



Online Learning/School Closure Handbook for Parents and Students

(closures longer than a week)
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Guiding Principles

Mission: Based on the Bible, in partnership with parents, we teach the whole student to know and apply wisdom for the good of our world and the glory of God.

Vision: To continuously excel as a Christ-centered learning community.

Loving - Learning - Community

Definition of Schooling Models

Open Campus - The great majority of staff and students return to school in the fall amid new norms and mandates for health and safety. While the community appreciates the return to normalcy the school year brings, we adjust our operations to maximize health and safety. A small but significant number of students and faculty are unable to return to campus.

Extended Remote Learning - Due to infections within the community or by government mandate, we decide to transition our entire learning services online. While limited in-person interactions persist on campus, primarily for teaching and leadership staff, the campus remains closed to students and the community as long as required by the government.

Hybrid Model - While the facilities are reopened to some students and staff, the population remains divided between those who work from home and those who come to school. School leadership/government policy may prescribe splitting the population as a safety imperative.

Decisions

Any decision to switch to alternative education models, and the implementation of any of the policies and procedures described in this handbook will be made by the ICS head of schools and will be in compliance with all government mandates and made after a careful risk assessment.

Preparations

- Learning Management Systems (LMS) such as Google Classroom and Seesaw ready to use by the first designated day of online learning.
- Students familiar with how to use the LMS within the first couple weeks of school.
- Materials and assessments from previous online schools episodes added to Atlas.
- Embedded in the weekly face-to-face learning routines, at least one online learning activity.

Digital Platforms Used at ICS



Seesaw is a digital portfolio platform used asynchronously by our students in K4 to Grade 5 classrooms as well as for Art, Music, PE, Thai, and ESL in order to access multimedia lessons and complete online activities. Students upload their work such as photos, videos, a piece of writing, or other evidence of learning. Feedback is provided, and students and parents can also interact online with the teacher.



Grade 5 Homeroom and Middle and High Schools teachers use Google Classroom to share content, foster communication and collaboration, and deliver assignments asynchronously. Our teachers use integrated apps in Google Classroom to support and engage students in their learning. Parents receive emails from Guardian Notification regarding student learning activities and progress.



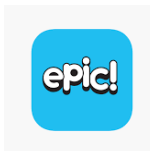
FACTS (RenWeb) is our Student Information System which is used for inputting daily grades in the Middle School and High School Divisions.



Zoom is a digital platform that offers virtual video classrooms, office hours, and meetings to engage our students in “real-time” learning, while also fostering connections with their teacher and classmates.



GoogleMeet is a digital platform that offers virtual video classrooms, office hours, and meetings to engage our students in “real-time” learning, while also fostering connections with their teacher and classmates.



Epic is a leading digital library for young learners with over 40,000 book choices of all types of genres. Elementary students have free access from 7am to 3pm on weekdays during the school year. Epic is much like a public library and contains some books with topics and worldviews that may not align with ICS values. As with all online materials, please monitor your child's use of Epic to ensure they are engaging with materials that promote positive character development.

Extended Closure - Asynchronous and Synchronous Teaching Focus

(When school is expected to be closed for at least 5 consecutive days or an indeterminate amount of time.)

Elementary School Plan

ICS Elementary School is committed to supporting learning through research-based, representative practice during extended school closures. ICS desires to ensure continuity of learning and to minimize disruption as much as possible for students.

Purpose

- A prioritization of social-emotional connections and community during prolonged school closure through whole class and small group live-teaching calls
- Synchronous demonstration lessons with student engagement in core subject areas and specials classes closely mimic in person teaching and learning.
- A commitment to balancing student screen time and workload through incorporating asynchronous activities and independent work time.

Organization

ICS Elementary School during extended closure will utilize a synchronous and asynchronous learning schedule.

(Asynchronous) Posted Assignments

- Teachers will post Seesaw/Google Classroom activities after live calls.
- Student work is due by 3pm each day.

(Synchronous) Live-teaching Calls

- Links to live call schedule will be posted on Homeroom Class Schedule and emailed to parents weekly
- Student attendance is expected for all live calls

Synchronous: Sample Live Call Schedule

Grade 4 - Live Calls					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:20	Homeroom Morning Meeting / Bible				
8:30-8:50	Social Studies or Science	Math	Math	Math	Math
9:00-9:20	Word Study	Reading	Reading	Reading	Reading
9:30-9:50	Grammar	Writing	Writing	Writing	Writing
10:00-10:20	Music 4L/4S	Music 4JA/4JE	Independent Work (Seesaw Activities)	Computer 4L/4S	Computer 4JA/4JE
	Art 4JA/4JE	Art 4L/4S		PE 4JA/ 4JE	PE 4L/4S
10:30-10:50	Read aloud 4L/4S	Read aloud 4JA/4JE		Chapel 4L/4S	Chapel 4JA/4JE
	PE 4JA/ 4JE	PE 4L/4S		Counselor 4JA/ 4JE	Counselor 4L/4S
11:00-11:20	Thai for Thai	Thai for Thai		Thai for Thai	Thai for Thai
	Thai for Thai	Thai for Thai	Thai for Thai	Thai for Thai	
11:30-12:00	Lunch Break				
* 1:00-1:20	ESL	ESL	Computer Help Desk	ESL	ESL
12:00-2:00	Independent Work (Seesaw Activities) Small Groups Computer Help Desk		Teachers: Elementary School Meeting/ Professional Development	Independent Work (Seesaw Activities) Small Groups Computer Help Desk	

Expectations for Teacher Communication with Parents

- Emails will be responded to within 24 hours on school days.
- Weekly parent email communication will continue
- Teachers will communicate regularly with parents regarding struggling students (email or live calls)

Expectations for Elementary School Parents and Students

- Ensure each child has access to a computer or online device under adult supervision. Grade 5 must use a desktop, laptop computer, netbook (such as a Chromebook), or updated iPad with external keyboard.
- Attendance is expected for all live sessions
- Absences (planned or due to technology disruption at home) or microphone/camera issues must be excused via an email to the Elementary School Secretary (bebe_s@ics.ac.th)
- Students must turn on their camera during the entire call.
 - Students must dress according to dress code policy
 - Students must use their name on calls and as their Seesaw screen name.
 - Students must use school appropriate language on calls and within chats.
- Complete assignments by 3pm each day.
- Respond to emails and calls from teachers regarding student issues.
- Create a schedule for the day, ensuring that breaks are included every 20 minutes
- Use a timer to ensure that break time is kept to 10 minutes and ensure that there is no screen time during breaks. Use active body-brain breaks to help maintain focus throughout the day - stretch, run, drink water, and be creative.
- Build in active exercise sessions every day to keep students healthy.
- Maintain a healthy sleep schedule and continue routines and rules already in place on a regular school day.
- ES Library - Families can check out books for pick-up according to information provided by ES librarian.

The ICS leadership team will continually monitor the situation and may make adjustments as needed.

Secondary Division - Online Learning Procedures

Middle School Plan

ICS Middle School is committed to supporting learning through research-based, representative practice during extended school closures. ICS desires to ensure continuity of learning and to minimize disruption as much as possible for students.

Purpose

- A prioritization of social-emotional connections and community during prolonged school closure through synchronous teaching in small class groups and provision of advisory meetings twice a week.
- A structured class block schedule (A-H) allowing for a seamless transition from school to home should school closures become intermittent
- A continued emphasis on flexibility and contact with teachers through continued office hours (by appointment) and Google Classroom communication and recordings.
- A commitment to balancing screen time for teachers and students and student workload through incorporating independent workspace for core classes (Language Arts, Science, Social Studies, Math)

Organization

ICS Middle School during a prolonged closure will use a mandatory scheduled class model shown below, blending synchronous learning and independent work time. Students will be expected to attend live classes from 9:00AM-12:10PM with scheduled breaks four days per week. Morning classes are scheduled on a block rotation using the student's onsite regular A-H schedule. There are four classes each day on shortened periods. Afternoons are reserved for office hours with staff by appointment to give students independent work time, flexibility and maximum access to teachers when they have questions. Each Wednesday, core classes (Math, Science, Language Arts and Social Studies) will assign independent work and advisories will meet for academic support and community building.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:35	A	E	Core Class Independent Work	A	E
9:45-10:20	B	F		B	F
10:30-11:05	C	G		C	G
	Lunch			Lunch	
11:35-12:10	D	H		D	H
12:15-12:30	Advisory			Advisory/ Chapel	
1:00-2:30	OFFICE HOURS	OFFICE HOURS		OFFICE HOURS	OFFICE HOURS

Expectations for Student Learning

- Students must attend live class on time for all scheduled A-H blocks.
- Students must have the camera on and a working microphone to be recorded as present.
- Absences (planned or due to technology disruption at home) or microphone/camera issues must be excused via an email to the Middle School Secretary ([o t@ics.ac.th](mailto:ot@ics.ac.th)) or will be recorded as unexcused by the teacher.
- Students should expect assigned work of up to 20 minutes per class outside of the synchronous classes. This will total approximately one hour of work per class (35 minutes in live learning and up to 20 minutes assigned independently).
- Every Wednesday, to support Core Class benchmarks during prolonged absence, students should expect no more than four hours of independent work as communicated on Google Classroom by 8:30AM (approximately one hour per core class).
- Students are required to attend advisory and chapel/advisory meetings.
- Student work should be completed on the day it is assigned though it will never be due earlier than 24 hours from when it was assigned.

Requirements from Home

- Students will require access to a device able to support online learning such as a laptop or chromebook for the majority of the school day.
- Students will require access to reliable internet connection.
- Students will require access to a webcam such as the built-in camera and microphone on a laptop as attendance will be based upon a “camera on” policy.
- Students will require a work or study space at home.

ACCOUNTABILITY FRAMEWORK

Attendance

- Students are expected to attend all morning classes on time.

- Should a student arrive more than 2 minutes late, they will lose half of their participation points. Arrivals of more than 10 minutes late will be counted as absent due to the shortened period for learning.
- Should a student be absent from a class, they will be marked absent unexcused from that class by the teacher. A parent must email the Middle School secretary ([o t@ics.ac.th](mailto:ot@ics.ac.th)) regarding unplanned absence due to technology disruption or illness.
- Students are required to catch up work and watch the recorded sessions they missed independently as per the usual ICSMS attendance guidelines in the ICS MS Parent and Student Handbook regarding absences.

Academics

Students who are failing classes or in danger of failing (D or F grades) will be mandated to attend afternoon work sessions to complete their work under supervision.

COMMUNICATION

During extended closures, ICS Middle School teachers will communicate to parents and students via Google Classroom, Gmail, and RenWeb.

Google Classroom

- Any independent work assigned after synchronous classes will be posted in Google Classroom for review by 12:30 PM each day (M, T, Th, F).
- On Wednesdays, Core Class teachers will post independent work by 8:30AM on Google Classroom.

Gmail

Students may make afternoon appointments for Office Hours and assistance through emailing their teachers or posting in Google Classroom.

FACTS/RenWeb

FACTS/RenWeb will continue to be the School Information System platform for communicating grades, missing assignments and report cards to parents during school closure. Parents and students are encouraged to check RenWeb weekly for grade updates.

High School Plan

Purpose

1. Designed for added synchronous class time while still retaining some flexibility.
2. Connection between teachers and students is strengthened in this model, building community and increasing accountability.
3. Abbreviated periods are designed to bring balance surrounding time spent on the screen in order to support physical and mental health.
4. Added “flex block” (Homeroom, Learning Support, Clubs) and Lunch blocks are designed to bring balance to surrounding time spent on the screen in order to support physical and mental health.
5. Office Hours- Office hours will be used by teachers to meet with students that need additional support, with small groups for extra class time or simply to offer time to students who would like to ask questions. This day is reserved mainly to provide students with time to complete asynchronous work.
6. Learning Support- This will be mandated for all students: with a D or F for at least 2 weeks in a course and/or, that are missing 7 or more assignments. Students will be required to attend a call on Tuesday and Thursday from 12-12:30. New learning support lists will be created at the end of every week.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Time
10:00-10:50	A	E	Office Hours 8:30- 2:00	A	E	10:00-10:50
11:00-11:50	B	F		B	F	11:00-11:50
12:00-12:30	Homeroom	Learning Support		Learning Support	Clubs	12:00-12:30
12:35-1:10	Lunch	Lunch		Lunch	Lunch	12:35-1:10
1:20-2:10	C	G		C	G	1:20-2:10
2:20-3:10	D	H	<i>Staff Meetings 2:00-3:00</i>	D	H	2:20-3:10

Expectations For High School Students

- Students must attend live class on time for all scheduled A-H blocks and homeroom (and Learning Support, if mandated).
- Students must have the camera on to be recorded as present.

- Absences (planned or due to technology disruption at home) or camera issues must be excused via an email from parents to the High School Secretary (gift_c@ics.ac.th) or will be recorded as unexcused.
- Students should expect assigned work of up to 60 minutes per class outside of the synchronous classes each week.
 - This guideline would not apply for AP classes as they will require students to complete more work outside of class in order to keep the expected pace of the course.
- Students may be required to attend grade level or HS counseling meetings online.
- Access to a computer or online device.
- Login in for any “live” sessions on time as per the online schedule with camera on and microphone muted.
- Participate in synchronous lessons as required by the teacher.
- Students are expected to turn everything in on time and keep up with due dates.

Requirements from Home

- Students will require access to a device able to support online learning such as a laptop or chromebook for the majority of the school day.
- Students will require access to reliable internet connection.
- Students will require access to a webcam such as the built-in camera and microphone on a laptop as attendance will be based upon a “camera on” policy.
- Students will require a work or study space at home.

COMMUNICATION

During extended closures, High School teachers will communicate to parents and students via [Google Classroom](#), [Gmail](#), and [RenWeb](#).

Google Classroom

- Any independent work assigned after synchronous classes will be posted in Google Classroom.

FACTS/RenWeb

FACTS/RenWeb will continue to be the School Information System platform for communicating grades, missing assignments and report cards to parents during school closure. Parents and students are encouraged to check RenWeb weekly for grade updates.

Hybrid Model

This model is designed for the situation which requires some students to be on campus and some students learning from home, simultaneously. School leadership or a government policy may prescribe splitting the population as a safety imperative.

Due to government mandates, ICS may be required to have $\frac{1}{2}$ the students on campus and $\frac{1}{2}$ of the students off campus each day.

Students will be split by the following:

1. Alphabetically - whereas those with the last name starting with A-N will attend school on campus every other day and those with the last name starting with O-Z will attend school on campus every other day. This would require a Day 1 and 2 schedule.

All Divisions

- A focus will be put on real-time learning in the classroom.
 - When students are off campus, they will be assigned independent work to be done at home.
 - Classwork and homework will need to be posted on either Seesaw or Google Classroom.
 - More project based learning methods would be encouraged to help support those on-campus and off-campus.
 - This would entail reverting secondary to a 1-8 period daily schedule (40 minutes each) - $\frac{1}{2}$ of the student population in school and $\frac{1}{2}$ of the student population out of school, every other day.
 - A schedule for this method for each division will be communicated to the ICS community if the government mandates this type of setting to be implemented in schools across Bangkok.
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