



SJMIS Distance Learning Guide

April 2020

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(Adapted from SAS Distance Learning Plan)

Distance Learning Platforms @ SJMIS

Online Platform	Audience	Description & Access
Gmail	staff	Gmail is used for all major communications and announcements.
LINE	staff, parents, students	LINE is used for daily communications and announcements. Important announcements are saved in LINE Notes.
Google Classroom	staff, Gr 2 to 12 students,	Google Classroom is the platform used by most of the teachers to deliver online teaching, share files, give assignments, upload course materials, and provide two-way feedback. Students use their school email to log in.
Seesaw	Pre-K to Gr 1 students, parents	Seesaw is a platform where students use creative tools to take pictures, draw, record videos, and more to capture learning in a portfolio. Teachers find and create activities to share with students.
ConnectED	Elementary students	English teachers use ConnectED , the digital component of our ELA <u>Reading Wonders</u> series to engage students in individualized learning. Students need to use their own username and password to log in and access the weekly reading, writing, and language assignments.
Zoom	staff, students	<p><u>KG</u> Pre-K to K.2 students have a weekly Zoom session whereas K.3 participates in a Zoom lesson 3 times a week.</p> <p><u>Elementary School</u> Teachers invite students daily to interactive synchronous lessons and activities using Zoom. To log in, please contact your child's homeroom teacher for further details.</p>

		<u>Secondary School</u> Teachers meet their students at least once weekly to discuss lessons, assist with problems and maintain the class community spirit.
McGraw-Hill - Reveal Math	Secondary students grades 7-11	Maths teachers can assign work, quizzes, and tests that can be accessed using the students McGraw-Hill accounts.
Prodigy	Gr 1 - 7 Maths	Prodigygame.com is a maths adventure game. It is used for practice based on the current topic in the maths scope and sequence.
sjmis.com	Secondary students	The central hub, making it easy to locate assigned work for all students and all subjects. Updated every school day.

Guidelines for SJMIS Teachers

Feedback:

- Regular feedback is vital to student learning. In online learning environments, students are mostly unable to ask questions as they normally do in a regular classroom setting.
- Communicate clearly regarding where/how students should ask questions and for clarification about their assignments, deadlines, etc.
- Monitor actively your messages for questions and communications from students/families.
- Provide individual feedback to and give real-time chats/"help" sessions for students during Zoom meetings.
- KG - submission of work in KG depends greatly on parent availability. Learning is more flexible.

Offline work:

- Avoid requiring printing. Use student-made foldables, graphic organizers, or notebook entries instead.
- Always include offline activities in your lessons such as reading, engaging in a discussion with a family member, writing a journal, taking/drawing pictures, and/or making a video.

Work time:

- Follow the guidelines for time and schedule.
- Keep a balance between online and offline activities.
- In general, assignments take more time at home than in a school setting.
- Seek the support of colleagues and others who have specific interests and/or expertise in delivering online/distance learning experiences.

Deadlines:

- Provide students ample time to complete assignments. More time than you would usually provide in class.
- Keep tasks simple and directions clear to make sure students understand what they are required to do.

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.

Submission of assignments:

- Avoid LINE submissions. Consider requiring all submissions through Seesaw or Google Classroom.

SJMIS Staff Roles & Responsibilities

Principals	<ul style="list-style-type: none"> ● Develop a divisional distance learning guide in collaboration with the other members of the Leadership Team. ● Communicate with staff and parents. ● Support staff and parents during online/distance learning. ● Ensure effective implementation of the distance learning plan and accountability to student learning.
Homeroom Teachers	<ul style="list-style-type: none"> ● Collaborate with colleagues to create online/distance learning experiences for students in accordance with the SJMIS Distance Learning Guide. ● Develop authentic, quality student learning experiences. ● Share the daily assignments/My To-Do list with students/parents every morning before 9:00. ● Communicate with and provide regular feedback to students. ● Communicate with parents as necessary. ● Complete and update your e-learning plan(s) daily and keep records of the graded assignments.
ELD Teachers	<ul style="list-style-type: none"> ● Partner with homeroom teachers to accommodate online/distance learning experiences for ELD students in accordance with the SJMIS Distance Learning Guide. ● Support ELD students' individual needs such as reteaching other subjects or helping with assignments. ● Create and/or develop resources to support ELD students. ● Communicate with and provide regular feedback to ELD students. ● Communicate with parents as necessary. ● Complete and update your e-learning plan(s) daily.
Subject Teachers	<ul style="list-style-type: none"> ● Partner with homeroom and ELD teachers to accommodate online/distance learning experiences for students in accordance with the SJMIS Distance Learning Guide. ● Create and/or develop resources to support students. ● Communicate with and provide regular feedback to students. ● Communicate with parents as necessary. ● Complete and update your e-learning plan daily.
Thai Teachers	<ul style="list-style-type: none"> ● Collaborate with colleagues to create online/distance learning experiences for students in accordance with the SJMIS Distance Learning Guide. ● Communicate with and provide regular feedback to students. ● Support students' individual needs such as reteaching other subjects or helping with assignments. ● Provide support and assistance to the assigned grade level homeroom teachers as requested (mostly translation). ● Communicate with parents as necessary.

	<ul style="list-style-type: none">• Complete and update your e-learning plan(s) daily.
IT Teacher	<ul style="list-style-type: none">• Provide timely responses to student, family, and staff requests regarding technology issues.
TAs	<ul style="list-style-type: none">• Provide support and assistance to the assigned homeroom teacher as requested (including translation).

Guidelines for SJMIS Students

1. Online learning NOT EQUAL TO Being online NOT EQUAL TO Regular School Schedule
2. You are not on vacation. You are expected to study independently online and offline, collaboratively with other classmates online, and under the guidance of your teachers.
3. Assignments will be graded.
4. Make a daily schedule or a daily TO-DO List.
5. Work at your own pace. Take a break often. Switch between online and offline activities.
6. Your overall health is very important. Exercise daily and spend time with your family.
7. And most importantly, STAY HOME.

Student Roles & Responsibilities

Student	<ul style="list-style-type: none">• Dedicate appropriate time to learning as guided by your teacher.• Daily attendance is required by homerooms on weekdays.• Check the assigned online platforms (LINE, Google Classroom/Seesaw, ConnectED) for information on subjects, assignments, resources daily.• Attend, as much as possible, the regular synchronous engagements (Zoom meetings) offered by each of your teachers.• Complete the weekly survey about your online learning experiences (grades 3-6).• Identify a comfortable and quiet space to study/learn.• Engage in all learning posted with academic honesty.• Submit all assignments in accordance with the provided timeline and/or due dates.• Ensure social and emotional balance by keeping healthy habits.
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Questions related to:

- A subject, an assignment, a resource
- A technology issue/request
- Any other issue related to distance learning

Contact:

Relevant teacher (use email or Line)
IT Teachers
Divisional principal

Guidelines for SJMIS Parents

1. Online learning NOT EQUAL TO Being online NOT EQUAL TO regular school schedule
2. Teachers are available during regular working hours (M.-F. 8:00 - 17:00)
3. The main learning goals during online learning are maintaining and developing students' English Language skills together with other core subjects such as Math, Science, Social Studies, and Thai.
4. Check the daily LINE announcements.

Parent Roles & Responsibilities

Kindergarten and grade 1 students are not yet fully technologically independent, therefore they require a great deal of assistance from parents. Teachers aim to design and assign activities that allow students to complete as independently as possible. Parents would be required to keep up to date with all the assignments, aid with technology and ensuring the completion of the activities assigned.

As Elementary students are still developing their independence, a teacher-parent partnership is necessary for students to engage in Distance Learning tasks and to access online resources. The designed learning tasks and activities provide direction and support to families' circumstances. For some families, asynchronous learning (when students can learn at different times) can be more convenient: if parents are working, they may have more time to support/supervise student learning outside of business hours. Therefore, teachers try to find a healthy balance between synchronous and asynchronous learning.

For secondary students, keeping up with the assigned work is critical. Work assigned online is graded and will count towards the final grade. All subjects will have work assigned and parents should support their children in managing their time to ensure all work is completed on time. Each child will have a full schedule that should keep them busy for most of the school day. Teachers will be available online so that parents can communicate with them directly.

Parents	<p>Support your child/ren in their learning by:</p> <ul style="list-style-type: none">● Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).● Engaging in conversations (either/both in English or/and Thai) on posted materials, assignments.● Monitoring time spent engaging in online and offline learning.● Encouraging attendance, as much as possible, to the daily Zoom meetings offered by your child's teacher(s). Help your child log in to Zoom meetings for interactive lessons and activities with teachers and classmates.● Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.● Read the LINE messages from your child's teachers.
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- Read home learning tasks and assignments (Daily assignments/To-Do list) with your child.
- Contact your child's teacher if you or your child has questions and/or if your child needs extra help and support.

Questions related to:

- A subject, an assignment, a resource
- A technology issue/request
- Any other issue related to distance learning

Contact:

Relevant teacher (use email or Line)
IT Teachers
Divisional Principals

SJMIS Distance Learning - Content & Timing

Content	SJMIS Elementary Distance Learning focuses on developing new skills, knowledge, understandings, and concepts, as well as on review and practice in areas of English Language Arts, Math, Science, Social Studies, and Thai language. Regarding Music, Arts, PE, and Mandarin, the main goal is to practice the acquired skills.
Timing	<ul style="list-style-type: none">● All learning tasks are posted daily before 9:00 a.m. on the parents' LINE groups chat/Notes, sjmis.com.● Teachers also post their weekly/daily assignments with instructions and deadlines on Google Classroom/Seesaw and ConnectED for students.● Daily synchronous Zoom meetings are scheduled from Monday to Friday.● Students' daily attendance is taken by homerooms on weekdays. (apart from KG students).● Grades 2-6 students receive a weekly survey on Fridays about their online learning experience.

SJMIS Distance Learning

Assessment & Progress Monitoring

Teachers monitor student progress through the activities that students participate in Google Classroom/Seesaw, ConnectED, and other online platforms. Teachers provide constructive and specific feedback regularly. Teachers adjust lessons as needed to meet the needs of the students. Formative assessments administered online will be provided through Google Forms, Zoom meetings, ConnectED e-assessments, and other online platforms.

Pre- K to Grade 1

The Distance Learning Guide for Pre-K to First Grade includes home learning engagements and/or activities that parents can assist their child in completing. We have regular online classes that allow students to interact with one another and ask questions where necessary. We encourage families to spend as much time as possible engaged in activities and games together to extend and enhance your child's learning.

Learning Experience: Every morning, homeroom teachers post students' daily To-Do list on the parents' LINE group and/or Seesaw to briefly explain the learning objectives. Additionally, teachers post videos to give out instructions or introduce a new topic. Both online and offline activities are assigned to make students engaged every day. Students are also invited to participate in interactive synchronous lessons and activities using Zoom.

Learning Timeframe: The described learning is designed to take approximately one hour or one and a half hours a day.

Learning Specifics: Specific details are shared by teachers through LINE, ConnectED (grade 1 only), and Seesaw.

Approximate Time per Day:

- 20-25 minutes Literacy: Reading and/or Writing (with connections to Science/Social Studies topics as appropriate)
- 15-20 minutes Math
- 10-15 minutes Thai
- Limitless - Art, Music, and PE

Grades 2-6

The Distance Learning Guide for grades 2-6 includes home learning assignments and activities that parents can support their child by monitoring independent completion. Allow your child to seek support while encouraging your child to accept responsibility and tackle challenges with increasing independence.

Learning Experience: Every morning, homeroom teachers post students' daily To-Do list on the parents' LINE group and to the respective Google Classrooms to briefly explain the learning objectives. Additionally, teachers post videos to give out instructions or introduce a new topic. Both online and offline activities are assigned to make students engaged every day. Students are also invited to participate in interactive synchronous lessons and activities using Zoom.

Learning Timeframe: The described learning is designed to take approximately two to three hours a day.

Learning Specifics: Specific details are shared by teachers through LINE, Google Classroom, and ConnectED.

Approximate Time per Day:

- 25-40 minutes Reading (with connections to Social Studies and Science topics as appropriate)
- 25-40 minutes Writing (with connections to Science and Social Studies topics as appropriate)
- 25-30 minutes Math
- 20-25 minutes Thai
- Limitless - Art, Music, and PE

Grades 7-12

All work will be assigned by the respective subject teacher as needed. Assignments will be coordinated so that there are not a large number of assignments to be turned in at the same time.

Work can be found at sjmis.com. Click on the appropriate grade and all subjects will have the assigned work for each day.

All work is assessed and attendance is compulsory. Attendance is taken through the homeroom line group and a link to a google form.

Teachers are available on LineApp each day. To find the preferred consultation hours follow the link <https://sjmis.com/consultation/>