



KYIV INTERNATIONAL SCHOOL

Online Learning Plan for School Closures

KIS is committed to providing an alternative means of education in the form of Distance Learning during full or partial closing of the school. Distance Learning designates the experience students will have when school remains in session but when students are unable to physically attend school because of campus closure. While Distance Learning cannot replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment.

The success of our Distance Learning endeavor is a partnership and is dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction. While this is a time of uncertainty and challenge, it is also a time that provides us with unlimited opportunities to connect with ideas and with classmates who are scattered all over the world.

This document describes how Kyiv International School ensures preparedness, response, and recovery from any emergencies that require the school to close. This may include health-related, political unrest, or natural disaster emergencies.

Possible Closure Scenarios

	Scenario	Important Teacher Considerations
#1	Students are required to stay home while teachers are permitted to be on the school campus.	Teachers will continue to come to the school and implement online instruction while on campus.
#2	KIS Campus is closed to all students and teachers and stay at home. In this scenario, they remain in Kyiv.	Teachers will implement online learning while at home. This is considered a workday while at home and should treat it as such.
#3	KIS campus is open to all and any students and teachers who are able to access the campus safely. A significant number of students (and perhaps faculty) are unable to do so.	Teachers able to come to school safely should implement online protocols while at school. Teachers who are unable to access the school campus should work with student via online platforms, which may also be with some students at school.
#4	Some or all teachers and students are evacuated from Kyiv.	Teachers will implement online instruction from wherever they might be. Teachers should not consider this a vacation and be very sensitive to the things they communicate on social media. This is not "time off" and teachers should make sure to set up their temporary working environment.

Distance Learning Platforms and Communication System at KIS

The following *Online Platforms* support both Distance Learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:

1. **KIS EMAIL** is the communication tools used to contact and communicate with KIS families, PreK-12.
2. **OFFICE 365 TOOLS**, including *Teams*, may be used for Distance Learning with students who have a school email (9yo-S4).
3. **MOODLE** is the online Distance Learning platform used by many teachers in the 11 year-old through Secondary IV classes .
4. **ZOOM** is a virtual classroom platform that may be used by all teachers. This is very easy for students and parents to access, as the classroom teacher simply sends a link via email for individuals to join the meeting/class.

In addition to the above resources, we encourage faculty, students, and parents to contact Tech Support (it@kyiv.qsi.org) for any tech related question and to expect a response within 24 hours.

Prior to the school closure practice day and in the case of a closure, teachers will communicate with students how to find assignments and the mode of communication that will be used with the teacher (Moodle, Office 365, Skype, Viber Groups, ZOOM, etc.).

Schedule

Middle School and Secondary will continue to follow the Black and Red daily block schedule to help balance the work.

Elementary students will split classes into Black and Red days to help divide the workload. The schedule can be seen below.

Teachers should post all assignments and specific course material between 8:30-9:30 am, beginning with the first block classes.

Parent Expectations

- Parents will provide internet access for their students.
- Provide an environment conducive to learning (access to technology, quiet, and safe).
- Ensure that students read carefully the daily and weekly expectations for each class related to their schedule.
- Observe and remain updated on students communication with teacher.
- Monitor the time spent engaging in online and offline learning.
- PreK and Elementary parents should be checking daily teacher communications for instructions, assignments, and online teaching platform (video classes).

Student Expectations

- Students will check teacher communications daily to keep track of learning activities, assignments, and assessments.
- Dedicate appropriate time to learning, comparable to a school day and/or as guided as your teacher(s).
- Identify a comfortable and quiet space to study/learn.
- Students will share what is expected and the tasks for the day with their parents.
- Students will complete all assigned formative and summative assessments which may be used to determine mastery and understanding of the topic.
- Students will abide by the normal academic expectations and policies.

Teacher Expectations

- Teachers will communicate with parents and students as much as needed.
- Teachers should post all assignments and specific course material between 8:30-9:30 am, beginning with the first block classes. For longer closures, weekly plans and expectations should be posted and communicated.
- When needed and if feasible, the teacher will organize class instruction via real time platforms and be available for video chat conversations and support when needed.
- When designing online lessons, teachers will keep the following limits and parameters in mind:

Feedback:

- Students need timely feedback, especially when working online because they cannot simply raise their hand and ask a question.
- Monitor your email for questions.
- There should be a clear way for students to get clarification of the task at hand, the deadline, the feedback, etc.

- Even though students may have "all day" to do the work, please keep in mind that they have other classes too and need to complete all assignments.

Offline work:

- Not all families have printers, so make sure printing the assignment is not a requirement.
- Activities should include offline parts such as reading in their textbook or other literature, talking with friends and family, writing in a journal or notebook, taking pictures or videos, etc.

Workload and Work Time:

- Try to keep the online lessons similar to what one might cover in class so as not to overburden the students with a huge assignment every day.
- Vary the work so there are opportunities for multiple forms of learning.

Deadlines:

- Deadlines should be flexible and give students enough time to complete assignments.
- Give the students the opportunity to work on their own schedule.

Bandwidth:

- Consider the size of the files to be downloaded by students; students' WIFI access may have limited bandwidth.
- If you embed videos, keep the size of the files small and avoid HD quality whenever possible.

AP and IB Specific Information:

All members of our secondary school community connected with externally-assessed courses are aware of the additional pressures related to this unexpected transformation of in-school instructional time to distance learning.

Practice Day Closure Plan

The school closure practice day is a calendar school day that students do not attend school, but rather complete course work online from home. KIS does this in preparation for the possibility of a school closure that would require the school to continue teaching its courses via online platforms.

Schedule	<ul style="list-style-type: none">• The practice day will follow whichever red or black block schedule on which it falls.
Attendance	<ul style="list-style-type: none">• This can be monitored in a number of ways, including an email roll call, instant messaging, or the completion and submission of an assignment or task. On the Practice Day, it is important for attendance to be taken for each class.
Grading & Feedback	<ul style="list-style-type: none">• Each class will do some activity or assignment that will be used as proof of student attendance.• Feedback can be given as normal
Assessments & Tests	<ul style="list-style-type: none">• No assessments or tests
Student Expectations	<ul style="list-style-type: none">• In alignment with the general student expectations explained above.
Teacher Expectations	<ul style="list-style-type: none">• Teachers will come to the school on this day.• Teachers will not post any learning instructions or activities prior to the practice day. This prevents students from completing the work in advance.• The amount of learning should replicate what would normally happen during class.• Activities should be meaningful and connected to the current pace of the class.
Troubleshooting with students	<ul style="list-style-type: none">• Teachers will be available throughout the school day to try and help students through any difficulties or challenges. If necessary, teachers may contact students via phone to help navigate assignments, answer questions, or provide feedback.

School Closure Plan and Expectations for 1-4 days

Schedule	The closure day will follow whichever red or black block schedule on which it falls.
Attendance	Teachers will take attendance on this day using a variety of methods (virtual class, email thread, assignments being turned in, etc.)
Assessments & Tests	No assessments or tests for these days
Grading & Feedback	Each class will do some activity or assignment that will be used as proof of student attendance. Feedback can be given as normal.
Troubleshooting	Teachers will be available throughout the school day to try and help students through any difficulties or challenges. If necessary, teachers may contact students via phone to help navigate assignments, answer questions, or provide feedback.
How the Closure May Impact Each Division or Specials Classes	
Middle School/Secondary	<p>Follow the online learning procedures. There should be no tests and limited assessment. Teachers should limit the number of activities that could be doable in a 90-minute block and be flexible regarding deadlines, sensitive to the purpose of closure.</p> <p>Teachers should post all assignments and specific course material between 8:30-9:30 am, beginning with the first block classes and will include:</p> <ul style="list-style-type: none"> • A brief update referencing the daily learning target(s) for the lesson and directing students to the materials page to access resources/assignments, etc. This brief update will ensure: <ul style="list-style-type: none"> ○ students know what learning they need to accomplish for that day. ○ continuity of learning that is clearly connected to their learning in the prior class and will connect to the learning in the upcoming class. ○ An explanation is given in written and/or recorded video/screencast forma to introduce, explain tasks, or provide instruction for each lesson. ○ A method of interaction such as: <ul style="list-style-type: none"> ▪ Discussion module ▪ Office 365/Moodle tools to provide feedback on student work ▪ ZOOM meeting/class

PreK-Elementary	<p>Homeroom teachers will keep in regular contact with parents during this time. They will send an email to parents explaining what students can do for these days.</p> <ul style="list-style-type: none"> • Reading - Students should continue to read each day and access RAZ Kids for 20-30 minutes. Teachers should ensure that all parents have login information and access. • Mathematics – Students will be able to access the online platform to do teacher given assignments, or the teacher will email an assignment to the parent. Khan academy may also be used. Teachers should ensure that all parents have login information and access. • Teachers should limit the number of activities and be flexible regarding deadlines, sensitive to the purpose of closure.
LOE, PE, Art, Music, and Technology	<ul style="list-style-type: none"> • No Elementary LOE assignments will be given on these days. • Teachers of Middle School and Secondary should prepare to follow the Red/Black block schedule.

School Closure Plan and Expectations for 5+ days

Middle School and Secondary Classes

Schedule	The closure day will follow whichever red or black block schedule on which it falls.
Attendance	Attendance will be taken in a variety of ways, but may not need to be taken daily for each class. This is dependent on the nature of the class.
Assessments & Tests	<p>Teachers will give assessments in line with the pacing of each class. Different methods of assessment may be necessary during this time.</p> <ul style="list-style-type: none"> • Students will participate in one short, non-graded formative assessment per subject and lesson as a check for understanding. • Students will participate in no more than one graded assessment per subject per week. These may include, but are not limited to: <ul style="list-style-type: none"> ▪ Office 365 docs or forms - quizzes, tests, or assignments ▪ Any department or collaborative team specific assessment platform ▪ A performance task illustrating mastery of concepts
Grading & Feedback	Feedback should be given in a timely manner and may be done in a variety of ways, but should be documented.
Student Expectations	<ul style="list-style-type: none"> • Students will check teacher communications daily to keep track of learning activities, assignments, and assessments. • Students will share what is expected and the tasks for the day with their parents. • Students will complete all assigned formative and summative assessments which may be used to determine mastery and understanding of the topic. • Students will abide by the normal academic expectations and policies.
Teacher Expectations	<p>Teachers should post all assignments and specific course material between 8:30-9:30 am, beginning with the first block classes. For longer closures, weekly plans and expectations should be posted and communicated and will include:</p> <ul style="list-style-type: none"> • A brief update referencing the daily learning target(s) for the lesson and directing students to the materials page to access resources/assignments, etc. This brief update will ensure: <ul style="list-style-type: none"> ○ students know what learning they need to accomplish for that day. ○ continuity of learning that is clearly connected to their learning in the prior class and will connect to the learning in the upcoming class.

	<ul style="list-style-type: none"> ○ An explanation is given in written and/or recorded video/screencast forma to introduce, explain tasks, or provide instruction for each lesson. ○ A method of interaction such as: <ul style="list-style-type: none"> ▪ Discussion module ▪ Office 365/Moodle tools to provide feedback on student work ▪ ZOOM meeting/class ● Teachers will communicate with parents and students as much as needed. ● Teachers will give regular feedback in a timely manner, keeping in line with regular practice. ● When needed and if feasible, the teacher will organize class instruction via real time platforms. ● Teachers will be available for video chat conversations and support when needed. ● The amount of learning should replicate what would normally happen during class. ● Activities should be meaningful and connected to the current pace of the class. ● Follow the online learning procedures. Teachers should may be more strict concerning deadlines, but remain sensitive to the purpose of closure and how it impacts families.
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Pre School and Elementary

<p>PreK-Elementary (2-4 yo)</p>	<p>Homeroom teachers will keep in regular contact with parents during this time. Teachers will need to communicate more with parents concerning the themes they are studying and share different activities and links to activities for students to do.</p> <ul style="list-style-type: none"> ● Reading - Students should continue to read each day and access RAZ Kids for 20-30 minutes. Teachers should ensure that all parents have login information and access. ● Mathematics – Students will be able to access the online platform to do teacher given assignments, or the teacher will email an assignment to the parent. Khan academy may also be used. Teachers should ensure that all parents have login information and access. ● Teachers should limit the number of activities and be flexible regarding deadlines, sensitive to the purpose of closure.
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<p>Elementary (5-10 yo)</p>	<p>Homeroom teachers will keep in regular contact with parents during this time. During longer closures, PreK and Elementary will split their daily schedule to alternating days in order to reduce the daily workload.</p> <p>Black Day – Reading, Mathematics, Specials Schedule Red Day – Writing, Cultural Studies/Science, Specials Schedule</p> <p>In order to continue with all class instruction, teachers will use ZOOM as a virtual classroom. Parents will be able to access the virtual classroom by simply clicking on the link to join. Classes may be recorded and shared with parents who may have missed.</p> <p>Teacher expectations:</p> <ul style="list-style-type: none"> • Following the Red/Black schedule, teachers will have 2-3 ZOOM lessons each day.
<p>LOE, PE, Art, Music, and Technology</p>	<p>Specials teachers will follow the below schedule to provide lessons and activities to specific age levels on each day of the week. They will use the same online platforms and communication tools as the homeroom teachers (email, ZOOM, and other online sources).</p>

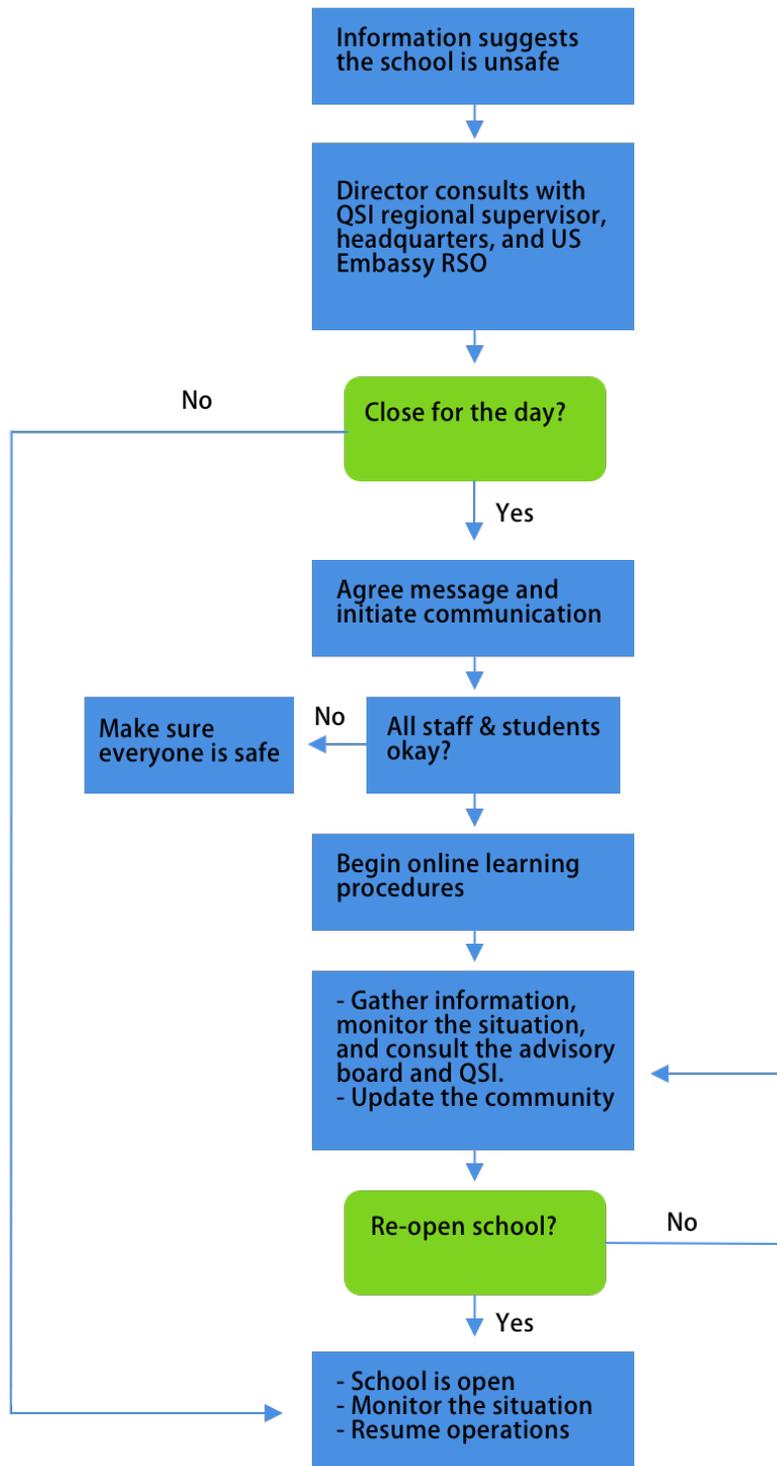
Elementary (5-10 yo) Schedule for 5+ Days Closure					
9:00	Reading or Writing (depending on Red/Black day)				
10:00	Mathematics or Cultural Studies/Science (depending on Red/Black day)				
11:00	Specials (see schedule below)				
13:30	Library Read Aloud – recorded the day before and shared out with teacher to share with parents.				
13:00-15:35	Work time, safety netting, and individual meetings (when needed)				
Elementary Specials Schedule					
Class	Monday	Tuesday	Wednesday	Thursday	Friday
PE	5-6 yo	7 yo	8 yo	9 yo	10 yo
Music	10 yo	5-6 yo	7 yo	8 yo	9 yo
Art	9 yo	10 yo	5-6 yo	7 yo	8 yo
Technology	10 yo	8 yo	9 yo	5-6 yo	7 yo
LOE	7 yo	10 yo	8 yo	9 yo	6 yo

Middle School and Secondary Schedule for Closure Days

Below is the breakdown for how each day will look for students and teachers. Students should check in with their teacher daily (if possible). Any virtual classes will be recorded and shared with all students. The time is reduced to a daily 2-hour time frame which allows students to only dedicate a couple hours each day to face-to-face interaction and instructions. The rest of the day can be used to complete assignments or contact teachers for support.

9:00 – 9:25	Block 1 (Conference/Virtual Class/ Or Specific Instruction)
9:30 – 9:55	Block 2 (Conference/Virtual Class/ Or Specific Instruction)
10:00 -10:25	Block 3 (Conference/Virtual Class/ Or Specific Instruction)
10:30 -10:55	Block 4 (Conference/Virtual Class/ Or Specific Instruction)
11:00 – 12:00	Teacher Office Hours of Contact
11:00-15:00	Independent work time

School Closure Decision Making Process



Communication of Closure

Task	By Who?	Completion?
Agree Message	Director	
Send community communication (SMS, email, social media platforms)	System Admin in coordination with Director	
Verify staff/student safety	Admin and Office Team	
Monitor and gather information/ consult the board	Director	

SMS Message Template

KIS is closed for students tomorrow. Please look for a KIS Informer email for more information.

Email Message Template

Scenario #1: Students must stay at home, but teachers may come to school.

Dear Parents and Staff,

Due to the current circumstances, the school will be closed beginning tomorrow (DATE) and extending through (DATE). To ensure the safety of our students, we request that you DO NOT come to the campus during this closure. Though the school will remain open for teachers and staff, we ask that students and parents do not risk coming to the campus.

For all of our KIS community we understand that this may be a time of distress. We are committed to keep students engaged through online learning. While not ideal, this will provide a sense of continuity in our students learning. We encourage you to keep your children engaged in their learning despite school being closed. Please look for the following communications:

- The school will send further information in the KIS Informer.
- Elementary parents will receive emails from homeroom teachers.
- Middle School and Secondary students will receive email instructions and communication via their Microsoft 365 school accounts.

Sincerely,

Scenario #2: Students and staff must stay at home and are not permitted on campus.

Dear Parents and Staff,

Due to the current circumstances, the school will be closed beginning tomorrow (DATE) and extending through (DATE). To ensure the safety of our students and staff we request that you DO NOT come to the campus during this closure as all functions have been canceled and all offices are closed.

For all of our KIS community we understand that this may be a time of distress. We are committed to keep students engaged through online learning. While not ideal, this will provide a sense of continuity in our students learning. We encourage you to keep your children engaged in their learning despite school being closed. Please look for the following communications:

- The school will send further information in the KIS Informer.
- Elementary parents will receive emails from homeroom teachers.
- Middle School and Secondary students will receive email instructions and communication via their Microsoft 365 school accounts.

Sincerely,

Scenario #3: School campus is open to all students and staff who can make it safely.

Dear Parents and Staff,

The school will be open tomorrow (DATE). Due to the current circumstances, we understand that not all students or staff may be able to come to school because of their location in relation to this situation. To ensure the safety of our students and staff we request that you DO NOT come to the campus, if you feel like there is any risk. Please communicate with the school or teachers directly and we will make specific plans to help your child keep on pace with the learning that is happening at the school.

For all of our community we understand that this may be a time of distress. We are committed to keep students engaged and connected to the learning that is happening at school. While not ideal, this will provide a sense of continuity in our students learning. We encourage you to keep your children engaged in their learning despite this situation and we urge you not to take any unnecessary risk.

Sincerely,

Scenario #4: School campus is closed and teachers have been evacuated from Kyiv or are out of the country

Dear Parents and Staff,

Due to the current circumstances, the school will be closed beginning tomorrow (DATE) and extending through (DATE). To ensure the safety of our students and staff we have CLOSED the school campus and all functions have been canceled. Many teachers are no longer in Ukraine and we will be continuing to work with students via online platforms with daily group emails referencing instructions, activities, and online classes.

For all of our KIS community we understand that this may be a time of distress. We are committed to keep students engaged through online learning. While not ideal, this will provide a sense of continuity in our students learning. We encourage you to keep your children engaged in their learning despite school being closed. Please look for the following communications:

- The school will send further information in the KIS Informer.
- Elementary parents will receive emails instructions from homeroom teachers.
- Middle School and Secondary students will receive email instructions and communication via their Microsoft 365 school accounts.

Sincerely,