



# DISTANCE LEARNING GUIDE

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## I. Purpose

Keisho Center is committed to upholding our mission and providing an excellent educational experience for our students at all times, including those times when external circumstances may affect our ability to deliver lessons in-person and/or according to our regular schedule. The purpose of this guide is to outline the procedures, tools, and resources that will enable continued instruction should an extended period of distance learning become necessary.

## II. School Closure

In response to government stay-at-home orders, inclement weather, or other emergencies, the President and GM, in consultation with the Board of Directors, Core Group, Norwood School, and local authorities, will make the decision about cancelling Keisho Center in-person activities.

When Keisho Center is closed on a school day, classes are expected to continue through our Distance Learning Program. Students should always take school materials,



including their red folders, in case our Center is closed the following school day. Please check email for messages from Keisho Center and your teachers and check our homepage for the latest updates. Please be understanding that extenuating circumstances may impede staff's ability to communicate with families.

### III. General Guidelines

- Online classes will meet between 9:00-12:30 for 2.0-2.5 hours each Saturday via Zoom and other online platforms.
- The length of each class will vary according to the ages and needs of each group.
- We will follow the published [Keisho Center calendar](#). The calendar is subject to change based on community health guidelines and Norwood School's plan.

During distance learning in 2020-21, Keisho Center online classes will proceed according to the following schedule:

	Karakurenai	Terigaki	Uguisu	Wakatake	Asagi	Toki	Rindo	Nanohana	Seiran
	9:00 - 12:30 2グループ	9:00 - 12:10 2グループ	9:00 - 12:30 個人&小グループ有	9:30 - 12:00 1グループ	9:45 - 12:30 1グループ	9:30 - 12:30 1グループ	9:00 - 12:30 2グループ	10:00 - 12:30 1グループ	10:00 - 12:30 1グループ
					個人時間あり				
9:00	9:00 - 9:15	9:00 - 9:40	9:00 - 10:00				9:00 - 9:40		
9:10	オープンクラス	グループ①	個人、または 小グループ会話				グループ①		
9:20	9:15 - 10:00								
9:30	グループ①	9:50 - 10:30 全員		9:30 - 10:30 全員	9:45 - 10:30 全員	9:30 - 10:30 全員の全・語学学習 自由課題確認	9:40 - 10:30 全員		
10:00	10:00 - 10:30 全員 (おやつ休憩含)	(おやつ休憩含)	10:00 - 10:30 全員		語学学習 (休憩含む)		小グループ活動 語学学習	10:00 - 10:30 ウォームアップ 語学学習	10:00 - 10:30 ウォームアップ 特別授業
	10:30 - 11:00 十人十色 (Electives)						10:30 - 11:00 十人十色 (Electives)		
11:00	11:00 - 11:15 休憩 11:15 - 11:30 歌の時間	11:00 - 11:15 歌の時間 11:15 - 11:30 全員	11:00 - 11:15 おやつ休憩 11:15 - 12:00	11:00 - 11:30 全員	11:00 - 11:55 全員 ホームルーム活動	11:00 - 11:10 おやつ休憩 11:10 - 12:00 全員 工作・地理	11:00 - 11:20 全員 (おやつ含む) 11:20 - 12:00 グループ②	11:00 - 11:30 ディスカッション おやつ休憩	11:00 - 11:20 ディスカッション・休憩 11:20 - 12:00 プロジェクト1
11:30	11:30 - 12:15 グループ②	11:30 - 12:10 グループ②	全員	11:30 - 12:00 オープンクラス または特別授業				11:30 - 12:00 全員 文化	
12:00	12:15 - 12:30 オープンクラス		12:00 - 12:30 特別授業 (ゲストまたは合同)		12:00 - 12:30 特別授業 (ゲストまたは合同)	12:00 - 12:30 特別授業 (ゲストまたは合同)	12:00 - 12:30 特別授業 (ゲストまたは合同)	12:00 - 12:30 特別授業 (ゲストまたは合同)	12:00 - 12:30 プロジェクト2



- The Curriculum Coordinator will work with teachers to develop the most appropriate format for the ages of the students in each class and the content to be taught, which might consist of small group lessons and use Zoom, Google Hangouts, or other online platforms.
- Teachers will continue to stay in weekly contact with families with instructions and details about the start time, length, and expectations for their specific online sessions.
- Teachers will continue to assign optional independent work to students.

In 2020-21, Keisho Center will use a dashboard on which you can enter your virtual classroom and see the class schedule and your assignments. The address is

[keisho.org/classes](https://keisho.org/classes).



#### IV. Guidelines for Students and Families

Please keep in mind the following points when taking part in online classes:



**Washington Japanese Heritage Center (Keisho Center)**

ワシントン日本語継承センター

keisho.org / facebook.com/keishocenter / info@keisho.org

P.O. Box 142

Cabin John, MD 20818

- We will send a new passcode for Zoom classes each week. The passcode will be in the weekly email. Contact your teacher or info@keisho.org if you have access questions.
- Zoom meeting IDs will not change. Only passcodes will change each week.
- Enter your class 10 minutes before your session begins.
- For safety, students' login name should be their own full name in Japanese. Do not use a parent's name or a generic name such as "iPhone" or "K's laptop."
- Dress for success! No pajamas, please.
- Keep your camera ON during all Zoom sessions. If you need to turn off your camera to preserve bandwidth or for other reasons, please communicate your needs with your homeroom teacher as soon as possible.
- Use a laptop or desktop.
- Do not use a virtual background.
- Do not eat during online class.
- Think about the study space for your online class. Be aware of your surroundings and protect your privacy.
- As much as possible, we encourage parents to check in periodically while their children are in the online sessions in order to ensure they are on-task and engaged.



- Please be aware that Keisho Center records Zoom sessions, including chats among students, for security or other purposes. As part of our long-standing policy of safeguarding privacy, we will always protect the confidentiality of students. Student names and images will never be shared publicly (e.g. on Keisho Center's Facebook) without the express written consent of a parent/guardian.
- Normally, we will not hold large-group singing time or other large gatherings online. The Music Director will visit classes to practice singing in small groups.
- For students that do not have access to a laptop or desktop, please contact us at info@keisho.org. Keisho Center has several Chromebooks available for student use.

## **V. Online Code of Conduct: Shared Expectations for Distance Learning**

We prioritize the safety, welfare, and confidentiality of students, families, and staff and will implement strategies to maintain and improve online security. We need everyone's cooperation to make sure that we follow good digital citizenship behavior. Please review the following guidelines together as a family:

1. Never share the meeting IDs or passwords of Keisho Center sessions with people not associated with our program.
2. Any participant in Keisho Center online sessions will be required to identify themselves with their full name to the meeting host. Anonymous participants are not allowed.
3. Your computer's camera must be kept ON at all times during a session.
4. Do not record online sessions on any device (e.g. cell phone) nor broadcast online sessions on any social media (e.g. Snapchat).



5. Do not share personally-identifying information such as the names or photos of any Keisho Center community member online.
6. Never participate in nor facilitate any behavior that may be discriminatory, abusive, or harmful to others. Such behavior is always inappropriate and unacceptable.

Keisho Center will enforce these expectations strictly. Violators may be suspended or withdrawn from our program immediately and face other potentially serious consequences including the notification of law enforcement.

## VI. Guidelines for Teachers

### 1. Upgrade accounts

- a. Teachers should upgrade to paid accounts with enhanced functionality and security.

### 2. Expectations

- a. When appropriate, work with families that are experiencing connectivity issues as soon as possible. Contact students and parents to make sure they are comfortable logging on to Zoom.
- b. Be understanding of students that are “tardy” to a session. They may be experiencing tech problems beyond their control.

### 3. Zoom Protocol

- a. IDs and passcodes should be sent in separate emails. Each week, a new password will be sent in the Keisho Center family email.
- b. Authenticate each participant by requiring them to identify themselves with their full names.
- c. Enable your waiting room in Zoom and require participants to stand by for identification before allowing them to enter a session.



- d. When possible, arrange for a co-host to assist you. The co-host will help verify the identity of all participants and monitor participants.
- e. Participants that do not follow meeting norms will be removed to the waiting room if necessary.

#### 4. Zoom Settings

- a. Enable the waiting room.
- b. Disable students' ability to use virtual backgrounds and record chats.
- c. Automatically mute all participants upon entry.
- d. Auto-record of all sessions, including private chats among students.

#### 5. Add-on Message to Emails

When sending messages to families about online classes, please add the following reminder to the end of your email.

The confidentiality and security of our families while online are extremely important. We need everyone's cooperation to make sure that we follow good digital citizenship behavior. We ask that all families review the following guidelines together:

1. Never share the meeting IDs or passwords of Keisho Center sessions with people not associated with our program.
2. You will be required to identify yourself to the meeting facilitator when accessing an online session. Anonymous participants are not allowed.
3. Your computer's camera must be kept ON at all times during a session.
4. Do not record online sessions on any device (e.g. cell phone) nor broadcast online sessions on any social media (e.g. Snapchat).
5. Do not share personally-identifying information such as the names or photos of any Keisho Center community member online.
6. Never participate in nor facilitate any behavior that may be discriminatory, abusive, or harmful to others. Such behavior is always inappropriate and unacceptable.

Keisho Center will enforce these expectations strictly. Violators may be suspended or withdrawn from our program immediately and face other potentially serious consequences including the notification of law enforcement.