Instructions for parents and students regarding distance learning at CTI 2020-2021 school year

Welcome to another school year at CTI. Given the Covid-19 conditions, instruction for the time being will be online. CTI will try its best to provide optimal distance learning! Education has changed dramatically, and we are now in the process of interacting via computers. The mode of communication has changed.

I

Technology:

By now it is common knowledge that CTI has secured permission to use G Suite, which is an excellent platform that comprises lots of valuable applications, including:

Classroom

Meet

Chat

Drive

Gmail

Jamboard

As well as many other applications.

II.

How it works:

    A.

Timing:

There will be seven actual periods during distance learning. The periods follow school timing exactly. There will be 5 minute breaks at the end of each period, and 5 minutes for the students to join in the beginning of each period. Recess is followed as normal, and there will be no chapel sessions for the time being.

<u>Kindergarten:</u>

Details to be given separately, on a later date

<u>Grades 1 – 6:</u>

Period 1: 7:30 – 8:20
Period 2: 8:20 – 9:10
Period 3: 9:10 – 10:00
Break I: 10:00 – 10:15
Period 4: 10:15 – 11:15
Period 5: 11:15 – 12:05
Break II: 12:05 – 1:00 (time for lunch!)
Period 6: 1:00 – 1:55
Period 7: 1:55 – 2:45

Grades 7 – 12:

Period 1: 7:30 – 8:20	
Period 2: 8:20 – 9:10	
Period 3: 9:10 – 10:00	
Break I: 10:00 – 10:45	
Period 4: 10:45 – 11:35	
Period 5: 11:35 – 12:25	
Break II: 12:25 – 1:00 (time for lunch!)	
Period 6: 1:00 – 1:55	
Period 7: 1:55 – 2:45	

B.

Attendance will be taken regularly. Students should know that they may be penalized if they do not attend. The students need to take online instruction very seriously.

Students should observe classroom manners during the Meet sessions. They are to raise their hands when they have questions, and wait for their turn in the queue.

Students should not disturb others during the sessions. They should attend the sessions in full. Students can keep water bottles next to them and drink as needed.
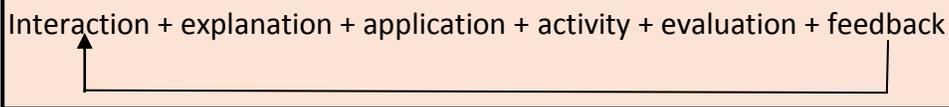
III.

Instruction model:

We will be using this model:

Instruction:

Interaction + explanation + application + activity + evaluation + feedback

Notes:

Interaction is when the teacher and the student, or the student and the student, discuss matters, ask questions, and offer suggestions. There is actual "talk" between the protagonists. For the CTI online program, we will be using Google Meet.

Explanation is a given by the teacher, with discussion with the students. Here, the lesson is outlined, expanded, and shared with the students.

Application: This is classwork. Students work on their own, with the teacher's help, or even with the help of other students online. Application could be homework, as well.

Activity: Sometimes there are activities to be done in class, at home as classwork, or overnight, or for a specified extended period. Students may film themselves here and provide the teacher.

Evaluation: Was the lesson understood? The teacher can know through questioning, through sample exercises, or ultimately through exams (short or long).

Feedback: Was the lesson understood? If not, we repeat. If all is OK, we go on with the same procedure, with different material.

In short,

A lesson has explanation (through Meet), material to read (through Classroom, PowerPoint, pdf, films, attachments, etc), activities, applications and evaluation (through questioning, drop quizzes, exams, take-home assignments). There will be variations, and it is possible for lessons not to follow this exact structure.

IV.

Modus Operandi **(how it works)**

- Students should prepare themselves in the morning as if coming to school, on any regular school day.
- There should be internet access at home.
- Students log on their classrooms by using the classroom code. This is done once in the beginning of the school year.
- Previous students of CTI mainly know the procedure of using Classroom from last year. Also, most students have used other media last year, which are similar to Meet. So using Classroom and Meet should not be a problem. Anyway, the first few periods of instruction will be for the teachers and the students to familiarize themselves with the system.
- Students are to find a comfortable spot for the day. The equipment needed should include a notebook, pencil, eraser, and any other items that they may need (calculator, ruler, colored pencils, etc.) It may be a good idea to have a water bottle handy. There will be breaks between each period.
- Students follow the class sessions through Meet and Classroom.
- Always check Online Academic and the inbox.
- The students of grades 1 and possibly 2 will find difficulty accessing Meet in the beginning of the school year. Parents, or older siblings, are encouraged to assist these students in the process of logging on to G Suite, Meet and Classroom.
- Students will not be asked to print out papers.
- Certain books and workbooks are needed. We will inform the parents/students about these soon. Otherwise, a lot of reading material is online.
- Separate information will be sent to KG students.
- More information about the use of Meet and Classroom is sent separately. Kindly check this as well.

VII.

Parents and students are kindly requested to bear with us, since the first few days of the year could be experimental to the students and the teachers.

This is an organic, evolving process. Matters are liable to change in case we see the need to do so.

Good luck, best wishes, and may God bless!