

Virtual School Plan- Parent-Student

远程教学方案-学生须知

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Audience: Students and Parents

使用对象: 学生和家長

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Context 方案制定的背景

Pandemics and typhoons constitute the two most likely sources of school closures. This plan articulates expectations for online learning for students and parents in the event of school closures, thereby mitigating the impact of lost face-to-face (F2F) instructional days.

流行病疫情和台风是两大最有可能造成学校停课的情况。为了尽量降低因学校停课而导致老师面授教学减少对学生的影响,学校特此制定此方案,以清晰界定因学校停课而采取远程教学期间,学校对学生及家長的期望。

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Terms 专用名词

Learning Management System (LMS) – a system such as Canvas that allows teachers to post course materials, conduct activities and accept assignments online. As of 2020-21, NCPA uses Canvas.

学习管理系统(LMS) — 一个老师可以发布课程学习资料、组织学习活动、在线上收取学生提交作业的系统，如 Canvas。NCPA 在 2020-2021 学年，使用 Canvas 作为学习管理系统。

Student Information System (SIS) – a system that stores student attendance, grades, schedule, and other school-related data. As of 2020-21, NCPA uses PowerSchool.

学生信息系统 (SIS) — 一个储存学生出勤情况、成绩、课程表以及其他与学校事务相关信息的系统。NCPA 在 2020-2021 学年，使用 PowerSchool 作为学生信息系统。

Microsoft Teams – an instant messaging service included in Office 365 that allows for voice and video chat, including group calls.

微软 Teams — 一个包含在微软 Office 365 软件套装中的即时通信软件，可以支持个人一对一或者多人组群进行语音文字信息沟通和视频通话。

Synchronous (real time) learning – classes are conducted “live”, with the teacher and students online at the same time.

同步（实时）教学 — 指的是直播教学，即老师及学生同时在线进行教学与学习。

Asynchronous learning – Teachers and students do not meet at an appointed time. Teachers post course materials regularly and students complete work at their own pace, submitting it by instructor-determined deadlines.

异步教学 — 老师与学生不同时在线，即老师定期在学习管理系统中发布学习资料，学生按照自己的时间安排来登陆系统进行学习，并遵照老师指定的作业提交期限完成并提交作业。

Remote access software – Software that allows IT support personnel to remotely communicate with a user and control their computer. Such software is used to provide technical support when a user and technician are in separate locations.

远程控制软件 — 一个可让 IT 技术人员能够远程联系、接入并控制终端用户的设备的软件。该软件是在终端用户与技术人员不能够在同一个地点会面、但是用户需要技术人员为其设备提供技术支援时使用。

Scenarios 适用场景

Circumstances that would result in school closure include inclement weather, disease outbreak, political unrest, or natural disaster. This plan would be activated in the event of closures lasting for three or more days.

有可能造成学校停课的情况包括：恶劣天气、疾病爆发、政治动荡以及重大自然灾害。本远程教学方案将在学校因上述原因而不得不停课超过三天或三天以上的情况下启动。

This plan assumes that students have access to the internet for at least part of the day but are not on campus and do not have VPN access. Students are expected to continue their studies at home. Teachers are expected to perform their instructional and professional duties from either on- or off-campus, depending on the nature of the closure.

本方案是建立在假设学生每天至少有一段时间可以用于上网课，且不在校园内也无需应用 VPN（虚拟专用网络）的情况下来制定。本方案启动后，将要求学生在家中利用网络继续学业，而老师将利用网络进行在线教学，履行其岗位职责。老师进行在线教学的地点（在校园内亦或是校园外）取决于学校停课的性质。

Assumptions 假设条件

- During school closure, the overwhelming majority of students will spend the closure at home or in relatives' hometowns in mainland China
学校停课期间，绝大多数的学生将留在中国大陆境内的家中或其他亲属家中进行远程学习。
- Students will not have access to VPNs¹ and cannot reliably access foreign websites and services during school hours
学生上课期间将不能使用 VPN 服务¹，或不能（稳定地接入）浏览境外网站以及使用境外网络服务。
- Teachers may be within or out of mainland China and may be spread across many time zones around the world.
老师所处位置有可能是在中国大陆境内或境外，也可能处在不同的时区。
- Secondary students benefit from having a regular schedule, consistent ways of accessing content and activities, and frequent synchronous contact with teachers during virtual school.

¹ Survey data from the Feb-June 2020 school closure indicated that 40% of surveyed students had VPN access
2020 年 2 月到 6 月停课期间对学生的调查数据显示，40%的受访学生表示可以使用 VPN 服务

学校进行远程教学期间，全校学生（包括初中部和高中部）都将从固定的课程安排，稳定的获取课程教学内容及学术活动安排，以及与老师在线同步互动中受益。

- **Secondary students require more time to complete a lesson online compared to the same lesson delivered in person**
初中部和高中部的学生，就完成学习同样的内容而言，利用在线的方式学习要比面授方式要花更长的时间。
- **Students have access to a limited range of school materials, especially for specialist courses. They may not have their instruments, art supplies, or PE equipment available.**
在线学习期间，学生可以使用的学校教学材料有限，尤其是某些专门的课程。学生可能无法使用乐器、美术画具以及体育器材等。

Activation Procedure 启动程序

1. **The NCPA Senior Leadership Team (SLT) decides to activate virtual learning in consultation with general manager.**
NCPA 管理层在得到上级主管（总公司总经理）同意后将启动远程教学方案。
2. **Community is notified via message**
学校将通过官方消息渠道通知社区成员
 - a. **Message content**
信息内容
 - i. **Bilingual overview of procedures and expectations posted to publicly accessible webpages.**
双语版本的方案流程概要及要求将通过公众网页公布。
 - b. **Message delivery**
信息发布
 - i. **Deputy principal and registrar notify parents via e-mail, SMS, WeChat Parent Portal, WeChat public account, and school website**
中方校长及学生处员工将通过包括电子邮件、短信、微信家长门户、微信公众号以及学校网站等平台来向家长发布相关信息。
 - ii. **Division principals notify student body via Teams, e-mail, Canvas notice, and PowerSchool alert banner.**
分部校长将通过包括 Teams 学生群、Canvas 通知、PowerSchool 通知栏通知等方式来通知全体学生。
3. **SLT organizes town halls/assemblies to present information and hold Q&A**
学校管理层将通过举办集会来介绍相关的信息并进行答疑
 - a. **SLT and registrar lead parent community session**
学校管理层及学生处将主持面向家长群体的介绍会
 - b. **Division principals and Dir of Ed Tech lead online student assembly**
分部校长及教育技术部主任将主持线上学生介绍会
4. **SLT organizes 1-2 inservice days for teachers to prepare**
学校管理层将安排 1-2 天集中培训老师，为远程教学做好准备

Software, Hardware, and Human Infrastructure 软硬件及人力基础设施

Software 软件

- **Tencent Meeting:** Teachers shall use Tencent Meeting to deliver synchronous video lessons. The Tencent meeting link for each class is on the class's Canvas page. 腾讯会议：教师应该使用腾讯会议进行直播教学。腾讯会议链接在 Canvas 主页。
- **LMS:** All teachers shall post daily lesson plans and resources to the LMS. 所有老师需将每日的课程任务和资料发布在 LMS 上。
- **Outlook:** Teachers and students will follow the virtual school bell schedule outline in this document. All course times are listed in students' and teachers' Outlook calendars. 老师与学生均遵循本方案中的远程教学课程表，所有的课程时间都将列于 Outlook 日历中。
- **Teams:** In addition to Outlook e-mail, all students and teachers shall install the desktop Teams app and stay online continuously during the school day. 除 Outlook 邮件外，所有学生及老师均需安装电脑版 Teams 软件并于教学日期间保持在线。
- **OneDrive:** Students and teachers should use OneDrive to sync the contents of Teams to their computers. Syncing is more reliable than downloading and uploading files using a web browser. Users who do not sync can expect performance issues when downloading files without a VPN in mainland China. 学生及老师需使用 OneDrive 以将 Teams 中的内容同步保存至电脑，比起用浏览器下载或上传文件，同步功能更加可靠。在中国大陆地区，若用户不及时同步，在无 VPN 的情况下，下载文件将可能出现性能问题。

Hardware 硬件

To participate in virtual school, all students require:
参与远程教学，所有学生需要：

- A laptop 手提电脑
 - As a stopgap measure, students without a laptop may use a Bluetooth keyboard and smartphone or tablet to access course content. However, they may not be able to access all content and activities successfully. 若学生没有手提电脑，他们可以使用智能手机或平板并搭配蓝牙键盘作为替代工具。不过，他们将可能无法访问所有的内容及功能。
 - Students may use Windows laptops, but the IT department cannot fully support all problems on Windows laptops. 学生可以使用 Windows 电脑，但 IT 部门可能无法为 Windows 问题提供良好支持。
- A built-in or external webcam 内置或外置摄像头
- An internet connection 网络连接

- IT department provides technical support via helpdesk@ncpachina.org and via Tencent Meeting at <https://go.ncpachina.org/itsupport>, M-F, 8:00am-4:30pm. 技术部门将提供技术支持，如需协助，于星期一到星期五早上 8 : 00 到 16:30 通过发送邮件到 helpdesk@ncpachina.org , 或腾讯视频沟通，请点击 <https://go.ncpachina.org/itsupport>
- Dean of Students and counselors follow up on student progress and areas of concern. 教导主任及导师将跟进学生的进展及需要关注的方面。
- Office staff continue working on-site or remotely from 8am to 4:30pm 办公室人员将从 8: 00 至 16:30 保持现场或远程待命。
- Division principals supervise instruction by reviewing course material in the LMS and observing remote instruction via Tencent Meeting. 分部校长将通过检查 LMS 上的课程内容及腾讯视频的远程课堂以监督教学。

School Calendar 校历

Virtual school days count as instructional days.
远程教学上课日计入正式的教学日。

Bell Schedule 课程日程表

Most online courses, such as graduate-level courses, operate on a weekly schedule where the instructor posts new materials and assignments each week but does not offer frequent synchronous sessions. Given that NCPA’s student population is used to a two-day rotation and that the plan assumes that students 1) benefit from regular synchronous contact with teachers, and 2) are mostly located in the China Standard Time zone, virtual school will follow the bell schedule shown in .

Table 1

Virtual School Bell Schedule

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Dept. Mtng			Weekly: 7:45-8:00		
Advisory or Office Hours	As regularly scheduled	As regularly scheduled	As regularly scheduled	As regularly scheduled	As regularly scheduled
Classes	Regular Day 1/2 rotation	Regular 1/2 Day rotation	Regular 1/2 Day Rotation	Regular 1/2 Day Rotation	Regular 1/2 Day Rotation
Office Hours	As regularly scheduled	As regularly scheduled	As regularly scheduled	As regularly scheduled	

*Notes: Counseling appointments may happen any day by appointment

**Special Notes

1. G7-9 SEL Support will be provided during the second half of the HPE blocks. Counselors, Dean of Students, and Principals will request check-ins with students the last 40 minutes as needed.
2. Additional G9 SEL support will be provided during Music 9 music periods. Counselors, Dean of Students, and Principals will request check-ins with students for the last 40 minutes as needed.

Further student support comes from the continuation of advisory and in regular weekly divisional (or whole school) virtual assemblies conducted on Tencent Meeting (or the school-determined alternative platform).

Office Hours 课后师生答疑时间

During virtual school, teachers continue to provide office hours as per the normal office hours schedule—mornings and afternoons. Office hours are by appointment, and teachers shall communicate to students the system used to sign up for office hours. Students can click a link on the Canvas home page of their course to make an office hours appointment.

在网络学习期间，教师们继续与往常一样，提供课后辅导，包括早上和下午。课后辅导时间需要预约，老师们应该和学生沟通如何预约课后辅导。学生可以通过点击 Canvas 主页链接进行预约。

Faculty Collaboration 教师合作

Courses which include multiple sections taught by different teachers will continue to be co-planned and utilize common summative assessments. Students will continue to have access to EAL support through the co-teaching model and/or courses planned with access to an EAL coach. Students and parents will continue to have translation support via the teaching and instructional assistants in the virtual classroom environment and/or for communication between home and school.

老师会继续按照原定计划上课，如果有多位老师在不同时间段教授同一课程，他们会继续共同合作备课并使用相同的总结性测评。学生将会持续通过 EAL 老师共同教学模式和/或 EAL 老师协助备课来获得 EAL 老师的帮助。学生和家长会持续获得教学助理的翻译支持（远程教学期间和/或学校与家庭的交流中）。

Curriculum 课程

Performance-based Courses 以实践为基础的课程

When possible, steps will be put in place to facilitate students continuing to have access to instructional materials for performance-based courses. For instance, during high-risk periods students will be asked to take musical instruments home with them over the holidays and parents will be provided with a basic list of art supplies students need to have access to at home (drawing paper, pencils, erasers, colored pencils).

在可能的情况下，学校将会采取措施以便学生能继续获得以实践为基础的课程的教学材料。例如说，在高风险时期，学生将会被要求在假期把乐器带回家，学生家长将会收到一份基本的美术用品清单以供学生在家使用（画纸、铅笔、橡皮、彩色笔）。

Given the nature of virtual learning, though, performance-based courses may move to a more theoretical examination of their content in the online environment with less emphasis on performance.

受限于远程教学的特点，以实践为基础的课程可能会在线上对于学习内容进行更理论化的考试，降低对实践表现的要求。

Student and teacher surveys and informal feedback from February to April 2020 indicated that synchronous instruction was the most satisfying component of virtual school. Live teacher-student interactions helped students stay engaged with course activities and stay organized with course assignments. Parents also expected that virtual school would include a live teacher. Teachers reported satisfaction when conducting video calls with students.

学生和教师填的一份关于 2020 年 2 月到 4 月期间的远程教学反馈中显示，实时在线教学是远程教学中最让人满意的部分。老师与学生的实时在线互动可以帮助学生更好地参与课堂活动，和更加有条理地完成课堂作业。家长们也希望远程教学中能够有老师实时在线。老师们也反馈了与学生进行视频通话时的满意度。

Instruction during virtual school should adhere to the following guidelines. The teacher(s):

远程教学期间，老师应遵守以下守则：

- Provides at least 20 minutes of synchronous whole-group instruction via Tencent Meeting during each lesson. This instruction may be a greeting and summary of the day's lesson, a clarification or re-teaching of materials from a previous lesson, a lecture or skill demonstration, a check-in about students' social-emotional state, a small-group activity using breakout rooms, or other activity relevant to students' academic and social-emotional needs.

老师在每节课中需要通过 腾讯视频（或学校选择的替代软件）提供至少 20 分钟的全班同步授课。这可能是相互问候及对当天课程的总结，对上一课内容的再次说明或重新讲授，讲座或技能演示，对学生的社交情感状态的了解，利用软件中的分组讨论功能让学生进行小组活动，或其他与学生的学术和社交情感需求相关的活动。

- Reason and Recommendation 原因和建议:

These 20 minute check-ins for attendance are crucial to give students a sense of normalcy in a world that may seem unnatural. As reported by the [California Department of Education](#): "Leading with social and emotional learning (SEL) is essential not only because children need social and emotional support as they, like the adults around them, navigate the unprecedented challenges of alternative learning contexts, but because SEL helps students access academic content through building essential self-management skills, resilience, and connections."

在课堂上花 20 分钟来进行报到，有助于让学生在看似不寻常的学习环境中保持惯常的做法，是非常重要的。正如[加州教育部](#)的一份报告指出：“对青少年的社交情感学习（SEL）进行引导是必不可少的，不仅因为青少年也像他们周围的成年人一样需要社交和情感支持，以应对非寻常学习环境所带来的前所未有的挑战，而且因为 SEL 通过帮助学生构建必要的自我管理，抗逆和人脉关系等能力，让他们更好地理解学术内容。

- Prioritizes key standards and learning 优先的关键标准和学习:
 - Planning a lesson for each day the class meets 根据课堂需求进行备课 Setting deadlines that account for the fact that students take longer to complete work online compared to in-person class, and that students have a flex day on Wednesdays to do schoolwork.

相较面授教学，学生可能需要更长的时间来完成远程教学的作业，根据这一情况来设定截止日期，并且让学生在周三有一日弹性时间来完成作业。

- Recognizing that students need the ability to maintain a balance between off-line, personal time and school work.
认识到学生需要有能力平衡线下的个人时间和学校的作业。
- Includes all course content and announcements in the LMS, and plans lessons that do not require students to have access to a VPN.
在 LMS 上有所有课程内容和通知，并计划学生不需要 VPN 也能访问的课程。
- Teachers should minimize their use of videos. If a teacher is using a video, they must use a video shorter than 5 minutes and 20MB in size, to account for students' poor internet connections and adolescent attention spans. Teachers can break up larger videos and use software like Handbrake to reduce video file size.
教师们应该尽量减少使用视频。如果老师一定需要使用视频，那么他们可以用一个不超过 5 分钟，20MB 的视频。到学生的网络情况可能不佳，并且鉴于青少年的注意力跨度，课堂上使用的视频时长需控制在 5 分钟内，大小不超过 20MB 的视频。老师可以通过软件例如 Handbrake，把长视频分解成几个短视频，缩减文件大小。
- Accepts all assignment submissions in the LMS
接收在 LMS 上所有提交的作业。
- Plans and implements input, intake and output activities as part of each lesson.
在每节课上准备并实施输入，知识吸收和输出活动作为教学的一部分。

Input 输入

Teachers may provide text, audio, video, and/or image materials as input. As in face-to-face school, great care should be paid to ensuring input is comprehensible. Teachers should upload all materials to the LMS or another online location accessible on the mainland Chinese internet.

老师可能会提供文本，语音，视频，和/或图片材料作为输入，正如面授课程那样，老师需要确保这些内容是能够被理解的，同时应该将所有材料上传到 LMS 或其他中国大陆互联网上可访问的线上位置。

Intake 知识吸收

Intake provides opportunities for students to process the input. Activities using technology may be helpful for keeping students connected to the class. Teachers may choose to use a variety of tools and activities.

知识吸收让学生有机会消化输入的内容，通过应用科学技术，可以帮助学生与课堂保持密切关系，老师可以选择使用广泛的工具和活动。

Output (including Assessment) 输出（包括作业）

Output requires students to produce. Output is often formative but also includes summative assessment.

输出要求学生有所产出，输出通常指形成性总结，也包括总结性测评。

Teachers will continue to give summative assessments during virtual school. Teachers collect assignments using the LMS or during live calls with students.

远程教学期间，老师会持续给学生布置总结性测评。老师会通过 LMS 或者在视频通话期间收集学生的测评作业。

Students will continue to be held accountable for their learning through formative and summative assessments with both types of feedback continuing to be available to students and parents in PowerSchool.

学生需要通过完成形成性测评和总结性测评以示对自己的学习负责，这两种测评形式的反馈都会持续在 PowerSchool 上更新，让学生和家长可以查询。

Consequences and procedures related to academic dishonesty continue to be in place during virtual school and can be found in the Student Parent Handbook ([MS- pg. 22](#) and [HS- pg. 23](#)).

学术不诚信在远程教学期间仍维持相同的后果和处理程序，可以在《家长学生手册》中找到具体内容（[初中-22 页](#) 和 [高中-23 页](#)）

Attendance 考勤

Students are required to be online and in communication with their teacher(s) for the entire block during which their course is scheduled (as per the virtual school bell schedule). As part of this expectation, students must be logged into and participate in the live portion of the lesson hosted on Tencent Meeting, using their real English and Chinese name. To check student attendance, teachers will ask students to respond to a bellringer activity and an exit ticket at the end of the instructional block. Teachers may further require that students be visible in a live camera feed throughout the live lesson.

在规定的课程表时间内，学生应整节课在线并与其老师进行交流（如远程教学课程日程表所示）。学生必须登录并且参与到 腾讯视频（或者学校选择的替代软件）上直播的部分，登录时需要使用真实的英文名字和中文姓名。为了进行考勤，老师会要求同学们在上下课响铃时进行回应或者在课堂结束时提交“出场票”。老师们可能会进一步要求学生们在直播课程中开启摄像头。

Teachers will take attendance during each instructional block and record the attendance. **The school’s attendance policy will not be suspended during online learning (see [Student Parent Handbook](#) for details). Parents will have access to their child’s attendance record via the WeChat Parent Portal, as during the regular school year.**

老师在每节课都会进行点名并将考勤情况。远程教学期间，学校的考勤政策不会暂停（详见《[学生家长手册](#)》）。如正常学年一样，家长可以通过微信家长门户查看学生的考勤记录。

Communication 沟通

Parent Communication 家校沟通

Parent communication will continue in much the same format as it does during face-to-face school with alternations in Table 2.

家校之间的沟通形式大部分会延续之前面对面的沟通形式，如表格 2 所示。

Table 2

Parent Communication

Audience/purpose	Communication medium
Prospective parents	WeChat subscription account

General announcements for current parents

WeChat Parent Portal

E-mail

Parent-teacher/counselor/principal meetings

Tencent Meeting

Student concern calls to parents by main office

Phone or Tencent Meeting

Parent workshops

Tencent Meeting

表格 2

家校沟通

对象/目的	沟通媒介
准家长	微信公众号
针对在读学生家长的公告	微信家长门户 邮件
家长与老师/导师/校长之间的会议	腾讯视频
学校办公室针对学生问题致电家长	电话/腾讯视频
家长工作坊	腾讯视频

Division principals shall publish one newsletter per week for MS and for HS on the parent portal.

分部校长每周会在家长门户针对初中和高中发布一封家长信。

Student Communication 学生沟通

Students must respond to teacher emails and Teams messages within 24 hours. Students must check Canvas every period. Students must make appointments to see teachers for office hours, and must not miss their appointments. Students may get help:

- For their classes by contacting their teacher via e-mail or Teams, or by scheduling an office hours appointment.
- For social-emotional issues by contacting their counselor via e-mail or Teams, or by scheduling an appointment.
- For other issues by contacting their principal.

学生们需要在 24 小时内回复老师的邮件或者 Teams。学生们必须每一节课查看 Canvas。学生们必须预约才能在课后辅导，预约后不能缺勤。学生们可能需要帮助：

- 和任何老师沟通：通过邮件和 Teams，预约课后辅导
- 心理和情感协助：通过邮件和 Teams 与导师交流，或者预约其他时间
- 其他问题：联系校长

Social-Emotional Support 社交-情感支持

For Students 针对学生

The counseling department will continue to provide individual student support based on student requests and referrals from faculty and staff.

导师处将会继续根据学生的需求以及教职员工的反馈，为学生提供一对一的支持。

Advisors or counselors will schedule 5-10 minutes each week to check in individually with advisees about their social-emotional health. Such check-ins may be scheduled during office hours or at other times.

班会课老师每周将会为学生安排 5-10 分钟的一对一社交情绪健康的咨询了解。此类咨询了解可能在课后答疑时间进行。

Academic Support 学术支持

Students have a harder time keeping up with schoolwork during virtual school compared to in-person school. NCPA has adopted specialized student support procedures for virtual school.

与正常的教学模式对比，远程教学期间学生将比较难跟上学习。NCPA 将继续照常使用我们的学生支持系统程序，包括采取以下变化：任课老师向教导主任汇报学生的学术担忧的频率，将从每学季调整为每隔三周。

Tech Support 技术支持

Students may request technical help from the IT department by emailing helpdesk@ncpachina.org or via Tencent Meeting (<https://go.ncpachina.org/itsupport>), M-F, 8:00am-4:30pm.

在星期一到星期五，8:00 到 16:30 学生们可以通过发送邮件到 helpdesk@ncpachina.org 获取帮助，或者与点击此链接 (<https://go.ncpachina.org/itsupport>) 到腾讯视频与老师交流。

Child Protection 青少年儿童保护

[The child protection policy](#) remains in effect. This policy includes guidelines for interacting with students via e-mail, chat, and live video calls which teachers should pay particular attention to during virtual school.

《[青少年儿童保护制度](#)》将持续有效。此制度包含了在远程教学期间，与学生通过邮件、聊天工具以及实时视频通话联系时，老师应该具体注意的准则。