

Date: 3 April 2020

To: BIS Students & Parents

Virtual Learning 2020: Frequently Asked Questions for Students & Parents

1. When is my last day of school?

If you choose Option 1 or 2 then you will continue with e-learning live classes till 12 May 2020. The last day of e-learning late work submission will be on 19 May 2020. If you choose not to participate in the e-learning program (Option 3) then you will need to attend a mandatory five weeks Intensive Program in August which is expected to start on Tuesday, 4 August 2020 to make up the work that was missed after the physical closure of campus and take the relevant exams.

2. What are the expectations and requirements for e-learning?

This varies depending on your grade level. Please see below according to your grade level:

KG I - Grade 2 Expectations/Requirements:

- Teachers will upload two authentic (selfie) teaching videos for **Arabic, Math and English** (integrating science and social studies).
- Teachers will hold an online class with students via Zoom for 20-30 minutes once a week for **Homeroom and Arabic**.
- **Specialists** will share one authentic (selfie) teaching video per week.
- Tasks will be varied and differentiated to ensure student engagement.
- The duration of each recorded video will not exceed 15 minutes.
- The total screen time per day will not exceed 60 minutes.
- Videos, images or audio files from e-learning are not distributed outside of the school community without the permission of all parties.

Grade 3 - Grade 5 Expectations/Requirements:

- **Homeroom** teachers will hold an online class with students via Zoom for 30 minutes three times a week for English and Math. Teachers will hold an online class once a week for science OR social studies.
- **Arabic and Islamic/Quran** teachers will hold an online class with students via Zoom for 30 minutes two times a week.
- For **Specials**, teachers will have a live session via Zoom with students once a week for 20 minutes.
- Tasks will be varied and differentiated to ensure student engagement.
- The total screen time per day will not exceed 110 minutes.
- There are scheduled breaks for students in between the subjects.
- Online classes are treated the same way as discussions in a classroom and the same behavior policy should be followed.
- Videos, images or audio files from e-learning are not distributed outside of the school community without the permission of all parties.

MS and HS Expectations/Requirements:

- **English and Math** teachers will hold an online class with students via Zoom three times a week. **Arabic and Islamic/Quran** teachers will hold an online class two times a week. **Science** teachers will hold online classes twice a week. **Social Studies** teachers will hold an online class once a week.
- The duration of each subject for live sessions will be:
 - Middle School: 30 minutes per subject/ 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 at least once a week.
- Online calls 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.

3. How will teachers “live teach”?

Teachers will be making use of the Zoom application to live teach. Please make sure to follow the live class participation/discussion guidelines when you are on Zoom.

Guidelines are as follows:

- 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.
- 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.

4. How will I receive grades?

Grading depends on the following:

- Attendance will be taken for interactive sessions
- No summative assessments will be given through the online platforms
- 100% of the online grade will be distributed to projects, research, daily interaction, online discussions and posts, and homework assignments.
- 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.

5. What are the BIS community responsibilities?

Below are the responsibilities of each participant in the e-learning partnership.

Parent Responsibilities

- Assist your 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 your child/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.
- Be prepared.
- Speak when it's your turn.
- 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 conduct outlined in the student handbook is still applicable in an e-learning forum.

6. What will happen if a student chooses not to continue with e-learning?

For the non-participating students who choose to NOT complete e-learning, students must attend a mandatory Intensive Program to focus on the core subjects (for approximately five weeks) in August to make up the work that was missed. Those students will sit for exams in order to see if they will be promoted to the next grade level. These students will still have access to all the online material. The schedule and timings for the Intensive Program will be determined later once we have a better idea of how many students will need to complete this. You will receive your report card in September 2020.

If students choose this option and do not attend, they will not receive a final report card and will not progress to the next grade level for SY 20-21. Furthermore, in August students likely will not have the same teacher that they currently have.

7. What will happen for students who continue with e-learning?

Students who have been actively involved in e-learning should continue to follow the e-learning program and complete all given assignments at their school level. Those students will be recognized for their effort and hard work during the campus closure, promoted to the next grade level when the SY 20-21 commences, and receive their report card in May.

For those students who participated from March 2, 2020 and stopped or for students who have not participated, an opportunity to submit missing work will be offered from now until Tuesday, 14 April 2020. Students who make up all missing work will be eligible to receive their report card in May and be promoted to the next grade level in SY 20-21.

8. What will happen if you do not select an option moving forward?

Failure to complete the form and sending it by the deadline will result in your child(ren) being placed in the August Intensive Program.

9. What should you do if you have not been doing online work, but now choose to join OR if you have any outstanding work?

You will have an opportunity to submit missing work from now until Tuesday, 14 April 2020. Your teachers will communicate directly with you through Google Classroom and/or PowerSchool regarding assignments, deadlines, and expectations. If you are not sure what outstanding work you have, then please contact your teacher to find out. Teachers will continue to hold office hours between 9:00 a.m.-2:00p.m., Sunday-Thursday. Grades for outstanding work to be submitted by 14 April will only reflect in PowerSchool during the week of 19 April.

10. What are the important dates that I need to know of moving forward?

- Tuesday, 14 April 2020: Last day to submit missing e-learning assignments from March 2 – April 9, 2020 for all school levels.
- Tuesday, 12 May 2020: Last day of e-learning live classes.
- Sunday, 17 May 2020: Last day of e-learning late work submission by 11:00 am.
- Tuesday, 19 May 2020: Report cards available via PowerSchool.
- Tuesday, 4 August 2020: Intensive 5 week program begins if you do not participate in e-learning.

11. Who should I contact if I have further questions or concerns?

If you have any questions, please contact the school number 22052822 with the internal lines (Administration 8010 – KG & ES 8040 – MS & HS 8000 – Counseling, PowerSchool or Zoom 8006) or you can contact the school level coordinators via email.

We appreciate all your hard work and support during this challenging time. Thank you!