



**International
School Campus**

**Remote Learning Program
January 2021**



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I. Introduction

On Wednesday, January 6, 2021, the Schleswig-Holstein Ministry of Education established that all schools in the state would remain closed for in-person instruction through the month of January. This is effective as of the originally scheduled return date of Monday, January 11. The rate of infections for COVID have risen dramatically enough that the government has decided it is now a risk to have students return to school. Schools have been directed to establish distance learning programs to support their students during the closure. The closures have one key exception: students who are enrolled in graduating / certificate years will return to on-campus instruction. At ISC, this means that the 10th and 12th Grade students will return to school as normal on Monday, January 11th.

The closure is scheduled to last through January 31st. The method in which students may return after this date and the criteria by which such a decision will be made are not yet fully defined. It is, however, likely that the key criteria for returning to on-campus instruction will be tied to the local “7-day incidence rate” in Kreis Pinneberg and whether or not it has dropped below the mark of 50 infections per 100.000 residents. It is most likely that there will be a multi-staged return to instruction in February, beginning with the students in Grades 1-6 and establishing a rotating schedule for students in Grades 7 and above.

II. Expectations

A. Teachers

Teachers are responsible for being easily accessible through email and video calls, responding promptly to student and parent contact. Teachers will deliver all material promptly through the appropriate platform. Most importantly, teachers will provide individualized, timely feedback to students on their work in order to guide each student’s progress.

B. Students

Students will earnestly engage with all remote learning material in both the morning program and the afternoon program (where appropriate) with the goal of understanding the material presented. Students agree to follow the daily schedule as communicated by the school. Students also endeavor to engage in the digital community of learners, being present and engaged in video calls and seeking opportunities to connect with their classmates to collaborate in their learning. Students commit to complete all tasks or activities assigned by their teachers and submit all required materials in accordance with their due dates. Students understand that the work they submit must still adhere to all academic honesty policies established in the ISC Student Code of Conduct.



C. Parents

Parents agree to support their children in their remote learning as much as possible, with the understanding that they are also balancing their own professional and personal responsibilities. Parents agree to create a physical and emotional environment in the home that is conducive to remote learning, including the provision of all materials detailed in V.B. below.

III. Student Health

A. Screen Time

While the use of technology is a powerful tool for remote learning, excessive screen time can be extremely detrimental to the health of students. The ISC course schedule is designed to abide by the recommendations from the IBO that screen time is consistently limited and does not affect physical activity. We would like to request that parents recognize that their children's remote learning activities will add a substantial volume of screen time to their daily routine. As a result, other forms of screen time, such as video games, movies, or tv shows may need to be adjusted in order to maintain a healthy balance of exposure, especially in younger students.

B. Physical Movement

Physical exercise throughout the day is likewise vital to maintaining student health. Ideally, every student's activity would include a minimum of 30 minutes with an elevated heart rate. We recommend that students aim to add one outdoor break every school day.

C. ISC Counseling and Support

The ISC Primary and Secondary student coordinators as well as the college guidance counsellor and all other members of the student life team are available for contact and conversation. We strongly encourage students and parents to utilize these individuals as resources for working through any relevant concerns or issues.

IV. Learning Platforms and Tools

A. Google Classroom

Google Classroom is the central learning platform for students in Grades 1-10. Most, if not all, important educational content will be located centrally in Google Classroom, including digital materials, assignments, discussions, and links to live classes. Students in Grades 1-10 are expected to access their Google Classroom account on a daily basis. All student work product is to be uploaded to Google Classroom. Assignments submitted via email will not be counted.



B. ManageBac

ManageBac is a platform used exclusively in the IB Diploma Programme. Teachers will use this platform to communicate all relevant course material to their students, including assignments and their due dates. IB students are expected to access ManageBac daily. Students receive training on how to access and utilize the platform at the start of their IB studies. Please contact the IB Coordinator with any difficulties in accessing educational content through the platform.

C. Google Meet

All recorded and live video sessions will be conducted through Google Meet. Links to these calls should not be shared outside of the ISC Community. Links to calls will be posted in either Google Classroom or ManageBac. We ask that you adhere to the following expectations during video calls:

1. Mute your microphone unless actively speaking
2. Turn on your camera (when a camera is available)
3. Join the call a few minutes early

1. Students who do not turn on their camera will be removed from the video conference by the teacher and only permitted to return if they adhere to the above expectations. Teachers may also remove a student from the classroom if they distract or disturb the lesson after being warned. Once a student is removed from the conference for any of the above reasons, they are marked as absent for the period.

D. Email

Email will remain an essential communication tool for teachers, students, and parents. Students of all ages are expected to ensure that they know how to access their accounts from home and should check their inbox daily.

V. Remote Learning Procedures

A. General

1. Schedules:

The Remote Learning Schedules are published on the ISC website under the General Documents page. Students are expected to arrive to each lesson period promptly. In order to adapt the course offerings to a remote learning environment, a few courses have been removed from students' schedules. Specifically, they are: Art, Life Skills, Movement, Music, Nature, Technik, Textiles, and Physical Education. Where possible and appropriate, the period previously filled by these topics have been replaced by core subjects. Otherwise these represent free periods in the day during which students may take a break. These subjects will resume with on-campus instruction.

Primary Students have the most substantial changes in their daily and weekly schedules. The total number of instructional hours have been reduced to a developmentally appropriate level for an at-home learning environment.



Middle School students have had their schedules reduced by one period in order to provide for a later start in the morning. For the most part, the schedules follow the previous timetable. Some courses have been re-arranged as necessary to fit into the new schedule. Changes to the previous timetable are clearly marked in light blue.

High School students have had only nominal changes made to their schedules. Free periods are given as breaks in place of courses such as Music and Art. IB students have no changes in their schedules and will proceed at the normal pace but in a remote environment. IBDP Visual Art students will be receiving further instruction regarding possible studio access

2. Lesson Format

Each lesson will begin with a Google Meet video conference. All students are expected to attend. Google Meet codes can be found in the appropriate Google Classroom. Teachers are given autonomy in the way in which the lesson period is conducted. At a minimum, they will be available via Google Meet for the duration of the period for questions and support. Students should follow teacher instructions for each period.

B. Resources and Materials at Home

All students will need access to the following resources at home:

1. A dedicated (not-shared) tablet, laptop, or PC. Students may request temporary use of a school-owned iPad if needed. Please contact info@isceducation.de to arrange for pick-up. Please inform the school at least 24 hours before the desired pick-up time.
2. All supplies listed in the annual school supplies list provided by the school at the beginning of the year, such as notebooks, pens, pencils, etc.
3. A dedicated work space free from loud noises, distraction, or social interactions with other household members. (Shared work spaces are acceptable, but a “library atmosphere” should be observed).
4. Printing needs: In the event that parents do not have access to a printer, they are able to request that the school print certain documents and can pick them up during business hours. Please email info@isceducation.de with printing requests. These requests must be made 24 hours before the desired pick-up time.

C. Attendance, Grading, & Exams



1. Attendance at every lesson is expected. Students who do not log into the beginning of each class will be marked as absent. After two absences in one subject, the teacher will contact the parents to discuss how to ensure student participation.

**ISC recommends that students use a clock or device to set an alarm for the start of each period as a reminder to join in the session.*

2. Student work submitted during the Remote Learning Program will be graded by teachers. Their inclusion in the analysis for the overall grade in the subject's report card is decided on an individual basis by the teachers. All student work product is to be uploaded to Google Classroom.

3. No formal exams will be held remotely.

VI. Learning Support

A. Access to devices

ISC is committed to providing every student with access to an appropriate device that can support their remote learning. We anticipate supporting students primarily through the temporary use of school-owned iPads. Students are not required to use a school iPad, rather they are a resource if needed. Parents will pick up the device on behalf of their children. The existing "Responsible Technology Use Agreement" signed by families upon admission to the school will serve as the binding agreement under which families assume liability for damages to the iPads while used at home.

B. Access to internet

Access to a reliable, quality internet connection is a vital resource for participating in the remote learning program. Students who suffer from infrequent, unstable, or non-existent internet access are encouraged to contact the school immediately to discuss possible methods of support.

C. Technical Support

Naturally, with such a heavy reliance on so many digital systems, technology problems are inevitable. ISC would like to support its students in their technology needs as much as possible. We would like to request that all technology-related questions or concerns be directed to: info@isceducation.de.