



Bishop's High School, Tobago

Remote School Handbook

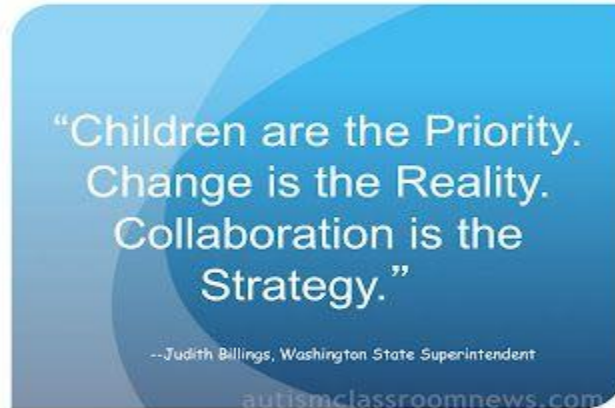


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Introduction

Welcome to our school's new online learning space. We are all new to this environment but hope to grow together with you and master our craft as teachers in this new space. Thank you for cooperating with us. The following is a guide to our operations in this first term of the academic year 2020-2021. These are subject to updates as we advance.



Our Daily Structure

Our school's online timetable has been organised into five sessions per day as follows:

Form Teacher Check in 8:15 am – 8:30 am

Session 1 8:30 am – 9:30 am

Session 2 9:35 am – 10:35 am

MORNING BREAK 10:35 am – 10:50 am

Session 3 10:55 am – 11:55 am

LUNCH TIME 11:55 am – 12:30 pm

Form Teacher Check in 12:30 pm – 12:40 pm

Session 4 12:45 pm – 1:45 pm

Session 5 1:50 pm – 2:50 pm

1. The timetable will guide when students will have online sessions whether synchronously or asynchronously.
2. Each session will run for a maximum of 1 hour. Upper school students are allotted at least one double session per subject.
3. The one-hour allotments to sessions will be utilised by teachers as needed, based on topic, activity and form level of students. While students may be engaged in a lesson for the entire session time, they may or may not be engaged online or on-screen for that time.

Time Management Tips: <https://www.youtube.com/watch?v=QYSx8G-JmAk&feature=youtu.be>

Guidelines For Our Students

Students, for this academic year, 2020/2021, your Term One classes at least will be conducted online. As a virtual learner, you are reminded of the tenets of your school's mission statement, which demands excellence and the exercise of the highest moral and spiritual values.

Please pay close attention to the following guidelines you will be expected to follow:

RULE NUMBER ONE

A breach of common sense is a breach of the school rules. Even in the virtual environment, you are expected to be responsible and display behaviour that is considerate of others.

PREPARATION

As far as it is possible, identify a study space where your classes could be conducted at home. Ideally, this should be a quiet spot with proper lighting. Your family members should be alerted to your class times. Cooperate with your family to minimize distractions during classes.

ONLINE CLASSES

1. Classes will be held in two modes: synchronously (live/face to face) and asynchronously (Google Classroom / Moodle / Emails / WhatsApp)
2. Forms One to Four students will use Google Classrooms and Forms Five and Six will use the Moodle platform as the main spaces where their lessons and activities will be placed.
3. Students are expected to login five (5) minutes before the start of synchronous classes and stay in the waiting room until admitted by a teacher.
4. The student's registered name **MUST** be visible on their devices to allow them into the live online sessions. Any unrecognized name will not be allowed to enter.
5. Students **MUST** have their cameras on throughout the synchronous online class unless otherwise instructed by the teacher. Microphones must be kept on mute except when speaking.



ONLINE CONDUCT

1. Written and oral communication in class sessions will be guided by the class teacher and conform to the school's standards, always being respectful. Sexually explicit, drug-related or otherwise offensive messages will not be condoned.
2. Follow general Internet safety guidelines and do not develop programs to harass others, hack, bring in viruses, or change others' files.
3. Students' work must be authentic and original. Refrain from copying and engaging in plagiarism.
4. Passwords issued to you by your teachers must NOT be shared. If for any reason these become compromised contact your teacher immediately.
5. Students who violate the virtual classroom rules of conduct will receive a warning by the teacher to correct their behaviour. If they do not comply with the instructions given, they will be removed from the class for the rest of the session. Acts of defiance may result in further disciplinary action.

ATTIRE

1. **All students MUST be dressed in their school shirt for all live (synchronous) online sessions.**
2. Hair is expected to be groomed to minimize distractions.

ATTENDANCE

1. Any student **later than 5 minutes** after the start time for online class will be marked late.
2. Any student who does not attend his/her online session will be marked absent.
3. Completion of tasks in asynchronous classes by the assigned submission time will count as presence for those sessions.

HEALTH AND WELLNESS

1. Start your day with morning prayer and a healthy breakfast.
2. Remember to stretch, get your snack and go to the washroom between your sessions.
3. Eat healthy, balanced meals. Your brain needs the right nutrients to function optimally.
4. Exercise regularly.
5. If you are experiencing stress or burnout or just need someone to talk to, reach out to someone you can trust. Remember, our School Guidance Counselor is willing and available to help you.

Students, we are in a new dispensation of learning, "the new normal". Follow all the instructions provided by your teachers. Represent yourselves intelligently, knowing that only with your fullest cooperation we can bring you the success you deserve.

Guidelines For Our Parents

Parent, in this academic year 2020/2021, your child's Term One classes will be conducted online. We need your assistance in helping our students hold to the tenets of our school's mission statement, which demands excellence and the exercise of the highest moral and spiritual values, while we deliver the curriculum to them in a virtual world. You play a critical role in supervision of the students.

1. Create a space at home that is conducive to the student participating in online classes and where they can focus on their studies.
2. Know your child's class schedule, assignments and due dates so you can monitor their activities and progress in completing their tasks.
3. Your presence and involvement are the best ways to keep students safe and on-task.
4. Know your child's usernames and passwords to be able to monitor his/her online safety.
5. Continue to nurture your child, ensuring they have healthy meals, regular exercise and adequate sleep.
6. Our Guidance Counsellor is available to provide online counselling upon your request.
7. Your child's attendance at virtual school is compulsory. A written excuse will be required for students who are absent from online sessions. Excuses should be addressed to the Principal and emailed to bhs.parent@fac.edu.tt or dropped off at the school. Please use the following format:

The **Subject Line**: Absence of <Student Name Here> <Student Class Here> from online class

The **content** of the letter should cover the following areas:

Name of Student: _____

Form: _____

Date absent: _____

Online subject(s) missed and attending teacher(s) name(s): _____

Reason for Absence: _____

Name and (e-)signature of Parent: _____

Parent phone contact information: _____

Parent email contact (if hand delivered): _____

8. Take some time to spend off-screen with your child daily that does not include schoolwork.

Guidelines For Our Teachers

Teachers, this is a new environment to which you are transitioning. The same pedagogical tenets apply, and we must find new and creative ways to address our students' needs remotely.

1. Utilise the training and resources provided by the MOE, DEIE and the school.
2. Meet your classes online real-time at least one time per week.
3. It is recommended that screen time be between twenty-five to thirty-five (25 – 35) minutes in total at any time per subject dependent on level.
4. If you do not have access to connectivity, then the school should be used to conduct online classes.
5. Keep student attendance records, which should be submitted daily, using devised system. Asynchronous attendance may be determined by student's timely completion of the task given.
6. Prepare schemes of work in collaboration with your colleagues and Head of Department.
7. Report on the completion of delivery of lessons to your Head of Department via provided forms. Heads of Department will submit the completed forms fortnightly to the Principal.
8. Design assignments for students' completion and online submission.
9. Email or upload learning activities for students at or before the scheduled class-time as prescribed by the school's timetable.
10. Reach students who cannot access the online environment by producing packages that contain instruction via flash drive / paper for collection at the school office by their parents.
11. Provide feedback to students, parents and Principal on specific issues as required.
12. Remember to stretch and rest your eyes in between sessions.



Health and Wellbeing Activities

This is important in every stage of our lives and includes psychological, emotional and social well-being which affects how we feel, think, act and even relate to others.

Here are some activities that can help maintain your mental and emotional wellness.

1) Deep Breathing Exercise

- A) Sit or lie flat in a comfortable position.
- B) Put one hand on your belly just below your ribs and the other hand on your chest.
- C) Take a deep breath in through your nose, and let your belly push your hand out. Your chest should not move.
- D) Breathe out through pursed lips as if you were whistling. Feel the hand on your belly go in, and use it to push all the air out.
- E) Do this breathing 3 to 10 times. Take your time with each breath.
- F) Notice how you feel at the end of the exercise.

2) A Gratitude Journal

It may be hard to maintain an attitude of gratitude in difficult times but that's when it is important to pause and appreciate those things we may take for granted like something someone did for you, a person you love, food you ate or something you have that others don't. Everyday write at least two (2) things you are grateful for and see how this can impact on your own well-being. (Image courtesy www.education.com)



3) Mindfulness

This is focussing what is happening now in the present moment instead of some other negative situation that is beyond your control. A simple activity as handwashing can help you practice this technique. Just follow the simple instructions: -

1. Turn on the water and listen to the sound it makes as it comes out of the tap and goes down the drain.
2. Notice the tap and the sink
3. As you put soap on your hands, what does it feels like?

4. As you rub the soap together in your hands, notice how slippery it is. Can you smell the flavour of the hand soap?
5. As you wash the soap off your hands, watch the bubbles and the water going down the drain – imagine your worries going down the drain with the water.
6. As you dry your hands on a hand towel, notice the feeling of the towel on your hands – is it soft? Or scratchy?
7. When your hands are dry, take a moment to think. Now your hands are clean, you are ready for your next task. How does that make you feel?
8. Now take a few seconds to take a full relaxing breath!



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4) Physical Activity

Physical activity can do a lot not just for your physical well-being but your mental and emotional health as well. Even if it is for just a few minutes a day or a week make time to exercise or engage in some type of physical activity whether it is taking a brisk walk, run or skipping a rope.