# AL-BAYAN BILINGUAL SCHOOL
## Founded in 1977

**CIS** COUNCIL OF INTERNATIONAL SCHOOLS

NEASC

# 2020-2021

## MIDDLE SCHOOL

E-LEARNING

## Guide

# BBS E-Learning  Program:

The BBS e-learning Program utilizes electronic technologies allowing students and teachers to access educational curricula outside of the traditional physical classroom.   E-learning courses are instructor-led and follow the **same schedule as on campus learning and following school time 8:30 am - 3:20 pm**. Students interact with teachers, access course materials, collaborate with peers, and turn in assignments and assessments -- all within each course's online website.  As with the traditional classroom, students are expected to maintain the necessary self-discipline to keep up with the course work.

The success of this program requires a true partnership among our teachers, counselors, ALS, 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. As a result of this partnership, the BBS online learning experiences will continue to support students' academic progress and will be mindful to attend to students' social and emotional well-being.

## Methods:

Generally e-learning has two types of approaches:  synchronous and asynchronous e-learning.  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.  The graphic below highlights e-learning best practices to be followed within our school.
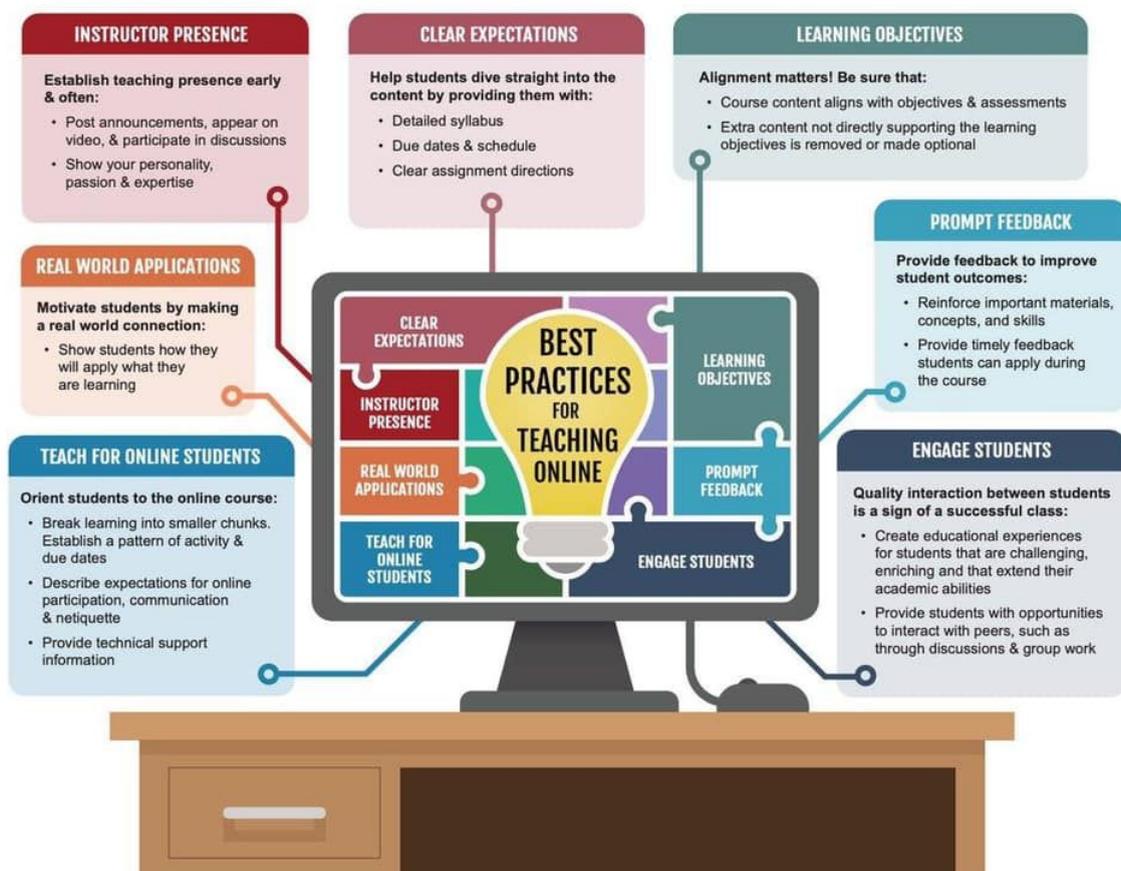


*Ref: A. Salcido & J. Cole, Best Practices for Teaching Online, Arizona State University, 2018*

# School Mission

Al-Bayan Bilingual School is an Arabic and English learning community nurturing compassionate and innovative students, leading sustainable change and progress in Kuwait and the global environment.

## AL-BAYAN CHARACTER ETHOS

Al-Bayan Bilingual School community members take responsibility for themselves, act with honesty, treat themselves and others with respect, and model the behavior they expect from others.

## AL-BAYAN CHARACTER BELIEFS

I am responsible for myself.
I choose to act with honesty.
I treat myself and others with respect.
I model the behavior I expect from others.
We are all part of one community.

Al-Bayan is proud to be a *TRIBES* school where all teachers, from Pre-KG to Grade 12 are trained to use the *TRIBES* process, which strongly supports the character education goals at BBS. *TRIBES* engages all teachers, administrators, support staff, students, and families in working together to create a supportive learning community through the daily use of the four *TRIBES* Agreements:



Attentive Listening

Mutual Respect

Right to Pass/Right to Participate



Appreciations/No Put Downs
We will treat other people the same way we want to be treated.
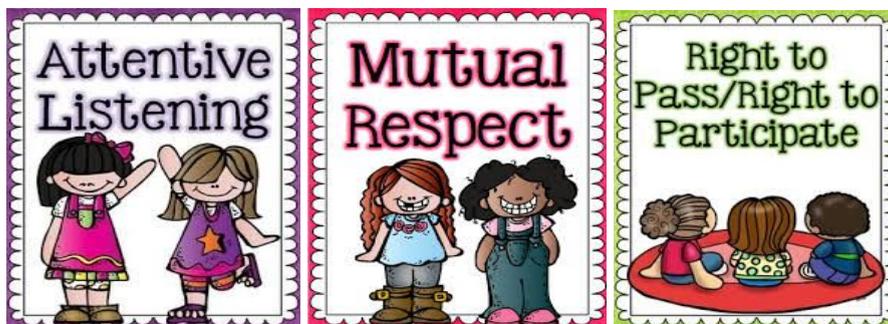
# E-Learning Methodologies, Roles, and Responsibilities

## e-learning Platforms:

- ZOOM is the official platform for live sessions and meetings.
- Google Classroom is the official platform for course materials and assignment submission
- Other platforms approved by Principal and heads of department could be used **(see Appendix)**

## Student Responsibilities:

1. Be on time. Log into Zoom prior to meeting time, also, set up your headsets, camera and microphones and ensure that they are working properly.**(Laptop is recommended to have and effective and practical online learning for MS student)**
2. Check the video background and be sure that your background is appropriate (neutral and not distracting or offensive) while sharing video, along with how your image is displayed to the rest of the class.
3. Be respectful.
4. Be dressed appropriately.
5. Be in your designated study area at home such as: your desk, dining table, etc.
6. Be prepared as if coming to class on campus. Have materials ready.
7. Speak when it's your turn.  Request an opportunity to speak. For example, raise hands or submit a question via chat box.
8. Participate in live sessions.
9. Stay on topic.
10. Be diligent and timely in submitting your work.
11. Remember that inappropriate behavior may result in the student being blocked from the interactive session.
12. Use your own words and cite the source of ideas that are not your own, in order to avoid suspicion of plagiarism.
    - Copying work from other students is not acceptable.
    - Using materials from books, websites or other sources without proper acknowledgment is not permitted.
    - Plagiarism (submitting an assignment as one's own when it is not) is not permitted.
    
    Such actions may lead to a "0" for the assignment, as well as additional consequences.
13. Review conduct expectations outlined in the student handbook, as they **all** apply in an e-learning forum.
14. Monitor your progress on Skoolee.
15. Check assignments and teachers' communication on Google Classrooms daily.

## STUDY SKILLS

- Give yourself plenty of time.  Don't wait until the last minute!
- Find a quiet place to study and organize your materials - it is best to use a table and a chair.
- Use the break time wisely.
- Check your homework diary and weekly schedules.
- Plan your work and activities for each week. Try to spread your work evenly throughout the week.
- If you are studying from class notes for an assessment, copy them over.  This helps reinforce the information.
- After each assignment is completed, make sure that it is organized and ready for submission.
- Organize your subject file

- ▪ When homework is completed, it is time to study. Read ahead for any upcoming lessons.
- ▪ Contact counselors for assistance in study skills/time management.
- ▪ Attend office hour sessions offered by teachers

## Teachers will:

1. Take attendance each session and log it into Skoolee.
2. Update grades on Skoolee weekly.
3. Upload the weekly schedule on Skoolee every Thursday.
4. Ensure weekly assignments are uploaded on Google Classroom.
5. Be available to students, parents, and colleagues during scheduled office hours.
6. Connect with students as scheduled by the Principal.
7. Email parents and/or Schedule PT ZOOM meeting during PT hours

## MS Student-Lead Activities & Events:

We will continue to provide opportunities and promote students' social, and emotional growth during e-learning. In addition to NJHS, and Student Council students , any interested MS student is invited to participate in the MS Online leadership opportunities to initiate or participate in the online activities and events.

## MS Counseling Office:

The MS Counseling Office is dedicated to helping students with both academic and social/emotional concerns. Our MS Counseling Office supports and promotes the academic, social, and emotional growth of all students at BBS MS during on campus or e-learning situations. Academic counseling includes guidance on study skills, motivation, and time management. Social/emotional counseling includes any issues related to the e-learning issues, or other issues of a personal nature.

## Academic Learning Support (ALS)

Learning Specialists are dedicated to helping students who benefit from individualized learning plans. During on campus or e-learning situations, the MS Learning Specialists will follow through with the individualized learning plans and schedule regular meetings with their students on a weekly basis.

## MS Online Schedule & ZOOM Session:
- **Each session will be 30 min + 10 min for students who might need extra time or help.**

| | |
|---|---|
| Period 1 | 8:30 – 9:10 |
| Period 2 | 9:20 – 10:00 |
| Break | 10:00 – 10:30 |
| Period 3 | 10:30 – 11:10 |
| Period 4 | 11:20 – 12:00 |
| Break | 12:00 – 12:30 |
| Period 5 | 12:30 – 1:10 |
| Period 6 | 1:20 – 2:00 |
| Office Hours/Study Hall | 2:20 – 3:20 |

# Assessment:

All teachers will use developmentally appropriate forms of assessment to inform instruction and offer some qualitative feedback to students and parents on work submitted.

**Assessment for Learning (formative assessment)**
> Teachers will use student responses on approved platforms to monitor student learning, provide feedback, and inform instruction.

**Assessment of Learning (summative assessment)**
> At the end of a unit or time period, teachers will post assessment activities to assess student progress toward unit goals to gain information for summative report card annotations according to the schools' academic calendar.

# Grading:

- 10% recognizes each student's "Commitment to E-learning" which includes attendance and participation;
- 90% is calculated for all other categories in each subject's gradebook.
- · (These categories vary depending on the nature of each subject.)
- Teachers will communicate to their students specific grade breakdown by subject.
- The same rules regarding plagiarism and cheating apply as outlined 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.

## Incomplete classwork/assignment:

Students will be graded on the completed part.

## Late Projects and Major Assignments:

- Projects and major assignments are due at the beginning of class on the due date.
- Projects and major assignments will receive a deduction of 10 % from the overall grade for each late date, up to a maximum of 5 days late.
- Projects and major assignments submitted more than 10 days late may receive a maximum grade of 50%. This means that teachers will begin grading the assignment out of 50%.

# COMMUNICATION:

## Email/BBS Website/BBS Instagram:

Communication between school and family is of utmost importance. In addition to emails and announcements on BBS Website or Instagram, the primary mode of communication from school to home is the Skoolee data management system. Students and parents are given separate passwords for confidential access.

## Helpful, confidential information on each student in Skoolee includes:
- Weekly schedules
- Student Log
- Student Attendance
- Student Lates
- Student Behavior Reports
- Student Progress Reports

## Student/Parent Concerns:

At Al Bayan, we wish to cultivate close relationships between the school and our families. Often, areas of concern can be resolved efficiently and effectively through a direct communication between a parent and the teacher. Therefore, the following guidelines are in place to clarify the process of communicating concerns or suggestions:

1. Parents email the child's teacher to discuss and resolve the issue of concern. Most issues are resolved with such direct interaction. Or, call MS Receptionist, Ms. Wafa @ 22275000 Ext: 7307 to schedule PT ZOOM meeting with the teacher (Parents must use their child's account to attend a ZOOM meeting.)

2. If the issue requires further discussion after direct communication with the teacher, the parent should then email the respective Head of Department (HOD). Involving the HOD is particularly important with issues of student academic performance.

3. If the issue requires even further discussion after direct communication with the HOD, the parent may then email Assistant Principal, especially if the issue involves student behavior, or the Principal for all other issues.

## Ongoing Open Communication:
- Admin/Students Zoom chat during recesses
- Counselors/Students Zoom chat during recesses
- Admin/Parents Zoom chat every Thursday at 1:00 pm

## Other concerns requiring communication (Click on the name or see email addresses below):
- Skoolee account: Parent/Students email [Mr. Fouad](#)
- Google account: Students email [Mr. Fouad](#)
- Google Classroom: Students email [Mr. Evgenii](#)
- Counseling Office: Parent/Students email [Mr. Elias](#) or [Ms. LeQuisha](#)
- Medical Excuse: Parents email [Ms. Homa](#)
- General Concerns: Parents email [Ms. Meyssa](#) or [Ms. Eiman](#) and they shall forward the email to the responsible staff member(s).

| Title/Office | Email Address |
|---|---|
| MS Office | eiman.kanfoush@bbs.edu.kw |
| MS Principal | nehme.elkourani@bbs.edu.kw |
| MS Asst. Principal | david.depolo@bbs.edu.kw |
| MS AP Secretary | meyssa.noori@bbs.edu.kw |
| MS Receptionist | wafa.kalha@bbs.edu.kw |
| Counselor | elias.barcha@bbs.edu.kw |
| Counselor | laquisha.nelson@bbs.edu.kw |
| Mr. Fouad | fouad.elchmouri@fawsec.com.kw |
| Math HOD | hassan.farhat@bbs.edu.kw |
| English HOD | salma.shehadeh@bbs.edu.kw |
| Arabic HOD | hamza.deib@bbs.edu.kw |
| Science/Technology HOD | dean.savage@bbs.edu.kw |
| Islamic St. HOD | ameen.aldolat@bbs.edu.kw |
| Social St. HOD | hana.marmar@bbs.edu.kw |
| Art HOD | rihab.alassadi@bbs.edu.kw |
| Music HOD | hany.soliman@bbs.edu.kw |
| PE HOD | joseph.chacko@bbs.edu.kw |
| Nurse | homa.imamwerdi@bbs.edu.kw |
| Registrar | admissions@bbs.edu.kw |

# APPENDIX:

## MS E-Learning Platforms:

| Information Hub | • Google Classroom | |
|---|---|---|
| **Communication** | • Email<br>• Skoolee<br>• Google Classroom<br>• Zoom | |
| **Interactive Lessons** | • Zoom | |
| **Learning resources/ subscriptions** | • IXL(Math, Science,& English)<br>• Khan Academy<br>• Pearson (Math)<br>• Pearson(Science)<br>• Math (IT)<br>• LEGO software (IT)<br>• Adobe Illustrator (IT)<br>• Achieve 300 (English) | |
| **Additional supplementary platforms** | • Kahoot<br>• Edpuzzle<br>• NearPod<br>• Quizziz<br>• YouTube videos, selected read-aloud stories<br>• Pre-recorded video lessons, teacher created | |