks in a timely manner. Your parents may be contacted, or you may not receive any grade for work not submitted.
- Ask for help when you need it. Your teacher will be available to you at designated times.
- Strive to find balance in your life with physical activity, family obligations, and student responsibilities. Make sure you are keeping up with your CAS commitments.
- Live the Keystone values of Compassion, Respect, Wisdom, Justice, and Honesty.
- Remember the importance of academic honesty in the online environment. In many cases, you will need to sign a declaration of authenticity to validate your work.
- Act quickly to get tech help from [helpdesk@keystoneacademy.cn](mailto:helpdesk@keystoneacademy.cn) when encountering technical difficulties.



## TEACHERS:

- Ensure that at least 50% of your lessons have a meaningful Live component and record these for students who are not able to attend.
- Post short previews of your lessons on the MS & HS Landing Pages before the start of each cycle.
- Use a variety of strategies and tech tools to deliver engaging and meaningful lessons.
- Use a range of formative and summative assessments to gauge student learning.
- Give timely and targeted feedback to students on a regular basis.
- Be mindful of the workload students have and adjust lessons accordingly.
- Address the wellbeing of your students as well as their academic progress.
- If you are an advisor, connect with your students weekly, individually and as a group.

## PARENTS:

- Assist your child in attending daily Live Lessons. Your child can find his/her schedule on the Landing Page. This will be available before the start of each A – F cycle.
- Ensure your child has a quiet well-equipped workspace.
- Make sure that internet speed and connection allows for your child to be successful in their learning.
- Review the Family Tech Agreement and set appropriate habits and guidelines as a family.
- Support your child in their online learning experiences. Find out what helps them succeed and what might be holding them back.
- Respond to emails or phone calls from the HS office as these may have important information regarding your child's progress at school or attendance in Live lessons.
- Work to have balance in your family life with physical activity, family obligations, and student responsibilities.
- Support the Keystone values of Compassion, Respect, Wisdom, Justice, and Honesty.
- Contact the advisor, teacher, or division office when you have concerns, suggestions, and questions.