

## HOME/ONLINE LEARNING PARENT GUIDE

### ***First Steps:***

- Decide which device your child will use.
- Download the Apps you need on that device:
  - Seesaw Classroom (Seesaw Classroom is needed and not Seesaw Family!)
  - EPIC. Please know that EY teachers will be giving you different instructions for EPIC as at this time, your children are not enrolled.
  - Dreambox Grades One - Five (this may not work in some countries, which is fine!)

### ***Information regarding Home/Online Learning:***

Teachers will communicate to students through Seesaw. On Seesaw, parents and students will find a plan for learning across Reading and Writing, Math, Inquiry Projects as well as the various Specials classes of Art, Music, PE, Dance, Drama, and Bahasa Indonesia.

On the Seesaw platform, you will find all lessons, instructions, and experiences when you click the **Activity** icon.

***When Home/Online Learning begins***, teachers will share a three day plan getting students and parents introduced to the routines of Home/Online Learning. ***Following this, a weekly grid*** (aligned to our 7 day cycle) will be shared via Seesaw that allows you to plan for a week (five days), as well as daily posts on Seesaw that link to the specific lessons/activities for that day. The Specials' teachers will schedule and post activities/experiences on the days of the cycle children regularly attend those classes.

Home/Online Learning activities and lessons will be posted by 4:00 PM on class Seesaw accounts for the next day.

Teachers will be available online to respond to questions or concerns from students at the following times: 7:00 a.m. - 9:00 a.m. AND 1:00 p.m. - 3:00 p.m. (WIB - Waktu Indonesia Barat - Western Indonesia Time)

Each teacher will send home a package of materials including notebooks/pre-made books, math, and some reading books to support learning. Please note that this package is needed in support of learning that is assigned by the teacher. ***We ask that you do not open this until a teacher informs you to use specific materials in the package.***

Students and parents in Grades One and Five are given permission to use Online book services such as EPIC! with their school account. Early Years students will also be provided access to some of these services at the time of closure. Permission was given by ***EPIC!*** (online books) for us to access with our school account during JIS' school hours (6:00 a.m. to 4:00 p.m. Jakarta time) in the event of temporary closure. Please ensure that you can access the information, if not, please contact your child's homeroom teacher.

### ***Time frames for Home/Online Learning***

We believe that your children should spend some time online to receive instruction, connect with teachers, access resources, and upload information, photos or videos each day. Given the age of your child, this can be done with parental/adult support and/or parent/adult supervision.

Home/Online Learning will have an element which will require access to a laptop or iPad and activities that can be done without technology.

If online access is not available or there is no supervision, we support your child engaging in books and paper/pencil tasks and other activities and experiences that are part of their daily lessons and can be expanded on by an adult. *No child under the age of 13 should be online without an adult present (parent, guardian or trusted adult).*

- We believe that children in Grades EY 1 and 2 should only have minimal time online and be with a parent or guardian at all times.
- We believe that children in Grades EY 3 through Grade 2 should have supervision by a parent or guardian at all times and not spend more than one to two hours online accessing learning.
- We believe that children in Grades 3 through Grades 5 should have supervision by a parent or guardian at all times and not spend more than two to three hours online accessing learning.

### ***Supporting your child at home will require:***

- Access to a **reliable internet** connected device. \*We know that this may be variable in Indonesia or your home country and we will do our best to work with you to make necessary adjustments.
- **The parent or a trusted adult** should be available to provide support as needed. Your child may need some support in accessing and approaching the learning tasks.
- **A dedicated place** to focus on their learning and opportunities for breaks throughout the day.
- **Supporting emotional balance** by providing physical activities, social conversations and play. Please allow for time to reflect at the end of the day of what worked and what were the challenges.
- **Communicating questions** or challenges directly to teachers.

Students are expected to participate in Home/Online Learning. We recognize that some circumstances may make it difficult to access or sustain and work on an online platform for extended amounts of time or, at times, even at all. We also recognize that each family and home have different guidelines in regards to technology. If students are unwell or for any other reason unable to participate in Home/Online Learning, parents should notify the teacher and school, as they would any regular school absence.

***Information about online use of Zoom in the eventuality we have a longer closure of school***

Please note that should we be closed for more than two weeks, students will be accessing the following platform for their online learning: **Zoom**

By continuing the learning remotely you are giving your consent to your child(ren) to access this platform. \*We ask that all parents be available for any online lessons or online meetings/communication and/or assign a guardian or another trusted adult to be in the room at such time. This is a requirement for elementary aged students under the age of 13.

***Student Support Services***

Students who receive support from the Student Support Services Team including the English as an Additional Language (EAL) teacher, a Learning Specialist, or Speech-Language Specialist will use our Seesaw platform when appropriate to support classroom lessons, assignments and activities, as well as differentiate when possible. They will also be sending emails with specific lessons, information, and differentiated learning experiences, if needed. In addition, these professionals will be available for Skype and/or Zoom conversations with students (after the second week), as long as a parent or guardian is present and visible. These professionals will also be available to you via email.

Should your child need support from a counselor, this can be arranged by contacting the counselor via email.

**Pattimura Elementary (PEL)**

Christina Miranda - [cmiranda@jisedu.or.id](mailto:cmiranda@jisedu.or.id)

**Pondok Indah Elementary (PIE)**

Brian Krembs - [bkrembs@jisedu.or.id](mailto:bkrembs@jisedu.or.id)

Lyndsy Duet - [lduet@jisedu.or.id](mailto:lduet@jisedu.or.id)

***Technology Support***

Please know that our IT department is available to assist you. Should you need IT support, please contact:

**Pattimura Elementary School (PEL)**

Jason Graham - [jgraham@jisedu.or.id](mailto:jgraham@jisedu.or.id)

Leslie Henry - [lhenny@jisedu.or.id](mailto:lhenny@jisedu.or.id)

**Pondok Indah Elementary School (PIE)**

Jane Ross - [jross@jisedu.or.id](mailto:jross@jisedu.or.id)

Hugo Indatrano - [hindatrano@jisedu.or.id](mailto:hindatrano@jisedu.or.id)

Sarah Pickles - [spickles@jisedu.or.id](mailto:spickles@jisedu.or.id)

### ***Most Importantly...***

Do not hesitate to contact your child's homeroom teacher if you or your child has questions or if they need extra help and support. Our faculty will be on hand to help and support children who need it.

We appreciate your support and partnership during this challenging time. We know that it is difficult to recreate school in a different setting and to dedicate time, supervision and support to your child(ren). We want to ensure that teaching and learning continue in the best possible manner with the understanding that Home/Online Learning can be challenging for children and parents.

Should you have any questions or thoughts, please do not hesitate to contact the elementary leadership team.

### ***JIS' Guidelines and Information for Parents - COVID-19 Coronavirus***

#### **Pattimura Elementary School (PEL)**

Maya Nelson - [mnelson@jisedu.or.id](mailto:mnelson@jisedu.or.id)

Regina Alcorn - [ralcorn@jisedu.or.id](mailto:ralcorn@jisedu.or.id)

#### **Pondok Indah Elementary School (PIE)**

Maya Nelson - [mnelson@jisedu.or.id](mailto:mnelson@jisedu.or.id)

Butch Koltai - [ckoltai@jisedu.or.id](mailto:ckoltai@jisedu.or.id)

Justine Smyth - [jsmyth@jisedu.or.id](mailto:jsmyth@jisedu.or.id)