

Virtual eLearning Guidelines



**KYIJEL GROUP
CHRISTIAN ACADEMY**



WWW.CHESSUP.ORG

Mission

Ky "ljel Group Christian Academy is dedicated to delivering exceptional Christian education to all students. Even in our online program, KGCA remains committed to upholding the same level of individualized, mastery-based, and Bible-centered education.

The A.C.E.'s new ePACE program enables us to communicate with students, monitor their progress, and keep records. It also allows us to provide assignments and meaningful activities that require a partnership between parents, teachers, and students.

eLearning Goals

KGCA e-Learning aims to provide access to quality, Christ-centered educational opportunities through an online learning platform. Virtual and online curricula will provide relevant, engaging, and interactive course subjects, enhancing the learning experience by removing the barriers of time and place. Families can enroll at KGCA from the comfort of their own homes. The Virtual eLearning office is located at the main site in Chicago, IL.

This form of education requires you to be more actively involved in your child's day-to-day education. Your child will take on more personal responsibilities for their work and will be able to communicate with us through the built-in messaging system, email, and face-to-face sessions.

Schedule and expectations

Developing good habits from the start is crucial. It is essential to talk with your child about their schedule and what is expected of them. Let's ensure that students start their day off right and are ready to learn. Please encourage them to wake up, get dressed, and be prepared for class at the scheduled time. Maintaining regular bedtime routines is necessary, including adhering to our guidelines and rules about using e-learning platforms. Consistency in sleep schedules is crucial for optimal performance and productivity.

We understand that many parents can work from home or have the flexibility to bring their children to work with them. Please inform us if your work schedule, family illness, or lack of device access causes your child to miss any classroom learning time. We will ensure that your child receives all the assigned classwork required to complete the assignments later.

Please ensure that the student's camera, microphone, and internet connection are working properly. Additionally, please ensure that the student is adhering to the dress code in the Virtual Learning Center.

Dedicated learning space

It's important to create an exclusive learning space for your child. Establishing a dedicated physical space exclusively for school activities is vital in enhancing productivity and fostering an ideal learning environment. Ensure the door is open, the space is serene, devoid of distractions, and equipped with a reliable internet connection. Additionally, having a responsible adult present during online learning sessions is essential to ensure safety, provide guidance, and monitor the activities.

Communication is key

Our online platforms and virtual learning environments will be the primary communication between supervisors and students. Maintaining open lines of communication with the school is essential as we are committed to providing the assistance needed for success. If you have any concerns or doubts, please let us know. We highly value communication and recognize its immense value in effectively resolving issues.

Promote academic ownership

Empowering students to take ownership of their learning is essential in education. Providing them with the necessary tools and support can inspire a sense of responsibility and motivation in their educational journey.

When students actively direct their learning, they become more engaged, curious, and invested in their academic success. Let's work together to help students become lifelong learners who confidently navigate their educational journey.

Challenges equal growth

Academic challenges and obstacles are acceptable and essential for personal growth and reaching one's full potential. They serve as stepping stones that help individuals develop their skills and knowledge in becoming independent thinkers.

Social interactions

We understand the importance of social interactions in your child's development. While these interactions may vary, we believe they are invaluable and cannot be entirely substituted. Embrace this change and trust that we will continue to provide a supportive and enriching environment for your child's development.

Online is not for the faint.

While distance learning has advantages, it's essential to acknowledge that not all students thrive in this environment. Please understand that navigating remote education's independence and lack of structure can be challenging for some students.

Therefore, incorporating regular check-in routines into daily practices can help prevent students from falling behind. Parents play a vital role in shaping their children's academic development.

Stay active

Students can have fun with online workouts, allowing them to practice exercising easily. This can help students stay fit and motivated at their own convenience by enabling them to set fitness goals and keep their minds engaged.

Monitor screen time

With distance learning, it's important to clarify that students won't be glued to their computer screens for long periods every day. To ensure a healthy balance, we will conduct daily virtual devotion sessions and remain online to assist with their bookwork.

However, e-learning courses will only be conducted on Wednesdays and Fridays, with homework assignments based on individual progress. This way, they can effectively achieve their learning goals without feeling overwhelmed or overly dependent on technology.

Daily goals

- The day starts by joining us virtually on Zoom from 8:30 am to 9:00 am, where students set reasonable daily goals.
- Following that, from 9:00 am to 9:30 am, students participate in morning Worship and Devotion time.
- School Days: KGCA offers a four-day school week (Tues-Friday).
- Students will focus on their English, Math, and enrichment courses on Tuesdays and Thursdays. On Wednesdays and Fridays, they will engage in eLearning subjects such as Word Building, Social Studies, Bible, and Science.
- At the end of the day, students will ensure that all their books are Scored, reflect on their goals, and assess their progress. How much progress did you make toward your learning goals today? Did you face any challenges along the way? And, most importantly, what can we do to make tomorrow even better? Establishing daily goals helps students, including older ones, to organize themselves and set priorities.

Curriculum: ACE ePACE

We will be using the A.C.E. ePACE online platform and Zoom for virtual activities. Zoom will be used specifically for our morning devotion and virtual classroom time.

Weekly schedule:

- Monday ePACE system: 8:30 am - 2:30 pm (ePACE/PACe work)
- Tuesday- Zoom: 8:30 am - 9:30 am (Goal Setting/Devotion)
 - Zoom: 9:30 am- 2:30 pm (English/Math/Lit PACE books)
- Wednesday- Zoom: 8:30 am - 9:30 am (Goal Setting/Devotion)
 - ePACE system: 9:30-2:30 pm (ePACE work)
- Thursday-Zoom: 8:30 am - 9:30 am (Goal Setting/Devotion)
 - Zoom: 9:30 am - 2:30 pm (English/Math/Lit PACE books)
- Friday- Zoom: 8:30 am - 9:30 am (Goal Setting/Devotion)
 - ePACE system: 9:30-2:30 pm (ePACE work)
- Daily Lunch Break: 11:45 - 12:15 pm

You will receive an email that provides a more detailed explanation of the classroom expectations and assignments for enrichment courses. This email will be sent to the email address on file.

We kindly request that you monitor your child's daily assignments by logging into your Parent ePACE account. If you are unable to log in, please email us at **info@chessup.org**, and we will assist you in reconnecting.

KGCA is committed and here to support you and your child! Our goal is to ensure a seamless transition for everyone involved.

If your child is facing any challenges or if you have any questions, please don't hesitate to reach out to us.

We are more than happy to connect with you through phone calls, emails, or even schedule a Zoom conference.

Entering Class

Tuition

- To enter the class, tuition must be paid. Please note that all fees are per student, non-refundable, and subject to change.
- New students: Parents will need to set up a parent account, and students will need an email address to access the platform. The parent and student will receive a Zoom link via email to log in for a virtual class time.
- Students can log in starting at 8:00 am and will be automatically entered into the classroom. Please reach out to us if you do not receive the link.
- Students can access the classroom using any internet-connected device, such as a computer or tablet.
- Returning students: If you have a good-standing account, you'll have full access to our e-learning platform.
- Parents must pay tuition on time before students can enter the class. For example, the students' login link will only be active from the 1st of the current month until the 5th of the following month at 5 pm.
- Tuition must be paid by the 5th of the month at 5 pm so the student can access their classes starting from the 6th of the same month.
- Students whose parent accounts are in good standing will receive a new login link on the 6th of every month by 7:30 am. The link will be sent to the student's email address on file.

Online Discipline

Merits-Positive Control: Students earn merits for their academic and behavioral achievements.

Demerits-Negative Control: Students who violate Online Learning Center procedures will receive a Corrective Action Notice after the third warning. If the violations persist, they may be removed from the program.

Internet Safety

- Zero tolerance for cyber bullying
- Do not open suspicious/unexpected links
- Only put in the necessary info when creating accounts
- Do not talk to strangers online.
- In virtual meetings, parents must supervise to avoid distractions and disruptive behavior.

This document and the courses mentioned are subject to change if deemed necessary by the School's administration.

KGCA will solely monitor students' academic progress and maintain records for the courses offered in this program.