

2021

# Elementary School Distance Learning Handbook



**INTERNATIONAL  
SCHOOL OF  
BUDAPEST**

Smart Education.  
Smart Life.

Informational Booklet

## Contents

Distance Learning – Aims and Objectives .....	2
Parent-Teacher Contact.....	2
Distance Learning Supply List .....	3
Platforms.....	3
Attendance.....	5
Grades .....	5
Timetables .....	6
How do I read the distance learning timetable? .....	7

## Distance Learning – Aims and Objectives

In the Spring/Summer term of 2020, we experienced our first ever mandated switch to distance learning, and we have spent time examining the results of our efforts and feedback from stakeholders (students, parents, teachers, and our accrediting bodies) to glean as much data as possible from that time in order to provide our students the best possible programming during any future returns to distance learning. The goal of distance learning during times of necessity at ISB Elementary is to allow children to continue learning and to stay connected in spite of changes to our physical circumstances, while maintaining a healthy balance with regards to screen time and physical activity.

## Parent-Teacher Contact

Teachers are available online during normal school hours, in Elementary classes this is from 8:00 to 12:00 and 13:00 to 15:00. When they are not teaching live lessons, they are available to answer emails or ClassDojo and Edmodo messages from parents and students. Parents are requested to please bear in mind that teachers are also accepting submissions of assigned work through ClassDojo/Edmodo, grading work, and preparing lessons for all of their lessons, so responses will be timely but may not be immediate.

**Please, respect teachers’ private time in the evenings and on weekends.** Teachers are only expected to answer emails and messages during the regular work day, so emails and messages sent after 15:00 may only be answered during a teacher’s break on the following day.

Parents are encouraged to use eKreta or email to book ZOOM meetings during teachers' normal office hours (similarly bookable for in person meetings during normal schooling situations) in order to resolve any questions or issues their children are experiencing. Students can also request private ZOOM meetings with their teachers via ClassDojo/Edmodo messages or email.

## Distance Learning Supply List

We ask that all children, Prep through Grade 4, have the following items available to them at home at all times in distance learning.

- A digital device (grade 3-4 **with keyboard**) with sufficient capability to run the latest version of ZOOM, a web browser, and the Microsoft Suite of products.
  - Must be one device per child; siblings should not share devices, as this prevents students with timetable clashes from accessing their lessons. In the case of siblings with a similar timetable, shared devices do not allow children to work independently.
- Access to a digital camera or scanner if the above device does not have this functionality, for the purpose of submitting paper-based works digitally.
  - Microsoft Lens, available via the child's @isb.hu account, is recommended but not required for use to create PDFs of paper-based work!
- Pencils
- Lined Paper, loose with folders for organization or a notebook
- Graphing Paper (kockás), loose with folders for organization or a notebook
- Blank paper, loose
- Crayons
- Pencil Crayons
- Markers
- Watercolour paint

## Platforms

ISB reserves the right to change platforms used for video lessons, student work submission, as well as student/teacher and parent/teacher communication at any point in the school year as these softwares are updated and modified and new technologies become available. Changes to our platform selections will be clearly and thoroughly communicated to parents via email, on the school website, and in the newsletter. The following platforms have been selected as of July 2020:

- Email
  - Teachers are available to parents via email to answer questions and provide assistance during school hours.

- Grade 1-4 students are issued an @isb.hu email address at the start of the school year with full Microsoft license for communications purposes and access to the Microsoft suite of products.
- eKreta
  - Grades and attendance will be logged through eKreta as normal.
- ClassDojo – Prep and Grade 1, and Edmodo – Grade 2, Grade 3 and 4
  - Each subject has its own “class” section containing all assignments, weekly assigned work and video lesson reminders
  - Parents and students can comment on assignments and announcement posts with questions
  - Parents can send private messages directly to the teachers
- ZOOM
  - Video lessons are delivered on ZOOM. Homeroom teachers will distribute a list of stable URLs/Meeting IDs for each teacher involved in their class, with passwords to enable students seamless access to their lessons in the event of distance learning. We are aware of the questions which have been raised about this platform, however we are using every security feature available to ensure that lessons and students are safe.
  - Student participation in video lessons is compulsory. Barring occasional technical difficulties, **students must turn on their cameras and be visible to the teacher during lessons**, to maximise interaction and allow teachers to verify not only attendance but understanding.
  - **Students must sign in to ZOOM using a recognizable name**. Students using unfamiliar usernames may not be permitted to enter their lesson, as the teacher has no way to know they are an ISB student. Nicknames are permitted, of course, as are shared accounts with other family members, however teachers are not responsible for missed lessons if a child is trying to sign in with silly usernames like *BestHackerEver*. ☺
- EducationCity, OxfordOwl
  - English-taught core subjects (ELL, Science, English Maths) will provide a portion of both homework and classwork on EducationCity. Additionally, unit tests and formative assessments in maths and literacy may be assigned on this platform. Each child is assigned a unique username and password in September, which will be shared by their Homeroom teacher.
  - OxfordOwl is the online version of the Oxford Reading Tree. Students can find the books required to complete their ORT weekly homeworks here! Each grade has a login and password which will be shared by ELL teachers.
- Kahoot, Padlet, and more...
  - Elementary students will not be expected to access further platforms and resources independently, however teachers may use other resources during live lessons. Students will be fully supported LIVE by their teachers during the use of any further technological resources!

## Attendance

Attendance will be marked during distance learning based on whether a student was present in video lessons and/or if they submitted work on that day for an independent work time.

Students will be marked absent on a lesson if they do not turn on their camera or if they leave a video session without permission from the teacher, if they refuse to participate actively (for example if they are playing video games instead of doing the lesson).

Students will be marked late if they do not sign on to ZOOM lessons promptly at the designated time. Late arrivals also may not be permitted to enter the class until a convenient time for the teacher to welcome them in, as it can be very disruptive for a lesson in progress to be continually interrupted by greetings and questions!

We understand that there can be barriers to attendance on video lessons, especially technical difficulties which can arise at any time. **Similar to in-school attendance, parents can justify absences to homeroom teachers via email!** Students who are not seen in video lessons, who do not submit work, and whose parents have not communicated a reason for this to the relevant Homeroom teachers, will be marked as uncertified absent.

## Grades

During distance learning:

- Classwork grades may be given more frequently than normal. The purpose of this is to provide more frequent feedback to parents and students, as we no longer meet regularly in the garden in person to answer impromptu performance queries.
- Behaviour and Effort grades will be given monthly in every subject, in addition to the homeroom teachers' normal overall evaluation, reflecting:
  - Behaviour – positive participation and 'classroom behaviour' during ZOOM lessons in that subject
  - Effort – engagement in ZOOM lessons and displayed effort in work submitted for the given subject.
- Grades on classwork will be based on the following rubric, which indicates the **maximum possible** grade given to work meeting the listed expectation. Naturally, the quality of student work will additionally affect grades, both positively and negatively, and as always individual works such as projects, tests, etc, will be graded separately from general class work according to the normal rubric. To put it simply: if a student submits one piece of class work in the month, which is perfect, but ten other pieces are missing, his or her maximum "classwork" grade will be *needs improvement* in Prep, Grade 1, and Grade 2, or a 2 in grades 3 and 4.

Prep-Grade 2	Grades 3-4	Classwork Submissions
Unsatisfactory/nem megfelelo	1	No work submitted
Needs Improvement/feljodnie kell	2	Some work submitted
Satisfactory/megfelelt	3	Half of assigned work submitted well/All work submitted but poorly
Good/jo	4	Most of assigned work submitted, following most instructions
Excellent/kivalo	5	All or almost all work submitted, on time, following all instructions

If there is any reason why your child is unable to submit work during distance learning, technical or otherwise, please **contact the relevant teachers!** They will work with you to ensure your child has the best possibilities for success.

## Timetables

When are lessons and when will the teachers be online?

- Distance learning timetables have been created for every class; you will find times for both video lessons and independent working times at the end of this document, when children are expected to be completing works assigned for that subject.

Why aren't all lessons video lessons?

- Teachers will provide interactive ZOOM sessions for approximately half of their lessons and written work and assignments for the remainder, including some pre-recorded content. This is how normal lessons happen in school – the teacher does not spend the whole lesson, every lesson, talking! Teachers introduce topics, explain concepts, and lead examples, and then students get down to work at their desks. We aim to mimic the normal working pattern for students as much as possible. They should explore their own understanding of the subject during their independent working times, and teachers will regroup on concepts with them during video lessons if necessary, based on the work submitted.
- IMPORTANT:** we do not want young children using devices constantly through the day. Research shows that long periods of screen time can cause eye strain, dry eyes, headaches, and posture problems leading to muscle and joint pain and poor circulation, for children just the same as they do for adults. In normal school times, Elementary students are up and down from the carpet to their desks, in and out of the building, upstairs and down to different classes, etcetera, not to mention the fact that they are not looking at illuminated screens constantly. Unfortunately, during distance learning, it is not possible for the teachers to walk around with our students! So, we must protect the children's

(and teachers') health and well-being more carefully in our scheduling instead. Students have 20 minute breaks between video lessons to rest their eyes away from screens, and we have worked to ensure that students do not have an excessive number of video lessons per day.

### How do I read the distance learning timetable?

- Lessons appearing with teachers' names indicate live ZOOM lessons. Occasionally, students will be asked to view pre-recorded video content before signing in to these lessons, but this will be clearly communicated by the teachers ahead of time. **You will find EVENT reminders of all ZOOM lessons every day on ClassDojo (Prep and Grade 1) and Edmodo (Grades 2, 3, and 4).**
- Lessons marked Independent Learning: \_\_\_\_\_ are to be used to work on their paper-based assignments as well as Edmodo and EducationCity assignments for the indicated subjects.
- English Club is an additional fun English-language ZOOM session per week offered by our wonderful PSHE teacher, Ms. Agi Szabo-Meretei. These sessions are not compulsory, and should only be joined by children who are caught up on their homework in their regular classes! 😊
- Gifted and Talented pull-out lessons continue in all programs, but children may be excused from these sessions if parents feel they need the time for their normal lessons. Please communicate with your child's regular and G&T teachers if you have any concerns or questions about which lesson to attend!