



Secondary School Online Learning Guidelines

Our school mission is to **challenge and empower students to be compassionate and inspired people who act for the good of all and for the sustainable development of the world.**

As we face the challenges of possible school closure and other regulations that are inevitable in our post-COVID-19 reality, we hold true to the following two overarching guiding principles that give us clear direction as we plan ahead:

- to provide a highly controlled, low-risk health and hygiene environment for the students and employees
- to ensure that disruption to the students' education is minimized



线上学习指南

BCIS 的使命是：通过不断挑战，赋予学生力量，让他们成为有爱心，充满灵感的人，他们视人类的幸福为己任，身体力行地为实现世界的可持续发展做贡献。

当我们面对新冠疫情所导致的校园关闭及其他规定限制等无法预料的挑战时，我们始终遵循以下两项总体指导原则，并将此作为制定未来计划的清晰指引。

- 为学生和教职员工提供高度可控的、低风险的健康和卫生的环境。
- 对学生学业的影响降到最小。

It is important to note that the following guidelines are not a one-size-fits-all model, but rather, are intended to provide clarity of expectations and consistency across grade levels and subject areas. In some cases, there may be additional expectations communicated for individual subjects or year groups.

Specific questions related to school closure may be directed to the Secondary School Principal or to the Head of School.

请注意：以下指导原则不是“一刀切”的万能模式，而是旨在为不同年级和不同学科提供清晰而统一的标准和要求。当然，学校会根据个别学科或年级的具体情况提出更详细的要求。

关于疫情期间闭校及学生返校等相关问题，请咨询中学校长或学校总校长。



GUIDELINES AND EXPECTATIONS



Students Will

- Attend all sessions on time and be present (camera on) for the duration of the lesson.
- Contribute to the session activities and recognise that their contribution has an impact on themselves and the learning of other students.
- Check their school e-mail every day.
- Contact teachers by e-mail before the next class if there are any problems or questions.
- Upload the work within the timeframe given.
- Complete all work ensuring academic honesty (SS Student & Parent Handbook, Appendix 9).
- Ensure they have the appropriate technology (devices and applications) in order to complete and submit assigned work.



同学

- 准时上课，上课期间请打开摄像头。
- 积极参与课堂活动，认识到参与讨论对自己及其他同学学习的影响。
- 每天查看学校邮箱。
- 学生在下一节课前有任何疑问，请通过邮件联系老师。
- 在规定时间内把作业提交至指定学习平台。
- 完成所有的作业，确保学术诚信（参阅中学学生家长手册：附录 9）
- 确保学生有必备的学习工具（电子设备及学习平台）可以完成并提交作业。



Parents Will

- Inform the Secondary School Office (ssoffice@bcis.cn) when their child is unable to attend learning sessions.
- Support all learning tasks as appropriate.
- Communicate directly with teachers when a problem occurs during the tasks allocated.
- Provide the tools needed to complete online learning (devices, applications, infrastructure).
- Communicate with the Advisor if there is a concern with the health, wellbeing, or academic progress of the student.
- Check e-mail regularly to ensure all communication is read and responded to as needed.



家长

- 学生如需请假，请通知中学办公 (ssoffice@bcis.cn)
- 为学生学习提供所需的支持和帮助
- 如果对学生学习任务有疑问，请直接联系学科老师。
- 为学生在线学习提供所需工具（电子设备，在线学习平台和学习环境）
- 请与班主任沟通学生身心健康和近期的学习情况。
- 及时查收及回复邮件。





- Operate on Beijing time; new postings will be e-mailed to students/updated on by or before the start of class on the day of learning.
- Balance of the type of work that students are being asked to complete, for example:
 - PowerPoints
 - Video submissions
 - Blogs
 - Message boards
 - Readings
 - Writing assignments
 - Collaborative and/or other activities
- Take attendance (students who are not present will be followed up with as per our attendance policy [SS Student & Parent Handbook, p. 11])
- Use email as the primary mode of communication between students, parents and teachers.
- Respond to questions from students and parents within a 48-hour timeframe.
- Provide parents with regular updates on what has happened and what will be happening in their subject in the coming weeks.



- 以北京时间为准；所有新的学习资料将在当天上课前或前一天通过邮件发给学生
- 学生完成作业的形式多样化，比如：
 - 演示的 PPT
 - 视频
 - 日志
 - 留言板
 - 阅读
 - 写作
 - 小组合作和 / 或其他活动
- 上记录考勤（学校依据考勤政策，跟进学生缺勤情况）[中学学生家长手册，第 11 页]
- 学生，家长和老师主要通过邮件进行沟通
- 48 小时内回复学生和家。
- 定期和家长沟通当前的课程进度及接下来几周的课程计划。



- Be proactive in providing social and emotional, well-being, and mindfulness programming.
- Support students in developing self-management.
- Provide social and emotional support to students (and parents) as needed.
- Follow up with students of concern due to missing or incomplete work.



- 积极为学生提供社交情感、身心健康和冥想练习等辅导。
- 帮助学生加强自我管理能力。
- 为学生（及家长）提供所需的社交情感辅导和支持。
- 跟进未按时完成作业的学生。



Advisors will

- Check in – to see how students are doing, if they need help, to just stay connected and say hello.
- Be creative, be fun, and be supportive.
- Follow up on any student having issues accessing or completing online learning (see list in teacher resources).
- Communicate with parents and students as required and informed by the leadership team.
- Contact the Advisory Coordinator for ideas on how to connect with your advisees.
- Use current events as a way to encourage empathy and compassion for one-another.



班主任

- 和本班同学保持联系和定期沟通，了解他们需要的帮助。
- 提供生动有趣的课程，为学生提供帮助和支持。
- 跟进在线学习有困难的学生（详见教师资源）
- 根据学校领导团队要求，和家长及学生沟通。
- 联系班主任课程协调员，和本班同学更好的沟通。
- 鼓励学生在当前形式下，保持同理心和同情心。



Video Conferencing guidelines

All teachers are encouraged to conference call individual students and small groups to check in, catch up, and facilitate instructions and discussions. This can happen during scheduled classes, during office hours, or by appointment.

- Calls are made in a public space in the home such as the lounge or dining room.
- Meeting password and waiting room feature should be enabled. It is advised to use the same password for each group of students.
- Clear instructions need to be sent to students on video call etiquette and classroom expectations.
 - o All students must set their alias to the name they use at school
 - o Keep their camera on for the duration of the call
 - o Refrain from distracting activities (eating, conversing with others, frequent movement,...)
- For one-on-one conferences, invite another adult to the call OR inform parents and Coordinator of the call, OR record the conversations using the record function. If you record the call, make sure all participants are aware.
- Specific questions related to school closure and the Coronavirus should not be answered by teachers. This will always be communicated directly to parents by the Head of School or designee.
- Try Teams conferencing feature before your first session with students so that you can trouble shoot any IT issues in advance.
- Teachers set the call schedule based on Beijing time.



实时视频会议指导原则

老师应在上课期间、在线答疑时间和学生家长会期间通过视频会议形式，联系单个学生或小组学生，跟进学习进展、讲课内容和相关讨论。

- 在家里的公共区域通话：如客厅或餐厅。
- 在线会议平台设置登陆密码，及等待进入会议功能。建议同一组学生使用同样的密码。
- 向学生明确视频会议需要遵守的规定和课堂要求。
 - o 所有学生的登陆名必须与在学校使用的名字相同。
 - o 视频通话期间请开启摄像头
 - o 避免分散注意力（如：吃东西，与他人交谈，频繁移动，...）
- 一对一的视频会议需要邀请另外一个成人参加会议，或通知家长和协调员本次会议安排，或录制

对话内容。如果启用会议录制功能，请提前告知所有参加会议的人员。

- 疫情期间学校闭校等问题由学校总校长或指定人直接通知家长，老师不回答相关问题。
- 与学生第一次视频会议前，提前测试 Teams，保证会议正常进行。
- 老师根据北京时间安排视频会议。



- 1** Become familiar with your platform before you start. Why not try it with your teaching team!
- 2** Decide on video conferencing etiquette with students. I.e. not shuffling papers, when to mute microphones, when and how to use the "chat" function.
- 3** Decide on questioning protocols and establish an agenda so everyone is aware of expectations.
- 4** Send materials like slides or docs to students ahead of time so they can refer to them.
- 5** Have a backup plan in case tech doesn't work. This could be a classroom backchannel like Google Classroom or Padlet for discussion.



- 1** 提前熟悉平台的使用。和其他的老师一起试试吧！
- 2** 向学生明确视频会议规定，即：不随意翻页影响上课；何时将话筒调至静音；如何使用“聊天”功能。
- 3** 提前制定提问规则，明确上课内容。
- 4** 提前将预习材料发给学生。
- 5** 提前设置好 Google 教室或 Padlet 讨论平台等各选教室，以保证上课正常进行。