



دليل توضيحي حول آليات التعلم الذكي عن بعد

Distance – Learning GuideLines for Students and Parents





Objectives :

- To provide a strategic programme which ensures no loss in students learning or gaps in curriculum coverage
- To provide suitable and sufficient learning platforms to efficiently support students learning remotely in which they can communicate, discuss and receive feedback on their learning
- To provide sufficient guidelines and support channels to inform students, parents and teachers on the expectations of the SAS distant learning programme and its implementation.

Parental Roles and Responsibilities



- It is vital that parents support the school by ensuring that students have access to these online platforms and that they have appropriate guidance from a parent or guardian to access teaching content and resources.
- It is the responsibility of the parent to monitor and support students during their remote learning lessons.
- Parents are requested to ensure that students begin the day organized and ready to engage in lessons. Provide your child with a quiet area to work and focus during the scheduled lessons.
- Healthy eating and routines are necessary for students to function properly, Parents are requested to allow students to take breaks as per the timetable shared.
- Support your child with time for rest, physical activity, conversation and play.
- Ensure that your student is logging in on time and marking attendance for each session.
- Parents can monitor student's engagement on lesson forums, their participation in quizzes and completion of assessments and meeting deadlines.
- Depending on the age of your child, the learning day will differ as will the learning platforms and work presented by teachers. Parents are welcome to guide, support and engage with children during their lessons- especially in the Primary Section. However, parents are reminded that this is an important opportunity for students to work independently and we request that you ensure that students are given the encouragement to work alone. Parents can use the contact details in the support section (Hot line and What'sApp) should they have any additional concerns or queries.



Support :

All members of Al Sholah school are dedicated in ensuring there is sufficient support available for parents and students over the period of implementation of the distance learning programme.

The lines of contact are that of what is regularly operational at school. During the daily functional school hours, the support channels below are available to you to help you with any technical, further academic or pastoral query that you may have.

Please follow the right lines of communication to reach the person most suited to dealing with your issue and that can support you more efficiently.

Subject Teachers are the first line of contact if clarification is needed during a lesson or to follow up on an assignment set. Students have direct access to their teachers during the live lessons as per their timetable. Communication made after school hours will be responded to the next working day.

For any urgent inquiries parents are most welcomed to call on the hot line as well as the what' App for any urgent questions.



Support :

Fifth: Communications Channels:

The school provides all means of communication to submit any inquiries or suggestions through the following means of communication: Phone number: 06 7451110

Transfer numbers and mobile phones:

Mobile	Extension	Name	Section	S.N
054041680	523	Ms. Rehab	Elementary Supervisor	1
0547041684	546	Ms. Wafaa	Girls Supervisor	2
0547041685	528	Mr. Wissam	Boys Supervisor	3
06 7451110	501 - 502	Rana	Reception	4
0547041681	506	Mr. Najeeb	It Support Team	5

james.p@sholaamericanschool.com -- High School Councilor -- James

socialworker@sholaamericanschool.com -- Social Worker -- Basma

The school's hotline for the distance learning program is: (0509708205).

School email: info@alsholaschool.com Or e-learnig@alsholaamericanschool.com

School page on Facebook : AlShola American School

Online Learning Platforms



Microsoft Teams <https://teams.microsoft.com/start> Main Platform for Online Lessons Class

Dojo <https://www.classdojo.com/>

www.switcheroozoo.com

www.funbrain.com

www.storylineonline.net

www.starfall.com

ENGLISH G1-6

- Reading Street Electronic Text
- Readers and Writers' Electronic Notebook

www.pearsonrealize.com

- myON Digital Library

ENGLISH 7-12

- myPerspectives Electronic Text

www.pearsonrealize.com

SCIENCE MCGRAW HILL G9 - 12

- CHEMISTRY
- PHYSICS
- BIOLOGY

www.my1.mheducation.com

MATHEMATICS MCGRAW HILL

- Grades 9-11

www.my1.mheducation.com

BrainPOP



Online Learning Platforms

Supporting Working Parents -with an online library of recordings of all lessons which can be accessed outside the timetable timings and lessons can be completed later in the day.

6 Assessments During the period of distance learning, teachers will be monitoring, marking and recording student's performance and participation in online discussions, lessons and assignments.

Students will be assigned tasks as per the teacher and subject requirement. These tasks may be set online, to be written and uploaded, participation in collaborative discussions, forum feedback and quizzes.

Students are expected to meet the deadlines set and ensure a high standard of work.

Teachers will correct this work and give feedback accordingly



- The topics taught during this period will be assessed.
- Students are reminded that they are fully responsible for their own learning and should not rely on a parent or guardian to complete the work for them.

Timing	Period	Description
8:15-8:30	Registration (Form Tutors)	--Welcome -Wellness
8:30-9:20	Period 1	Lesson 1 as per the timetable
9:25-10:05	Period 2	Lesson 2 as per the timetable
10:10-10:55	Period 3	Lesson as per the timetable
10:55-11:25	<u>Break Time</u>	Eat a healthy snack Screen Time Break Get fresh air
11:25-12:10	Period 4	Lesson as per the timetable
12:15-1:00	Period 5	Lesson as per the timetable



Student Roles and Responsibilities

- Students are responsible and are expected to actively engage and report for lessons on time as they would if they were on the school campus.
- Attendance will be taken by both form tutors and subject teachers for each lesson as per the timetable shared with students.
- A video or link will be shared with students at the beginning of each lesson where students will log their attendance- this will be updated by the subject teachers. The attendance will be added to the student's school report.
- It is the student's responsibility to participate in any question forums, quizzes or assignments set by the teachers, and meet the deadlines accordingly. These will be marked and students will receive constructive feedback.
- Students are expected to be organized and ensure that they have the required resources available to them in their home environment to access the online learning platforms, take notes and complete the work set.
- We recommend that students are away from distractions, work in a quiet place away from music and television. We request that students turn mobile devices to silent or off while concentrating on lessons.
- Students are encouraged to have a routine for their day, eat a substantial breakfast and take breaks according to their timetables.
- The same expectations are in place for students as is in place when they are on the school campus.
- Teachers are dedicated to providing students with the same learning opportunities through the distant learning programme and are available to speak with students and answer any questions they may have. Students are encouraged to use this facility to ensure a clarity in their learning.

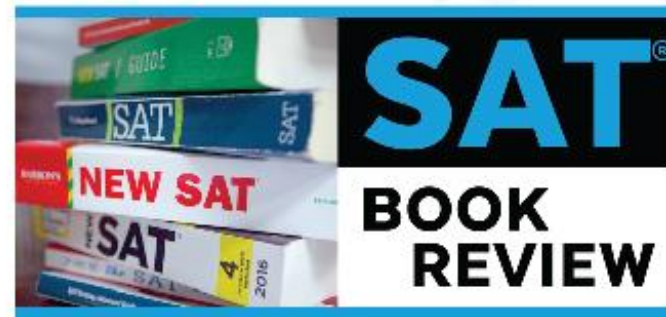


Grade 12-Distance Learning Guidelines for Students :

Grade 12 students will be provided with lot of resources, support and feedback, as appropriate.

We are aware of your anxiousness, however, please be assured, that our priority is their preparation and that with the Spring Break being moved forward, no pre planned curriculum time is lost. We appreciate your cooperation and support in monitoring student study time at home.

Students should work diligently and in an organized way to complete the revision in all subjects. To ensure that students are using an online platform for two weeks where teachers upload learning materials and students will be set work online and can interact with the teachers. All worksheets, resources and PowerPoints will be adapted to suit their online learning. Paper specific tips, guides and videos will be shared to ensure that students are supported, and learning is unhindered as far as possible.





Expectations from the students:

We understand and acknowledge the difficulties that you will be facing during this time to make sure that the students are utilizing their time effectively.

We request you to monitor your son / daughter and ensure they follow the below given guidelines:

Grade 12 students are expected access and engage in their lesson on a daily basis.

Students should spend their day working on the tasks set by those teachers with whom they had lessons.

Each lesson is designed to last for an hour and student should be working independently without any distractions.

Please follow the guidelines to be successful with the distant learning programmer:

- It is advisable to fix the same bedtimes and alarms to aid continuity of routines. To ensure effective and uninterrupted learning, they should work where there is good unhindered internet connectivity and free from all distractions.
- Once logged on to SAS distant learning programmer, students should complete the assignments set by the teacher and post their responses through the online learning platform such as Microsoft teams or class Dojo for Kg section , without delay and the teacher will review and comment on the responses.
- Completed tasks should be uploaded online as per the teacher's instruction and subject requirement. (for example, Microsoft Teams or Class Dojo). The teacher will make an effort to respond to the work submitted by the students in a timely manner. Also note some work will be deliberately designed to be self-marked or auto marked.
- Please set clear boundaries that suit your own situation alongside setting a level of independence for your son /daughter to work comfortably.



Cyber Safety Guidelines :

Using the distance learning programme students are taking their lessons remotely using the internet and online classrooms. Expectations for students remain the same as if they are in school.

- Students are expected to use respectful language while partaking on the online forum and interacting with teachers and other students- strictly refrain from using abusive or defamatory language
- Internet safety is required at all times- Never share personal information with anyone- all contact online from school will be done through the school official emails.
- Keep your passwords private



- Inform an adult if you receive any strange or abusive messages through the online platforms
- While classes are conducted students are requested not to record or download lessons without permission
- Any unethical or disrespectful behavior will be dealt with accordingly



Assessment :

FEEDBACK

During the period of distance learning, teachers will be monitoring, marking and recording student's performance and participation in online discussions, lessons and assignments.

Students will be assigned tasks as per the teacher and subject requirement. These tasks may be set online, to be written and uploaded, participation in collaborative discussions, forum feedback and quizzes.

Students are expected to meet the deadlines set and ensure a high standard of work.

Teachers will correct this work and give feedback accordingly.

- Students can use the comment box to communicate with the teachers to clear their doubts and support themselves in their learning.
- Students are expected to also communicate through the email id's shared if they have any issues with accessing the online resources.
- Completed tasks should be uploaded online as per the teachers instruction and subject requirement (for example Microsoft Teams or class Dojo). The teacher will make an effort to respond to the work submitted by the students in a timely manner.
- All lessons will be recorded and uploaded on an online library, to support working parents to complete the work outside the designated timetable lessons. Reminders:
 - Regularly check for online resources
 - Online behavior and communication have to be self-monitored while displaying a responsible attitude.
 - Be organized and plan time wisely allowing you to complete the tasks.
 - Try and complete the task and self-clarify before submitting the query to the teacher.
 - Strictly refrain from the usage of offensive, abusive or defamatory language while communicating. Logging into Microsoft Teams Guidelines Microsoft Teams is the main platform for running the online lessons as per the timetables shared above.

Teachers will invite students to join the session as per the timetable shared and students must join to access the session. The attached link is a step by step video guiding students and parents how to log into Microsoft Teams and how the lesson will be conducted.

Microsoft Teams- Step By Step <https://youtu.be/xh1GCLo8L1E>



GRADE		One (1)					
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration will be welcoming + Summary of previous day learning	English	Math	Science		USA. S.Studies	Arabic
Mon		Math	Science	English		Arabic	Islamic
Tue		Science	English	Math		UAE. S.Studies	JSA. S.Studies
Wed		Math	English	English		Science	Arabic
Thu		Math	Math	English		Arabic	Science

GRADE		Two (2)					
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration will be welcoming + Summary of previous day learning	English	Math	Science		Arabic	JSA. S.Studies
Mon		Math	English	Arabic		English	Science
Tue		English	Math	Arabic		Science	Islamic
Wed		Math	Math	English		UAE. S.Studies	Science
Thu		English	Math	Arabic		Science	JSA. S.Studies



GRADE	Three (3)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	English	Math	Arabic		Science	JSA. S.Studies
Mon		Math	English	Science		Islamic	Arabic
Tue		Math	Math	English		Science	JAE. S.Studies
Wed		English	Math	Science		Arabic	JSA. S.Studies
Thu		English	English	Math		Science	Arabic



GRADE	Four (4)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	Arabic	Math	Science		English	UAE, S.Studies
Mon		Math	Science	English		Arabic	USA, S.Studies
Tue		English	English	Math		Islamic	Science
Wed		Math	English	USA, S.Studies		Science	Arabic
Thu		Math	Math	English		Arabic	Science

GRADE	Five (5)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	English	Science	Math		Arabic	USA, S.Studies
Mon		French	English	Science		English	Math
Tue		English	Arabic	Science		UAE, S.Studies	Math
Wed		Arabic	Math	English		Science	Math
Thu		English	Science	Math		Islamic	USA, S.Studies



GRADE	Six (6)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	Science	English	Math		USA. S.Studies	Math
Mon		English	Science	Islamic		Math	UAE. S.Studies
Tue		Math	English	Arabic		Science	USA. S.Studies
Wed		Math	English	Science		Arabic	English
Thu		Science	French	English		Math	Arabic

GRADE	Seven (7)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	Arabic	Math	English		Math	Science
Mon		Math	Islamic	English		Science	USA. S.Studies
Tue		Science	Arabic	Math		English	French
Wed		English	Math	UAE. S.Studies		USA. S.Studies	Science
Thu		Arabic	English	Science		English	Math



GRADE	Eight (8)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	Math	Arabic	English		Science	Science
Mon		UAE, S.Studies	Math	English		USA, S.Studies	French
Tue		USA, S.Studies	Science	Islamic		English	Math
Wed		English	Science	Math		Math	Arabic
Thu		Math	English	Arabic		English	Science

GRADE	Nine (9)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	English	Biology	Chemistry		English	Math
Mon		Math	English	USA, S.Studies		UAE, S.Studies	Arabic
Tue		Physics	Arabic	English		Math	Biology
Wed		Arabic	Chemistry	USA, S.Studies		English	French
Thu		Math	Islamic	Physics		Math	English



GRADE	Ten (10)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	Math	English	Biology		Arabic	Business
Mon		English	Math	Arabic		Chemistry	Business
Tue		Biology	Islamic	Math		USA. S.Studies	English
Wed		Physics	English	French		Math	USA. S.Studies
Thu		Chemistry	Math	English		Physics	Arabic

GRADE	Eleven (11)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	Chemistry	English	Math		Islamic	Arabic
Mon		ELECT	Chemistry	Math		Biology	English
Tue		Math	USA. S.Studies	ELECT		Biology	English
Wed		Math	Arabic	Physics		English	Physics
Thu		English	USA. S.Studies	Arabic		French	Math



GRADE	Tweleve (12)						
Day		1st Period	2nd Period	3rd Period	Break	4th Period	5th Period
Time	8:15-8:30	(8:30-9:15)	9:20-10:05	10:10-10:55	10:55-11:25	11:25-12:10	12:15-1:00
Sun	Registration well being & welcoming + Summary of previous day learning	English	Islamic	Arabic		Math	Chemistry
Mon		ELECT	Physics	English		Math	University Prep
Tue		Arabic	English	ELECT		Physics	Math
Wed		University Prep	Math	English		Arabic	Math
Thu		USA. S.Studies	Chemistry	Math		English	USA. S.Studies