

HIGH SCHOOL DISTANCE LEARNING PLAN



During campus closure, students will participate in meaningful learning experiences in each of their classes, even though they will not be physically present on campus.

- The primary tools for communication between teachers and families are Schoology and their AISK Gmail.
- Teachers will use Schoology as the main means of communicating and sharing lesson content.
- Learning experiences are designed to be completed independently or in collaboration with other students. Tutoring should only occur at the recommendation of the teacher. Parents and guardians are asked to be aware of their level of involvement.
- Resources vary by class and lesson, but will include links to videos, graphic organizers or close reading passages, scanned material to read and engage with, independent research material, and the use of our e-text books already assigned to classes.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or if assignments are unclear.

Counselors and advisors are available to support students with academic, social, or emotional needs.

IB SPECIFIC INFORMATION

AISK is keenly aware of the additional pressures that this unexpected transition to distance learning will have on our IB community. Please know that we, like many other IB schools globally, are in regular contact with the International Baccalaureate Organisation (IBO). We will keep the community updated as information from IBO becomes available. In the meantime, our IB teachers will prioritize student learning that is critical to preparing our students for their externally assessed exams and assessments.

Mon, Tues, Thur, Fri.		Wednesday	
Day 1-4		TEACHER AND STUDENT WORK DAY	
40 min classes 5 min transition 1 x 15 min break + 1 x 40 min lunch, additional IB classes 40 min, MS & HS Clinics 40 min		8:30-9:00	Bi- Weekly Special Events (e.g assemblies, extended advisory)
8:00 - 8:40	F	STUDENT WORK DAY & TEACHER WORK DAY	
8:40-8:50	Advisory (Daily Attendance)		
8:50 - 9:30	A		
9:30 - 9:45	BREAK		
9:45 - 10:25	E		
10:30 - 11:10	B		
11:10 - 11:50	LUNCH		
11:50 - 12:30	C		
12:35 - 1:15	D		
1:15 - 1:25	BREAK		
1:25-2:05	IB Additional Classes		
	HS Clinic (Day 2 & 4)		
	MS Clinic (Day 1 & 3)		
2:05-2:20	BREAK		
2:20-3:00	IB Additional Classes		
	HS Clinic (Day 2 & 4)		
	MS Clinic (Day 1 & 3)		

Distance Learning will follow the Day 1 to Day 4 rotation as per the schedule published for this academic year. Classes will be 40 minutes long and scheduled classes for Grades 6 to 10 will operate from 8:00am-1:15pm (Jamaica time) with one fifteen minute break and one forty minute lunch break. For students in Gr 11 and 12 there will be two additional classes in the afternoon with an extra ten minute and an extra fifteen minute break. Therefore, scheduled classes for Gr 11 & 12 will run from 8:00am-3:00pm . Period 1 will commence at 8.00am for all students.

Please note that Wednesday will be a designated asynchronous work day for students and a planning and meeting day for teachers. There also is a bi-weekly special event scheduled on Wednesday mornings and these will be communicated in the daily advisory sessions and posted in schoology. These events will be designed around student social and emotional wellbeing and promoting community.

On Mon, Tues, Thurs and Friday when Gr 11 & 12 students have classes. For Gr 6 to 10 students there will be designated times in the afternoon, called clinics, during which subject teachers will be available online to answer questions and provide extra support. A detailed schedule of the clinic and subjects available will be provided when we enter into our DLP. For the most part clinics will be optional, although in some cases where students are identified as needing extra help these will be compulsory.

Scheduled Classes

During regular on campus school each class meets three times every Day 1 to Day 4 rotation. For distance learning it is not a requirement for all subjects and courses to meet three times out of four, although each class must have at least one scheduled whole class instruction per week. Subject teachers will communicate clearly with students at the start of each week which periods they are expected to attend online and the work they are expected to be doing during non-contact class periods that are scheduled for Days 1 to 4. Periods on Day 1 to Day 4 not scheduled for whole class time online are to be used by students for completing and working on any assignments/activities set by the teacher and for collaborative work. Teachers will also use this time to schedule small groups or one-to-one instruction online to help with differentiated learning and improve feedback to students on their progress. Students will be provided with clear instructions in Schoology at the start of the week of the classes they are expected to attend on Days 1-4. All Wednesdays are scheduled for independent work.

Students must go to Schoology at the start any scheduled whole class instruction to find the lesson template which will outline:

- the lesson aims and objectives,
- activities and links to resources required for the class,
- any assessments required, and
- procedures for checking out of class and demonstration of work.

Total time for engagement in learning for each class, including reading, homework, and work towards long term assignments, should not exceed 90 minutes for college level classes (IB) and 70 mins for high school classes.

ATTENDANCE

- 1) Attendance will be based on three measures:
 - i. Daily attendance taken during the advisory period, all students must check in with their advisory teacher everyday.
 - ii. Attendance taken during any scheduled whole class, small group or one-to-one instruction.

iii. Weekly completion of class work or proof of engagement with learning as requested by the teacher*.

*Students not completing work or providing proof of engagement each week, as requested by the teacher, will be marked absent for any periods during the week which the student was expected to be working independently.

- 2) In the case of illness, please follow existing procedures and notify the MS/HS Admin Asst., Ms. Campbell (dcampbell@aisk.com).
- 3) In cases where a student has limited or no internet connectivity, a parent should contact Ms. Campbell or Mr. Walker (cwalker@aisk.com). They will inform the teachers, and students should catch up on work missed when the connectivity returns.

Ms. Campbell: Tel 876-355-4860

Mr. Walker: Tel 876-553-3494

CONTENT AND INTERACTION

1. Teachers will communicate student learning expectations, provide resources, collect assignments, and provide feedback through Schoology and Google communication tools.
2. Schoology pages will be updated for every scheduled whole class lesson. Lesson updates will be ready for access by 8:00 a.m. (Jamaica time) the day of the lesson.
3. Teachers will design learning in multiple tasks that complement each other in the development of understanding.
4. Teachers will provide an estimated duration for all learning activities.
5. Resources needed will not require the use of VPN or streaming/download of files that are excessively large.
6. Teachers will clarify in advance how students should contact them if they need assistance, and will respond within 24 hours to all student inquiries on weekdays.

ASSESSMENT

1. Students must complete assigned non-graded assessments that provide a check for understanding. These may include (but are not limited to) discussions, forms, polls, reflections, and online quizzes.
2. Students must complete summative assessments to measure progress against learning targets as assigned by the teachers. These may include (but are not limited to) electronic portfolios, electronic quizzes/tests, and writing assignments.
3. Clear instructions on where/how to turn in assignments will be provided to students and posted in Schoology.
4. Special arrangements may be made for specific types of assessments (e.g. oral exams,

performance assessments, IB internal assessments, various aspects of course selection). Students will be informed if they must participate in such an assessment.

ONLINE CONTENT AND SAFETY

All students are expected to adhere to AISK's Acceptable Use Policy rules and expectations for behavior in class (please refer to [MS/HS Handbook](#)).

In the event students are behaving inappropriately, the school will follow the protocol below:

1. The teacher will communicate with the student directly to inform them of the inappropriate behavior and ask them to stop.
2. If the behavior does not improve, the teacher will again contact the student and copy the Divisional Principal, who will then contact the student.
3. Should the inappropriate behavior continue, the student will be told to exit the class and the Principal will inform the parents. The student will be considered absent from the class and expected to make up any work missed.

In addition:

- Teachers can, at their discretion, contact the Principal straight away should the misbehavior warrant immediate intervention.
- The school reserves the right to block students from accessing our online platforms if they are not used appropriately and therefore suspend the student from participating in Distance Learning.
- The school reserves the right to apply further disciplinary sanctions when normal school resumes.

STAY SAFE

Please find a link below to a student guide with tips to stay safe on the internet. Please read and follow the advice.

[Stay Safe on the Internet](#)