E-LEARNING

BIS WHOLE-SCHOOL PLAN FOR E-LEARNING GENERAL EXPECTATIONS

AL-BAYAN
INTERNATIONAL SCHOOL
مدرسـة البيـان الدوليـة

12 August 2020

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Message from the Director

The safety of our children, staff, and BIS community is paramount. That served as the core principle coupled with the guidance and direction from the relevant authorities which anchored our consideration around the possible return to the school campus.

We conducted extensive research on the international return to school models, online school programs, backed by in-depth analysis and insights from school leaders, teachers, and surveys to gauge sentiments, and identify needs and possible challenges. This enabled us to map the way forward and develop the enclosed guidelines for our e-learning program, which will ensure that this process is as smooth as possible yet flexible enough to accommodate the complexities of each school level's content.

Since we provided the e-learning program for our students this past spring, these experiences offered authentic opportunities to improve our e-learning program, focus on key concepts, knowledge, and skills. We emphasized interaction and creativity, and involved a balance of on-screen and off-screen tasks that help connect to previous learning and the current curriculum, collaboratively developing a continuous learning program.

Please review our plan that we will be reviewing and training our staff members with during our beginning of the year pre-service days to the start of the school year. This is our initial plan and COVID-19 has taught us that we need to be patient and flexible as often the circumstance and situation change. Therefore, as we get even closer to the school year, we will send the final edits after we have met with our staff and take their feedback as well.

Later in the school year, should the circumstances in Kuwait change and with the guidance of the Ministry of Education and the Ministry of Health, rest assured we have plans in place to resume learning on campus through a blended learning program. These will be shared at a later time when appropriate.

Finally, just to reiterate that keeping our community safe is the primary intent of all our actions and decisions. The intent of this document is to provide clear information and for our entire school community as we embark on this journey of e-learning together to commence the 2020-2021 Academic Year.

As always, should you have questions, please feel free to contact us as we truly believe that our collective efforts - both our school staff members and our parents will be the difference to ensure our scholars continue to learn and grow under our care.

In Partnership,

Dr. Zak Palsha
Director

Purpose

The purpose of this document is to provide policies and guidelines to the BIS community in preparing to start the 2020-2021 academic year online through our e-learning program.

The goal is to ensure that students receive the required learning for the school year 2020-2021 and to mitigate the potential for transmission of COVID-19 in our school.

The success of this plan requires a true partnership between our teachers, students and parents. Our dedicated teachers will commit to plan carefully, maintain an online presence, and provide regular feedback. Our students will need to be motivated, engage in discussions and submit their online work. Our parents will need to support this alternate mode of instruction at home. In cooperation, the online learning experience will continue to support students' academic progress and will be mindful to attend to students' social and emotional well-being.

Scope

The Ministry of Education issued a decision on starting the school year 2020-2021 through distance education. Staff can return to school based on the length of time informed by the Ministry and their requirements.

Methods

Generally, e-learning has two types of approaches: self-paced and instructor facilitated. Our e-learning approach will be facilitated using a myriad of methods, which include: instructor developed videos, virtual classroom, real-time interactions with the teacher and peers, and prompt feedback.

Framework for Policies and Guidelines

BIS's framework for e-learning is based on ensuring the student is learning the essential standards for the grade level and content areas. We are also mindful of the fact that school has a mission to educate and to holistically support everyone involved in that mission.

The plan has therefore been framed around four dimensions:

- Essential standards
- Appropriate assessment
- Staff and student wellbeing
- Community support

Professional Development

Pre-service schedules for teachers will include professional development around e-learning. Orientation will be held in small groups for parents and students to introduce e-learning and get to know the teachers and online class expectations. Textbooks and workbooks/resources will be made available for pickup from campus prior to the start of e-learning. More information will be shared in the coming weeks.

BIS Community Responsibilities

BIS recognizes that e-learning, like regular school, is a partnership and requires BIS staff members to work in partnership with students and parents. Below are the responsibilities of each participant in the e-learning partnership.

Leadership Responsibilities

- Leaders will model what is expected from our learning community. They will show daily support and online presence.
- Administrators are responsible for monitoring the online live interaction between teacher and student using the admin view for platforms as well as checklists.
- Administrators need to ensure that teachers are all trained to use the approved platforms by the school.
- Generate the weekly schedule for live sessions.
- Ensure weekly schedules are uploaded where applicable.
- Ensure parent and student support is available to ensure the success of the program.
- Communicate with faculty/staff on a daily basis and for parents on a weekly basis.
- Respond to emails in compliance with our norms of no more than 24/48 hours response time.
- Disseminate a student and parent survey and analyze results to make the necessary changes to the program.
- Hold regularly scheduled meetings virtually i.e. grade level, department, and full faculty meetings.
- Attend virtual Leadership Meetings, School Level Meetings, and other regularly scheduled meetings.
- Assist with other administrative duties as assigned.

Administrative Staff Responsibilities

- Be available to translate, disseminate, and communicate information, and support the Leadership Team as needed.
- Follow up with parents on student virtual attendance and student submission of work.
- Assist with the distribution of all reports as per school level.
- Continue to draft and distribute scheduled weekly communications to parents/staff.

Teacher Responsibilities

- Have a quiet workplace.
- Attendance will be taken and logged into PowerSchool.
- Act with the same professional conduct as outlined in the staff handbook.
- Dress appropriately.
- Have materials available.
- Ensure weekly assignments are uploaded where applicable.
- Ensure parent and student support is available to establish the success of the program.
- Be available to students, colleagues, and parents during office hours, Sunday through Thursday.
- Deliver lessons as per school level expectations.
- Utilize a variety of high yield instructional strategies.
- Communicate Learning Objectives and describe Activities for the week.
- Incorporate assessments to monitor and adjust instruction and provide assessments/ feedback.
- Track students' daily achievement and progress.
- Address IEP goals and provide accommodations and resource support where applicable.

- Connect with students 2-3 times a week or as scheduled by the Principal.
- Assign meaningful work.
- Collaborate with team members or departments to design remote learning experiences during scheduled or agreed upon collaborative planning times.
- If a teacher is sick, she/he should follow the same protocol of reporting an absence and ensure that a colleague/EA can conduct the on-line sessions.

Educational Assistant Responsibilities
- Check in with teacher(s) daily.
- Reach out to students as per teacher/ parent requests.
- Post educational videos when needed.
- Provide anecdotal feedback of online work done.
- Be involved in e-learning and attend all live sessions as assigned.
- Conduct small breakout groups as requested.
- Complete surveys; provide evidence of online involvement.

Parent Responsibilities
- If your child is confused about something and you are unable to help them, reach out to their teacher – that is what they are there for! It is okay to ask for help. We know that our children often work better for the teacher than mom or dad. Let the teacher know!
- Assist their children with the daily schedule: downloading, printing, monitoring of work.
- Provide laptop, iPad, or other electronic devices needed.
- Be sure students are dressed appropriately.
- Communicate with teachers if/ when needed.
- Prepare a quiet working space for your child away from possible distractions.
- Make sure work is completed and submitted on time.
- Establish routines and expectations.
- Take an active role in helping children process and own their learning.
- Encourage physical activity and/ or exercise.
- Check how much time is spent online.
- Be mindful of stress or worry.

Student Responsibilities
- Be on time, and be respectful.
- Be dressed appropriately and in your designated study area at home such as: your desk, dining table, etc.
- Be prepared as if coming to class.
- Speak when it's your turn.
- Have camera turned on (not negotiable), participate in live sessions and stay on topic.
- Be diligent and timely in submitting your work.
- Inappropriate behavior will result in the student being blocked from the interactive session.
- Student expectations outlined in the student handbook is still applicable in an e-learning forum.

Teacher / Student Interaction

Teachers will follow these guidelines:

- Display same professional conduct as if in the physical classroom.
- Avoid over familiarity.
- Choose a neutral venue/background.
- Refrain from discussing speculations and rumors.
- Stick to the reason for the meeting and be conscious of not digressing.
- Please remember child protection protocols.

E-Learning
Setting Up for Success

How can parents and students get ready for e-learning?

- Create a routine and schedule and stick to it.
- Get up at a regular time.
- Take breaks, eat, and go to bed at a specific time.
- Set up a workspace – personalize it with things that are encouraging for you and has easy access to your schoolwork and supplies.
- Communicate – respond to teachers and school staff members promptly. Reach out if you need help.
- Monitor your student's emotional stress. If students are more than four hours a day on school work, they may need additional support. Please contact us.

Working Hours/ Office Hours

The staff are required to do e-learning from school. Interactive office hours will be held on a regular basis, including afternoon/evening office hours. During office hours, students (or parents) will be able to ask the teacher for clarifications, extra support etc. We believe communication and interaction are important for students and teachers to feel connected during school closures.

Offline work

- Printing assignments will not be required (various uses technology to complete tasks will be accepted).
- Activities will include offline parts such as reading in their textbook or other literature, talking with friends and family, writing in a journal or notebook, taking pictures or videos, etc.

Workload and Work Time

- The online lessons will be similar to what one might cover in class so as not to over- burden the students with a huge amount of assignments every day.
- The work will vary so there are opportunities for multiple forms of learning.

Grade Level Requirements

Assignment requirements outside of live class sessions will be limited and effort will be made to make the learning experience comparable to traditional class schedules.

KG I & KG 2 Expectations/Requirements:
- Homeroom teachers will conduct 20 minute Literacy and Math classes daily with students via Zoom, in addition to a "community" class (class meetings, social/emotional learning, ProtectEd, etc.)
- Arabic teachers will conduct 20 minute classes four times per week with students via Zoom.
- Specialists will conduct 30 minutes classes via Zoom.
  - KG students will participate in one specialist each day.
- The total screen time per day will not exceed 110 minutes.
- Tasks will be varied and differentiated to ensure student engagement.
- All teachers will post a recorded mini lesson addressing the objective(s) for the week.
  - The duration of each recorded video should not exceed 7 minutes.
- Videos, images or audio files from e-learning are not distributed outside of the school community without the permission of all parties.

KG 1 & 2 E-learning Schedule
Students will attend either a morning <u>or</u> afternoon session as assigned

Morning Session		Afternoon Session	
Period	Time	Period	Time
1	9:15-9:45	1	11:55-12:15
2	9:50-10:10	2	12:20-12:40
3	10:15-10:35	3	12:45-1:05
4	10:40-11:00	4	1:10-1:30
5	11:05-11:25	5	1:35-2:05

Grade 1 - Grade 5 Expectations/Requirements:
- Homeroom teachers will conduct Literacy and Math classes with students daily via Zoom.
- Homeroom teachers will conduct Science or Social Students class twice per week.
  - Science and Social Students will alternate by unit.
- Arabic teachers will conduct online classes with students daily via Zoom.
- Islamic/Quran teachers will conduct classes three times per week via Zoom.
- Specialists will conduct 20 minutes classes via Zoom.
  - Students will participate in one specialist each day.
- Duration of online classes:
  - Literacy, Math, Science, Social Studies, Arabic, Islamic/Quran: 40 minutes.
  - Specialists: 20 minutes.
- Homeroom teachers will conduct a 20 minute "community" class daily (class meetings, social/emotional learning, ProtectEd, etc).
- The total screen time per day will not exceed 4 hours.
- All teachers will post a recorded mini lesson addressing the objective(s) for the week.
  - The duration of each recorded video should not exceed 7 minutes.
- Tasks will be varied and differentiated to ensure student engagement.
- Videos, images or audio files from e-learning are not distributed outside of the school community without the permission of all parties.

Elementary School E-learning Schedule	
Period	Time
1	9:50-10:30
2	10:40-11:20
3	11:30-12:10
Lunch	12:10-12:40
4	12:50-1:30
5	1:40-2:20

- MS and HS Expectations/Requirements:
  - **English, Math** and **Arabic** teachers will conduct class with students via Zoom daily.
  - **Science** and **Islamic/Quran** teachers will conduct online class three times a week.
  - **Social Studies** teachers need to hold an online class twice a week.
  - The duration of each subject for live sessions will be:
    - Middle School and High School: 40 minutes per subject.
    - There are scheduled breaks for students in between the subjects.
  - The total screen time per day will not exceed: 4 hours for MS and HS.
  - For electives, the teachers will have a live session with the students daily, PE twice a week.
  - Students will have a 10 minute break between course meetings.

- Online classes are treated the same way as discussions in a classroom and the same behavior policy followed.
- Videos, images or audio files from e-learning are not distributed outside of the school community without the permission of all parties.

Middle & High School E-learning Schedule	
Period	Time
1	9:00-9:40
2	9:50-10:30
3	10:40-11:20
4	11:30-12:10
Lunch	12:10-12:40
5	12:50-1:30
6	1:40-2:20

Live Class Participation/ Discussion Guidelines for Students
- Be on time and turn your camera on at eye level.
- Students should enter with microphone off and stay muted unless chosen to respond to reduce background noise.
- Make sure you sit in a well-lit and quiet place and keep external distractions to a minimum.
- All discussions in group chat should be focused and on topic. Teachers should make sure to turn off private chat access prior to class.
- Review the following Online Etiquette Tips.
- Be polite. All messages should be written in a civil tone with non-offensive language.
- Avoid all caps. In the online world, ALL CAPS MEANS YOU ARE YELLING.
- If you are confused or need a further explanation, post a question. If you need help, it is likely that others do as well.
- Re-read your post before you post it. Make sure your sentences are complete and there are no mistakes. Your editing will help ensure that you have expressed yourself in the manner you wanted.
- Avoid using shorthand.
- Sarcasm does not always work well online and we encourage you to avoid it.
- Participate. If you have something to share, share it.

Communication
The school will communicate with the parents by:
- Hosting a meeting with the student's teacher before school starts.
- Conducting Parent Diwaniyas to meet with the student's support team: counselor, administrators, etc.
- Surveying for parents to adjust to the needs of our students.

Feedback

- Students will receive timely feedback, especially when working online because they cannot simply raise their hand and ask a question.
- Monitor your email for questions.
- There will be a clear way for students to get clarification of the task at hand, the deadline, the feedback, etc.

Platforms

The platforms used by instructional staff need to be approved by the Curriculum Instruction and Assessment Coordinator and School Principals before use to ensure appropriateness.

Platforms used must have a monitoring tool where teachers/administrators can view student interaction with the platform and their performance. The following platforms support both learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:

Platform	Function	KG + ES	MS + HS
BIS Email	Faculty email is the communication tools used to contact and communicate with BIS families, KG-12.	✓	✓
BIS Website	BIS will maintain general information on its closure status for students for the public at www.bis.edu.kw.	✓	✓
PowerSchool ▪ Student Information System ▪ Learning Management System	Grades	✓	✓
	Daily Lesson Attendance	✓	✓
	Weekly Schedules	✓	✓
Zoom Our team has worked over the summer to enhance security during live sessions. As a part of this upgrade, all students from KG 1 onwards will be provided with official school email addresses to use with Zoom.	All classes will be hosted from one Zoom link. This allows students to stay in the same meeting for the entire school day (one click instead of moving through multiple meetings throughout the day).	✓	✓
Google Classroom	Distribution of course materials, announcements, assignments and submissions.		✓

Other applications that we use to support our students and communication are:

Standard
- IXL
- RazKids for KG2 through Grade 5

Additional
- Seesaw App
- EdPuzzle
- Class Dojo
- Khan Academy
- Google Forms
- Nearpod
- Kahoot
- Socrative

Collecting Instructional Materials

Scheduled times for textbook and resource pick-up will be available prior to the start of school. More information will be provided from the school Principals regarding this.

Grading

- BIS Assessment Policy guidelines for each school level will be followed.
- A majority of the online grade will be based on daily practice, participation, homework, and quizzes.
- A variety of summative assessments will be used to measure student achievement.
- The same rules regarding plagiarism and cheating apply as outlined as per school level requirements in the student handbook.
- Inappropriate conduct online, such as harassment, bullying and inappropriate dress and/or other violations may result in a zero participation grade or further disciplinary action from the school level administrator.

Deadlines

Deadlines should be flexible and give students enough time to complete assignments. However, deadlines need to be adhered to in order for grading purposes.

Progress Report and Report Cards

Report cards will be available via PowerSchool. Grades will be reflective of student's participation, work submitted, and assessments during e-learning. Report card distribution will be determined later based on the circumstances necessitating closure at the time. In the interim, the report card will be attached as PDFs to each child's PowerSchool profile and emailed to all parents.

Practical Online Learning Suggestions

- Find a quiet space where you can sit comfortably and engage for the duration of the Lesson.
- Be dressed appropriately and in your designated study area at home such as: your desk, dining table, etc.
- Ensure proper lighting so all participants can benefit from your online presence.
- Bring a pen and paper to take notes.
- Use the chat to alert when there is a problem with your microphone or video.

Reading

We believe it is important for students to be reading independently for a minimum of 20-30 minutes every day. This should be in addition to their assigned class work.

Co-Curricular and Community Events

During times of campus closure, BIS is committed to maintaining those activities that build interpersonal connection and reinforce a sense of community purpose. In addition to academic programs, this includes offering opportunities for involvement in the various school-wide events that are such a big part of what students, faculty, and families share together outside of the classroom. We have built in breaks for lunch, recess and social time and will be exploring unique ways to build a classroom community online.

Counselors

Counselors are always available to support students with academic, social, or emotional needs. Please initiate contact by email. You will be learning more about the variety of services available through the counselors directly.

Safeguard Students from Online Harassment and Exploitation in Preparation for e-learning

Students may be at increased vulnerability to online harassment and exploitation. Students will receive training and the appropriate resources to support their personal cyber safety. Parents will also be supported to be alert to instances of harassment and concerns over cyber safety. All reports of online harassment must be reported to the school immediately and will be dealt with as appropriate.

Al-Bayan International School

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Please remember ...

Teachers are mandated reporters even during e-learning!

What this means?

- If the student makes any statement of abuse or harm.
- If there is concern of adequate supervision in the home.
- If there is anything visually concerning during online contact.
- If the student demonstrates excessive fear or worry.

You must contact a first responder immediately.

- KG/ES Counselor - Ms. Andrea andrea.rivas-rosales@bis.edu.kw
- MS Counselor - Ms. Jennifer jennifer.hoang@bis.edu.kw
- HS Counselor - Ms. Kenya kenya.waltower@bis.edu.kw

Mission Statement: Al-Bayan International School personalizes learning to achieve intellectual and individual growth of all students, empowering them to impact their community.

For more information, please contact us via the email addresses below:

BIS KG & ES Email: kges@bis.edu.kw
BIS MS & HS Email: mshs@bis.edu.kw

For technical support, please contact ETM System Administrator:

ahmed.mohamed@bis.edu.kw

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