



Marist Brothers International School
Distance Learning Plan

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Distance Learning Plan

Introduction

In the event of a school closure under exceptional circumstances, Marist Brothers International School will implement its Distance Learning Plan (DLP). Students will be provided with a range of learning experiences in order to minimize the disruption to the school's regular curriculum.

The necessity for the implementation of the DLP may arise in a variety of situations. In the event of a natural disaster, it may take a number of days before the school is ready to start the DLP, whereas in other circumstances, such as forced closure due to widespread illness, it may be possible to begin the DLP immediately.

The DLP outlines the roles and responsibilities of various stakeholders of the school. Brief General Guidelines for teachers are listed, however, these points will vary by subject, grade level and ability to access resources given the circumstance. More specific guidelines and instructions are detailed for the Elementary School, Upper School (7-10) and the Upper School (11-12). Finally, a list of useful resources for students, parents and teachers is provided.

Roles and Responsibilities

In order to make distance learning successful a strong partnership between students, teachers and parents is of vital importance. The following outlines the roles and responsibilities of students, teachers and parents when circumstances require the implementation of distance learning at MBIS:

Roles of students:

- Check school email and Google Classroom each morning.
- Follow the regular school timetable for that day.
- Follow the directions from your classroom teacher and submit work as required.
- Find an appropriate place to study or participate effectively in online activities.
- Follow all rules of the school in relation to plagiarism and academic honesty.
- Maintain appropriate levels of exercise in line with Physical Education Class and practice musical instruments, where possible.

Roles of teachers:

- Post relevant learning experiences and explanations in Google Classroom or through school email. This explanation should include:
 - Learning target or goal
 - Expected duration
 - Clear instructions of the tasks
 - Resources required
 - Method of submission/assessment
 - Endeavour to post one live streamed lesson/recorded lesson each week
- Be available to receive and answer students questions during the time of their usual designated lesson. Communication from students should come via school email or Google Classroom.

Roles of Parents:

- Ensure students have access to a device so that they can participate in distance learning and a space conducive to such learning.
- Intermittently monitor students activity when online.
- If your child is unwell and unable to participate in online learning, please contact office@marist.ac.jp and CC your childs' homeroom teacher.

General Guidelines (Faculty)

Our goal will be to provide a clear and consistent schedule for distance learning. Replicating classroom teaching and procedures through the DLP will not be possible but teachers should try to use practices that the students are familiar with. Keeping the format and schedule for learning the same for each day will provide predictability that will ease any initial frustrations for students and families. As familiarity is established, increased time for learning will be maximized.

- Homeroom will be conducted via zoom and attendance recorded on PowerSchool.
- All upper school teachers of core subjects will commence their class through zoom. Elementary and Montessori teachers will commence either with a prerecorded mini-lesson or a zoom call to the class.
- Be flexible, responsive and positive - students will be affected by school closure in different ways.
- Use school email and Google Classroom for posting lessons and collecting work completed
- Communicate lessons and feedback in a timely manner.
- Provide clear and simple instructions.
- Specify assessment submission procedures
- Don't assign tasks that require printing of materials.
- Consider the use of offline activities such as reading, creating video or writing a diary or journal.
- Be available to receive and answer students questions during the time of their usual designated lesson. Communication from students should come via school email or Google Classroom.
- Provide students ample time to complete assignments. *More time than you would usually provide in class may be necessary for students.*
- Keep tasks simple and directions clear to make sure students understand what they are required to do.

- Consider the size of the files to be downloaded by students; some may have limited bandwidth access.
- If you embed videos, keep the size of the files small and avoid HD quality.
- Specialist teachers follow the regular school timetable and should assign tasks relevant to their field of study taking into consideration that the resources available to students may vary considerably.
- Update PowerSchool immediately if a student misses any assessment.
- Inform administration of student absences from class.

Elementary School

We recognize that for some students distance learning will feel unfamiliar and likely present some initial challenges. Please help your child by keeping a consistent and predictable environment at home. Following a daily schedule (in the same order and same location) will help.

Until you and your child are comfortable and have successfully transitioned to a familiar new routine, be prepared to support your child emotionally. Remain positive when problems occur, provide reassurance, ensuring that your child values learning and keeps a schedule of dedicated learning time.

Most importantly, do not give up. Communicate to the school any problems that need to be addressed and please be patient. Many teachers are also new to distance learning, which is an entirely new skill set for them. It will be a learning curve for us all.

Supporting our children and their continued success is most important. Let's work together to ensure success.

Grade K-5 School Guidelines

- All students must attend Homeroom via Zoom
 - Any absence will be recorded on PowerSchool
- All core subject lessons (English, Math, Science, and Social Studies) will commence via zoom or via a pre-recorded mini-lesson. Teachers will then give directions to students as to when they can/can not leave the zoom classroom. Students will also receive invitations to participate in small group instruction depending on their learning needs and should expect to conference with their teacher across the week to discuss learning and to check in on well-being.
- Specials classes will run as scheduled - please follow directions of subject teachers.
- Teachers will be available and engaging with students during the times that they would normally be working with students during a regular timetabled school day. Teachers will not respond to students when they are scheduled to be working with another teacher during the day. Students should expect to get a response from the contacted teacher

either during the scheduled lesson or during the teachers scheduled prep time. Office hours for teachers during online learning will be 8:30-4:00.

Montessori	
Learning Experience	<p>At the beginning of each week, Montessori teachers will welcome their students and parents to the upcoming distance learning learning experience and will briefly explain the learning approach and focus for the week.</p> <p>Each day, following the Daily Learning Plan (DLP) teachers will post a short lesson as a continuation of daily circle time, letter of the day and daily weather focus.</p> <p>Montessori students and their families will have the opportunity to participate in specialist classes (Art, Music, PE, Library, and Japanese) will occur as per the Daily Learning Plan timetable.</p> <p>Should the period of online learning be forecast for longer than a three day mandated closure, the Montessori Team will be preparing working kits that will come home to your child in the mail. These kits will provide the necessary materials needed to complete learning activities and to engage children in discovery and play.</p>
Learning Timeframe	<p>Students are encouraged to engage in distance learning uploads or zoom classes to take place each day. The time commitment to these small lessons is approximately one hour, with the understanding that activities that take place throughout the day are extensions of this hour (e.g., reading aloud, pretend play, investigations, writing, drawing).</p> <p>It is important to keep in mind that the quality of this experience is most closely associated with how deeply the child is connecting to the experience. This level of engagement need not take a lot of time; it does, however, take care and intent.</p>

<p>Learning Specifics</p>	<p>Morning Circle Time and Language Connections: 20 minutes Math: 20 minutes – math counting and number activities Specials 20 minutes - according to the regular timetable One on One Conference 20 minutes (with homeroom teacher) 1x per week for each student Specials: Art, Music, PE, Japanese (recorded lessons provided per timetable) Looking at books and reading aloud to your child is something we would always suggest. We encourage you to spend time as a family finding creative ways to explore and engage in thinking activities.</p>
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<p align="center">Kindergarten to Second Grade</p>	
<p>Learning Experience</p>	<p>The Distance Learning plan from Kindergarten to Second Grade will include home learning engagements and/or activities that parents can assist their child in completing. At the beginning of each day homeroom teachers will connect via Zoom with all students to take attendance, welcome students, and to explain the learning approach and focus for the day/week. Kindergarten to Second Grade students will participate in literacy (reading/writing) and math. These may include integration with Science and/or Social Studies concepts. A variety of tasks will be included on our learning platform, Google Classroom. If another online platform or learning website is required, teachers will share specific instructions for students and parents to access the platform.</p>
<p>Learning Timeframe</p>	<p>The described learning is designed to take approximately two hours/day. It is important to observe your child as he/she engages in the task and to use this observation to help guide your support. We always encourage you to explore familiar experiences and activities such as reading for pleasure, journal writing, and play to extend and enhance your child’s learning.</p>

Learning Specifics	<p>Literacy: 20 to 25 minutes – reading and/or writing with connections to science and social studies content as appropriate Words Their Way, Grammar.</p> <p>Math: 20 to 25 minutes</p> <p>Specials: 20 to 25 minutes - according to timetable</p> <p>Looking at books and reading aloud to your child is something we would always suggest. We encourage you to spend as much family time as possible engaged in activities that bring meaning and joy together.</p>
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Third to Sixth Grade	
Learning Experience	<p>The Distance Learning plan in Third to Sixth Grade will include home learning engagements and/or activities that most students should be able to connect with their teacher and meet the requirements independently.</p> <p>At the beginning of each day homeroom teachers will connect via Zoom with all students to take attendance, welcome students, and to explain the learning approach and focus for the day/week.</p> <p>Third to Sixth Grade students will participate in daily literacy (reading/writing) and math lessons. These lessons will be presented through a mix of live classroom zoom meetings, pre-recorded mini lessons, or small group instruction.</p> <p>Students in Third to Sixth Grade will follow the regular daily timetable. The start of each lesson will have a live or pre-recorded portion to outline the lesson requirements and then a variety of blended learning activities will be communicated with the students to independently carry on with for the remainder of the lesson time.</p> <p>A variety of tasks will be included on our learning platform, Google Classroom. If another online platform is required for learning engagement, teachers will share specific instructions for students to access the platform.</p>

<p>Learning Timeframe</p>	<p>Students are encouraged to engage in Distance Learning in the designed and described ways for approximately <i>two/ two and a half hours/day</i>. Over the course of this timeframe, students will engage with varying degrees of independence. The more challenging the task, the more support that might be required.</p> <p>Encourage your child to seek support while allowing your child to accept responsibility and take on challenges with increasing independence.</p>
<p>Learning Specifics</p>	<p>Literacy: 2 x 20 minute mini lessons – reading and/or writing with connections to science and social studies content as appropriate, Words Their Way, Grammar.</p> <p>Math: 15 to 20 minutes for instruction and then independent practice or small group instruction related to the learning objective</p> <p>Specials: 20 to 25 minutes - according to timetable</p> <p>Being immersed into a good book is something we always value and is something we encourage you and your child to engage in frequently.</p>

Expectations of Parents

- Parents are encouraged to communicate with their child’s class teacher via email.
- Teachers will endeavor to respond promptly, and receipt of all emails should be acknowledged within 24 hours. Teachers regular office hours are 8:30-4:00.
- Younger children will require greater parent support than more independent older students. Contact your child’s teacher if the workload is too difficult and causing stress for you as a family.
- Parents are encouraged to provide as much support as they are able given their personal contexts, and should assist their children to develop into independent learners.
- It is not appropriate to complete the work for your child, however, ensuring your child understands the learning task, has the required resources, and is located in a productive learning space, is most appropriate.
- Feel free to assist your child to learn how to submit any completed work

- If your child is unwell and unable to participate in online learning, please contact office@marist.ac.jp and CC your child's homeroom teacher. If your child is unable to engage due to any other reason, please advise your child's homeroom teacher and the Head of Lower School jonescushla@marist.ac.jp.

All Upper School Guidelines

- All students must attend Homeroom via Zoom
 - Any absence will be recorded on PowerSchool
- All core subject lessons (English, Math, Science, Social Studies and Japanese) will commence via zoom. Teachers will then give directions to students as to when they can/can not leave the zoom classroom.
- RE, PE, Art, Music, Computers and Film classes will run as scheduled - please follow directions of subject teachers.

Upper School Guidelines: Grade 7-10

- Students should follow the Distance Learning Timetable in which core subjects have double periods.
- Students should communicate with teachers through their school Gmail and/or Google Classroom.
- Students should ask for help when they are uncertain
- Students should access Google Classroom/Gmail following their regular schedule and time. In events where this is not possible, students should be proactive in informing their teachers.
- Get regular exercise and practice any musical instruments you may play.

Upper School Guidelines: Grade 11-12

- As above

In addition:

- Students follow their regular timetable
- Students should continue with the DP Core where possible:
 - Extended Essay research and writing
 - Continue with CAS where possible - update evidence and reflections
 - ToK presentation and essay
- Depending on time of year- prepare for exams, whether they be mock exams or final exams.

Resources for Teachers and Students

Digital Resources

[Online Learning for Schools](#)

Flipped Classroom and Screencasting

[Screencasting with Quicktime](#)

[Flipped Classroom](#)

[Livestream Ipad Screen](#)

Literacy

[Brainpop](#)

[Storyline Online](#)

[Getepic](#)

[Readworks \(K-8\)](#)

[Commonlit \(3-12\)](#)

Math

[Khan Academy](#)

[Nrich Maths](#)

[Learn Zillion](#)

Science

[Mystery Science](#)

[Today's Science](#)

[Google Earth](#)

The Arts

[The Kennedy Center](#)

[Google Arts and Culture](#)