

ZIS Primary Years Program Distance Learning Plan

The ZIS Distance Learning experience aligns with our goals in Primary. Our students will be empowered to make choices about how they reach clearly defined learning goals; be challenged to grow as independent thinkers; be engaged in [online] collaboration to solve authentic problems; feel safe to take intellectual risks while persevering through challenges; be supported with modeling, differentiation, specific feedback, and opportunities for reflection and revision; and, will continue to be passionate, intrinsically motivated, and inspired to action. The success of our Distance Learning endeavor is a partnership and is dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction.

Distance Learning in the PYP Overview

- The main tools for communication between teachers and families is email. WeChat will also be used to clarify questions. However, parents should check their emails daily for an overview of the day's activities and assignments. All individual concerns should be sent to the classroom teacher via email.
- The main platform for instruction is Seesaw. WeChat will not be used as an instructional platform.
- Distance learning will be a blend of synchronous and asynchronous learning opportunities. All synchronous activities will be delivered via Zoom, whereas asynchronous activities will be posted on Seesaw.
- The family's role is to create structure and routines to support home learning through the facilitation of the activities provided, and to ensure your home is connected to Wi-Fi.
- Activities will include direction to families on how best to support student learning with and without adult involvement.

Key Terms for Distance Learning

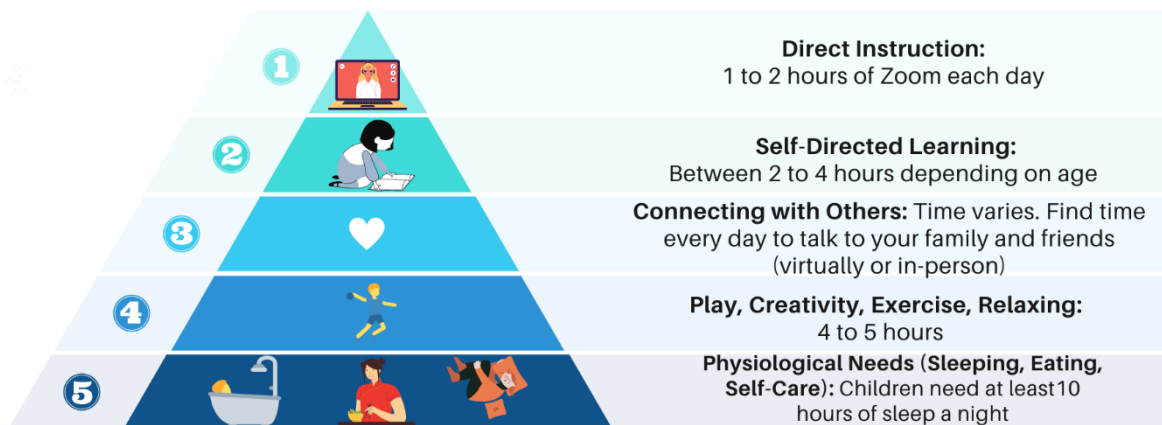
- **Asynchronous Learning:** Students participate in online learning at different times, and instruction is not delivered in real time. Students engage with materials and complete work at their own pace and schedule within a given timeframe.
- **Distance Learning:** Learning where the instructor and students are in physically separate locations, and instruction is delivered via an electronic device, such as a computer, tablet or mobile phone. The learning can be synchronous, in which all participants are connected at the same time, or asynchronous, when participants are engaged in learning at different times.
- **Synchronous Learning:** Students participate in online learning at the same time but in different locations. Students may virtually attend class together via video conference, webinar, message board/chat feed, or other platforms.



Modified from American Overseas School of Rome's Distance Learning Plan:

- A. **Digital learning just isn't the same.** If we try to deliver the same lessons through this new platform, it will fail. A teacher in two dimensions does not have the attention capturing charisma as a three dimensional one. Therefore, our approach must change.
- B. **Routine is important.** In uncertain times, we look for certainty. Following a schedule for check ins, participating in morning meetings each day and completing assignments in a quiet space will set your child up for success during this time.
- C. **Balance is key.** Our activities will reflect a healthy balance of off and on-screen activities. No one expects students (or teachers) to be online all day.
- D. **Less is more.** Teaching online forces us to pare things down to essential learning. For us this is focusing on the standard and not so much on the activity. It has helped us focus not so much on what students are doing but what they are learning and how we can gather evidence of this learning.

Structuring Your PYP School Day During Quarantine



Suggested Limits for Daily On- and Off-Screen Time

We recognize everyone works at a different pace. We also recognize if we try to deliver the same lessons through this new platform, it will fail. A teacher in two dimensions does not have the attention capturing charisma as a three dimensional one. Therefore, our approach must change. Below are suggestions for daily time limits for on- and off-screen activities. If you feel this is not reflective of the time it takes your child to complete assignments, please email your child's teacher so we can provide individual modifications.

Years 1 to 3	Years 4 to 6	
30 minutes	40 – 60 minutes	Reading Assignments (reading for pleasure has no time limits)
10 - 20 minutes	15 – 20 minutes	Writing and/or grammar
20 - 40 minutes	30 – 60 minutes	Mathematics
30 minutes	30 – 45 minutes	Chinese
Not time bound	Not time bound	Music, Library, PE, UOI, Social-Emotional Learning, Technology, Visual Arts, and Wellness activities from classroom and specialist teachers; use this time to explore and develop a new interest or skill; spend time with books and/or reading to/with your child. Many of the Seesaw activities will fall into this category, as we see great value in supporting this type of learning.



Students should work within normal school hours as much as possible, as teachers will be available for assistance between 9:00 a.m. and 5:00 p.m. each working day.

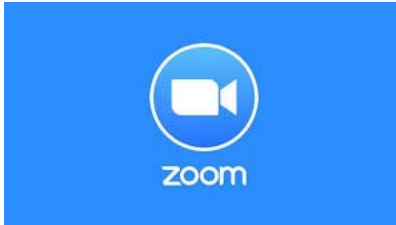
Parent/Guardian Roles & Responsibilities

The transition to remote learning may be challenging for families. Families' attitude and support are key for children's learning. The guidelines below are intended to help families think about how they might help their children with remote learning.

Provide support for your child by adhering to the guidelines detailed below. The key points are:

- **Ensure you have a good Wi-Fi connection at your home. Call your internet provider to determine if you can increase your broadband speed. Home Wi-Fi is essential.**
- Establish routines and expectations
- Define the physical space for your child's study
- Monitor communications from your child's teachers (**check email daily**)
- Begin and end each day with a check-in
- Encourage physical activity and/or exercise
- Remain mindful of your child's stress or concerns
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their online interactions

 For questions about ...	 Contact
An assignment, resource, or course material	Child's classroom teacher(s) or co-teacher
Curriculum, pedagogy, or other issues related to distance learning	Child's classroom teacher(s) or Mr. Daniel Spears, PYP Coordinator at daniels@zischina.com
A social-emotional concern	Michael Lattimore: Michaell@zischina.com
Any other issue not easily solved above	Michael Lattimore Michaell@zischina.com



Synchronous Learning Zoom Guidelines:	
Morning Meeting	Once daily at 9:00 a.m. Students will briefly meet with their classroom teacher for an overview of the day's activities and for social emotional connection with peers.
Art	Once weekly. One additional art Seesaw activity will be posted each week as a follow-up.
P.E.	Once weekly. One additional P.E. Seesaw activity will be posted each week as a follow-up.
Literacy	Three weekly small group literacy Zoom lesson
Math	Three weekly small group math Zoom lesson
Chinese	Three weekly Chinese Zoom lesson
UOI	Three weekly as needed

*Whole group music is not suited for synchronous video instruction



Asynchronous Learning Zoom Guidelines:	
Art	One art Seesaw activity will be posted each week, connecting to the topic taught via Zoom.
P.E.	One PE Seesaw activity will be posted each week, connecting to the topic taught via Zoom.
Music	One Music Seesaw activity each week.
Library	One Library activity each week.
Literacy	One daily Reading 'Receptive Skills' activity (also known as reading and listening activities). One daily 'Productive Skills' activity (also known as speaking and writing) These activities may be on Seesaw, Raz-Kids, GetEpic, IXL
Numeracy (math)	One daily math assignment (Seesaw or IXL) Accompanying pre-recorded video to assist with instruction may be provided while introducing new concepts, when possible.
UOI	One daily UOI activity (UOI activities may be project-based and last for a week or more, but students should work on these projects daily to break up the task)
Chinese	One daily Chinese assignment

Teacher Office Hours

Outside of Zoom classes, Teachers may be contacted from 9:00 a.m. until 5:00 p.m. local time each day for questions via WeChat. Please keep in mind that while a teacher is instructing students on Zoom, they will not be available to answer questions on WeChat. Remember that many Zoom classes are taught in small groups, so your teacher may be busy teaching a different group of students. Teachers spend a great deal of time planning lessons, teaching, recording videos, posting individualized work, and providing feedback for each activity assigned. Many of our teachers also have children at home. Please respect teacher working hours.

Screen-free day.

In Primary, Fridays are dedicated to creativity, play, exercise, connection, reading, building, imagining, and exploring. Your child's teachers will post a variety of activities that will not require technology to complete. You can log on to email and Seesaw to view the activity instructions, but students will not need to use technology to complete the activities. There will be no Zoom lessons on these days. These days may also be used to catch up on any work not completed.

Essential Agreements for Primary ZIS Teachers

Teachers at ZIS agree to the following during digital learning:

- Privacy and student safety is of utmost importance. Student data will never be shared outside of the school without explicit permission from the student and the parent.
- Learning engagements will provide opportunities for students to grow as independent thinkers, will be supported with modeling, and will offer opportunities for reflection.
- Teachers will ensure students feel safe to take intellectual risks while persevering through challenges.
- Feedback will be given to students on each assignment in a timely manner.
- Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions.
- EY and Primary teachers will email parents daily with an overview of the day's activities.
- EY and Primary teachers will email parents weekly with an overview of the week's Zoom schedule.
- Teachers will use WeChat to answer any questions that may be relevant to the group.
- Teachers will use Seesaw as the platform for asynchronous instruction in Primary.
- Teacher working hours will be from 9:00 a.m. to 5:00 p.m. on weekdays, local China time.

Essential Agreement for Parents

The transition to remote learning may be challenging for families. Families' attitude and support are key for children's learning. We ask that all Primary families agree to the following:

- **Ensure you have a good Wi-Fi connection at your home. Call your internet provider to determine if you can increase your broadband speed. Home Wi-Fi is essential.**
- Ensure your child participates in the daily morning meeting via Zoom at 9:00 a.m.
- Establish routines and expectations
- Define the physical space for your child's study
- Monitor communications from your child's teachers (**check email daily**)
- Begin and end each day with a check-in
- Encourage physical activity and/or exercise
- Remain mindful of your child's stress or concerns
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their online interactions
- The main tools for communication between teachers and families is email. WeChat will also be used to clarify questions. The main platform for instruction is Seesaw. WeChat will not be used as an instructional platform.
- All individual questions or concerns should be sent to the classroom teacher via email. Teacher working hours are 9:00 a.m. to 5:00 p.m., local China time.