

ISB International School Bangkok

Middle School **Community Virtual School Handbook**

2021



MS Community Virtual School Handbook

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1. What is the purpose of this handbook?

ISB maintains a contingency plan for continued learning when extraordinary events may force a closure of the school. When such a situation arises, we will activate ISB Virtual School and continue learning progress through online learning. During these closures, ISB will use a combination of Internet tools and resources to connect students, as much as possible, to their classroom teachers and peers. ISB Virtual School is designed for the teaching and learning processes to continue. While we acknowledge that it cannot replicate at-school teaching and learning, we believe that learning progress can be made through virtual means.

2. ISB Communications

During times of Virtual School, ISB will use several methods to communicate with students and families. Important school-wide messages and updates will be delivered through SMS and eNews via PowerSchool's information hub.

All ISB faculty and staff are available through email, see links below for staff directory:

[MS Staff Directory](#) (being updated for new school year)

3. Virtual School vs Virtual Learning

Virtual School is the model for learning when all students are learning at home. Students who are not able to participate in virtual school Zoom sessions (ie. in transit or in another time zone) will complete asynchronous learning tasks and assignments.

Virtual Learning occurs when campus is open and a few students are not able to come to campus (ie: in transit from another country, in quarantine). When virtual school ends and classes resume on campus, virtual learning occurs for students who don't return to campus in the form of asynchronous learning tasks and assignments.

4. Organization and expectations during Virtual School

When Virtual School is activated:

- All students are expected to participate in and make learning progress through virtual school. Circumstances may impact the timing of assignments being completed so deadlines will be flexible, within reason, and in consideration of individual situations. If circumstances prevent a student's participation, parents must contact the school administration who will in turn inform the student's teachers.
- Virtual School uses a synchronous live schedule involving hour-long classes during which students will connect live with teachers through the online platform Zoom.
- The initial MS Virtual School Schedule for 2021-22 will be:

Time	Day 1 Schedule	Day 2 Schedule
8:30 - 8:50	Advisory	Advisory
9:00 - 10:00	Period 1	Period 2
10:15 - 11:15	Period 3	Period 4
11:15 - 12:30	Lunch	Lunch
12:30 - 1:30	Period 5	Period 6
1:45 - 2:45	Period 7	Period 8

- At times, we may apply an **alternate schedule**, with an adjusted Advisory to meet during the day.

Time	Day 1 Schedule	Day 2 Schedule
9:00 - 10:00	Period 1	Period 2
10:15 - 11:15	Period 3	Period 4
11:15 - 12:30	Lunch & Advisory	Lunch & Advisory
12:30 - 1:30	Period 5	Period 6
1:45 - 2:45	Period 7	Period 8

- Students will do most of their work during the class lessons, but they may have some work to complete if they did not do so during the Zoom lesson. Our goal is to ensure that students have balance and time away from the computer as well.
- ISB may also switch away from Day 1 / Day 2, in order to change meeting times if Virtual School persists for many weeks.
(Example below of changing to Day 5 / Day 6.)

Adjusted Day Schedule for Prolonged Virtual School		
Time	Day 5 Schedule	Day 6 Schedule
9:00 - 10:00	Period 5	Period 6
10:15 - 11:15	Period 7	Period 8
11:15 - 12:30	Lunch & Advisory	Lunch & Advisory
12:30 - 1:30	Period 1	Period 2
1:45 - 2:45	Period 3	Period 4

- If Virtual School lasts for an extended time, the Middle School may adjust its learning program and plan in order to best meet learning needs and align with online learning best practices, possibly including, but not limited to: days of asynchronous learning, activities, physical activity logs, etc.

5. Delivery of Instruction

During times of campus closure and Virtual School, Middle School students will:

- Access live Zoom classes with their teachers according to the schedule above, when able to connect synchronously.
- Students who are unable to access Virtual School “live” will access resources, class lessons, and assignment links through PowerSchool Learning - even when other resources are used like Google Classroom, subject specific software, etc.
- Support teachers and aides (Learning Support and EAL) will connect directly with their students both during their assigned courses and in regular “push-in” capacity. These teachers will also reach out to parents to ensure they are helping provide support at home.

6. Requirements from home

Students will need:

- access to the ISB-issued laptop or a reliable internet connected computer
- access to a camera (e.g. cell phone, laptop, tablet, etc), in order to take photos of their work to be sent to their teachers
- a dedicated and agreed upon workspace to focus on their learning

Frequently Asked Questions

How to contact Technical Help?

For technical assistance, emails can be sent to help@isb.ac.th or call +66 02 963 5800 ext. 1151. For help with class work, students/parents should contact their teachers through email.

How do we communicate with teachers, counselors, and administrators?

All teachers and counselors are available through email (parents can also email directly from PowerSchool, by clicking the blue link of the teacher's name). Also, see [MS Directory](#).

How do we get the work set by the teachers?

Zoom classes will be live and all assignments will be posted on PowerSchool Learning. These will be posted on the scheduled “Day” that class would have

taken place if school were in session. Posts may vary in times, but ISB will do it's best to use BKK time for approximating calendar days and school times.

How to submit work?

Individual teachers will give details of how students submit their work. Possible methods include: emailing, PowerSchool Learning, sharing a Google Doc, Google Classroom, etc.

What if my child cannot participate?

At the earliest possible time, parents should contact their school administrator and the relevant teachers. There will be options for students to engage with the learning asynchronously. Solutions will vary depending on the amount of time we are in Virtual School.

What if my student is missing key materials that they need to complete their work (eg: their materials are in their locker)?

If the campus is accessible, we will allow students to collect the necessary resources. If the campus is closed, students should inform teachers what materials they are missing, so that teachers may include digital versions (.pdf) of excerpts from texts and/or provide links to resources needed.