

High School Community Virtual School Handbook

1. [What is the purpose of this handbook?](#)
2. [ISB Communications and Directory](#)
3. [Organization of Virtual School](#)
4. [Virtual School Schedule \(HS\)](#)
5. [Delivery of instruction \(synchronous\)](#)
6. [Delivery of instruction \(asynchronous\)](#)
7. [Student expectations](#)
8. [Student Guidelines for Digital/Virtual Conferencing/Learning](#)
9. [Requirements from home](#)
10. [FAQs](#)

[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 education through online learning. During these closures, ISB will use a combination of online meeting platforms (Zoom for example) and resources to keep our students connected, as much as possible, to their current classroom teachers and peers. ISB Virtual School is designed for the learning process to continue when the school campus is closed. The HS administration may make adjustments to the practices for Virtual School depending on the circumstances at the time. Any adjustments made will be communicated via email to parents and students as required.

[2. ISB Communications and Directory](#)

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, eNews, emails and Powerschool:

<https://powerschool.isb.ac.th/public>

All ISB faculty and staff are available through email, see the links below for access to the staff directory. Students will be provided with Zoom links for all of their teachers (this is only available for students through their ISB Zoom account in order to maintain privacy and safety).

[High School Staff Directory \(alphabetical\)](#)

[3. Organisation of Virtual School](#)

When Virtual School is activated:

- The current procedures and protocols for virtual school learning at ISB are based on the majority of ISB students being located in Bangkok and therefore instruction, student participation and engagement is primarily synchronous.
- All students are expected to fully participate in and follow the Virtual School schedule. Attendance will be taken for all classes*
- Prior to the first day of Virtual school starting, teachers will email their students instructions, relevant links and resources that they will need for the first few days of each class.
- Any learning activities or assessment not completed will need to be made up in the student's own time. In exceptional circumstances, students that are unable to participate should notify the school and may be given special consideration.
- Depending on the nature of the school closure, some families may have evacuated to different countries (and time zones) and these students will have the option to participate asynchronously if the time difference is more than 2 hours. These families must contact the HS Administration and the counselor to let ISB know what the students' circumstances are.

**Students participating asynchronously will have a different attendance code recorded as NPVS.*

[4. Schedule](#)

We will follow a Day 1 / Day 2 schedule as listed below in order to provide structure and allow each teacher time to access students for synchronous learning activities.

- 8.15-9.00am (students available for meetings with teachers as needed)
- 9.00-10.00am (first block)
- 10.15-11.15am (second block)
- 11.20-11.45am Panther Block/assembly/advisory
- 11.45-12.30 Lunch
- 12.30-1.30pm (third block)
- 1.45-2.45pm (fourth block)
- 2.45-3.45pm (students available for meetings with teachers as needed)

If school closure is for an extended period, the HS administration may decide to change the rotation and/or length of time for classes as appropriate.

VIRTUAL SCHOOL -UPDATED SCHEDULE	
DAY ROTATION	
DAY 1	DAY 2
Time for student meetings 8:15-9:00	
1 9:00-10:00	2 9:00-10:00
Break 10:00-10:15	
3 10:15-11:15	4 10:15-11:15
Clubs Mon/Wed/Fri 11:20-11:45	Advisory/Assemblies Tue/Thu 11:20-11:45
Lunch Break 11.45-12.30	
5 12:30-1:30	6 12:30-1:30
Break 1.30-1.45	
7 1:45-2:45	8 1:45-2:45
Time for student meetings 2.45-3.45	

5. Delivery of instruction (synchronous)

During times of school closure all High School students will need to check their Power Learning/Google Classroom/email account regularly throughout the school day for instructions.

- In the first instance teachers will make arrangements for students to join their lessons via Zoom using the zoom meeting code for that teacher as per the schedule shared.
- Depending on the nature of the subject and the learning objectives for that particular class, lessons may include a full zoom teacher led lesson, screencasts, students working independently (on or offline), students collaborating in breakout rooms, researching, using google docs and other tech tools for collaboration etc.
- Students should expect a variety of different learning tasks such as reading & research, small projects, online forums, quizzes, essays in addition to some direct instruction.
- Teachers will use the scheduled time for instruction, but also for building community and staying connected with students.
- Teachers will take attendance during the first 10 minutes of their scheduled lesson time for students attending the class synchronously.

6. Delivery of instruction (asynchronous)

For students that have left Bangkok and are in a time zone with more than 2 hours difference from Bangkok they have the option to participate asynchronously. Families in this situation are required to contact the HS Administration and counselor in advance and let ISB know what the students' circumstances are.

- Teachers will post learning resources and instructions on Powerschool Learning and/or google classroom as usual for all students either just prior to or just after a synchronous lesson takes place.
- Teachers will direct students studying asynchronously to the necessary learning resources which may include watching a screencast, a zoom recording of the lesson and other resources and materials as necessary.
- Teachers will give specific instructions to students studying asynchronously regarding submission of work/assignments, how to ask questions and seek assistance from the teacher.

7. Student Expectations:

- Be in a comfortable and conducive environment for study, have access to their laptops and internet connectivity. Ideally this would be a desk/table set up for work in a suitable room. Students should not be in bed.
- Be dressed appropriately for their learning (i.e not in their pyjamas).
- Be ready to participate and ready to access online materials and resources.
- Contact the teacher directly before the class takes place if they are ill or not able to attend the lesson or complete the work on that particular day.
- Regularly check the school platform (powerschool learning or google classroom) for their resources and instructions.
- Follow teacher instructions regarding the uploading of assessments, assignments work, etc.
- Contact school if your family relocates to a different time zone during virtual school (your parents must contact the HS Principal and counselor).
- Be sure that your behaviour is respectful, courteous and inline with the values of ISB when online. If you use a 'virtual' background please ensure that it is appropriate. Students are not to take screenshots or videos of others whilst in a zoom class without permission from the teacher.

Synchronous instructions:

- Be online and available during their regularly scheduled classes based on the 'Virtual School Schedule'.
- Check in at the start of each lesson with their teachers via Zoom or other 'face to face' platforms as required by their teachers. Students should initially have their video on unless the teacher instructs otherwise.
- Remember that attendance (present for learning) will be taken at the start of each lesson and that the usual rules regarding attendance apply during this period. (no more than 7 absences a semester).

Asynchronous instructions:

- Students studying asynchronously will be required to check Powerschool Learning and/or their google classroom for resources and instructions for each of their classes within 24 hours of each synchronous lesson taking place.
- Students will be required to complete any set work, watch any required screencast or Zoom recording as directed by the teacher of each class prior to the next time that class is due to meet.
- Students need to maintain regular and direct communication with each teacher via email or other means of communication as required by the teacher.
- If a student is experiencing difficulties they must inform the teacher and seek assistance.

8. Student Guidelines for Digital/Virtual Conferencing/Learning

- Select a neutral space away from distractions for online learning -- preferably at a desk or table that is a comfortable workspace with easy access to materials, laptops, internet, etc. Avoid personal spaces, such as a bed if possible.
- Ensure others in the household are aware that there may be lessons online with an individual from ISB occurring at specific times.
- Maintain respectful, attentive behavior and engage in positive interactions with everyone in the session if synchronous.
- Refrain from using unnecessary technology during your online learning (eg. mobile phone).
- Make all efforts to contact the teacher/assistant prior to the online learning session if you are having technical difficulties.

9. Requirements from home

- Access to a reliable internet connected computer.
- Time to be online during the scheduled Virtual School day, which ideally coincides with the normal scheduled lessons 1,3,5.. etc. (within a 24 hour time period) for those studying synchronously.
- If a student is in a different time zone (more than 2 hours difference from Bangkok) then they would need to set aside time within the next 24 hours to access any work set that falls in the given schedule.

10. FAQ

How to contact Technical Help?

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

How do we communicate with teachers, counselors and administrators? All teachers and counsellors are available through email via the [HS staff directory \(alphabetical\)](#). Parents can also email directly from Powerschool, by clicking the blue link of the teacher's name.

How do we get the work set by the teachers?

High School students should login to their school PowerSchool Learning Account and/or Google classroom for each subject. Learning Instructions and assignments will be posted on either of these platforms and/or shared via email. Students should expect between 3-5 hours of work per subject, per cycle.

How to submit work?

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

What if my child cannot participate?

At the earliest possible time, parents should contact their school administrator, and the relevant teachers if there is a reason why a student is not able to participate.

What if my child left his/her textbooks in their locker?

If the campus is accessible, we will allow students to collect necessary resources. If the campus is closed, teachers will include electronic copies of excerpts from texts as appropriate. The vast majority of classes do not rely completely on traditional textbooks as resources.

Who do I contact if I am uncertain about what my teacher is asking me to do ?

Parents and students can contact the teacher directly if there is a concern or question that needs addressing. Parents and students can also reach out to their child's counselor or administrator as appropriate.

If my child receives EAL or Learning Support, how will they receive support during virtual school?

EAL and Learning support teachers will reach out directly to students and parents to explain how teachers will continue to provide EAL and Learning Support to students during periods of school closure.

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