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- STUDENT
- LEARN ARABIC



BBS Elementary School E-Learning Handbook | 2020 - 2021

Updated: September 14, 2020





Mission and Core Beliefs

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 others and myself with respect.*
- *I model the behavior I expect from others.*
- *We are all part of one community.*

Transition to Online Education 2020-2021

As you are well aware, the Ministry of Education has directed that all private school education is to be conducted online for the immediate future, probably for the duration of the first semester of the 2020-2021 academic year. To adequately support the needs of our parents, we have developed two shifts for students to attend.

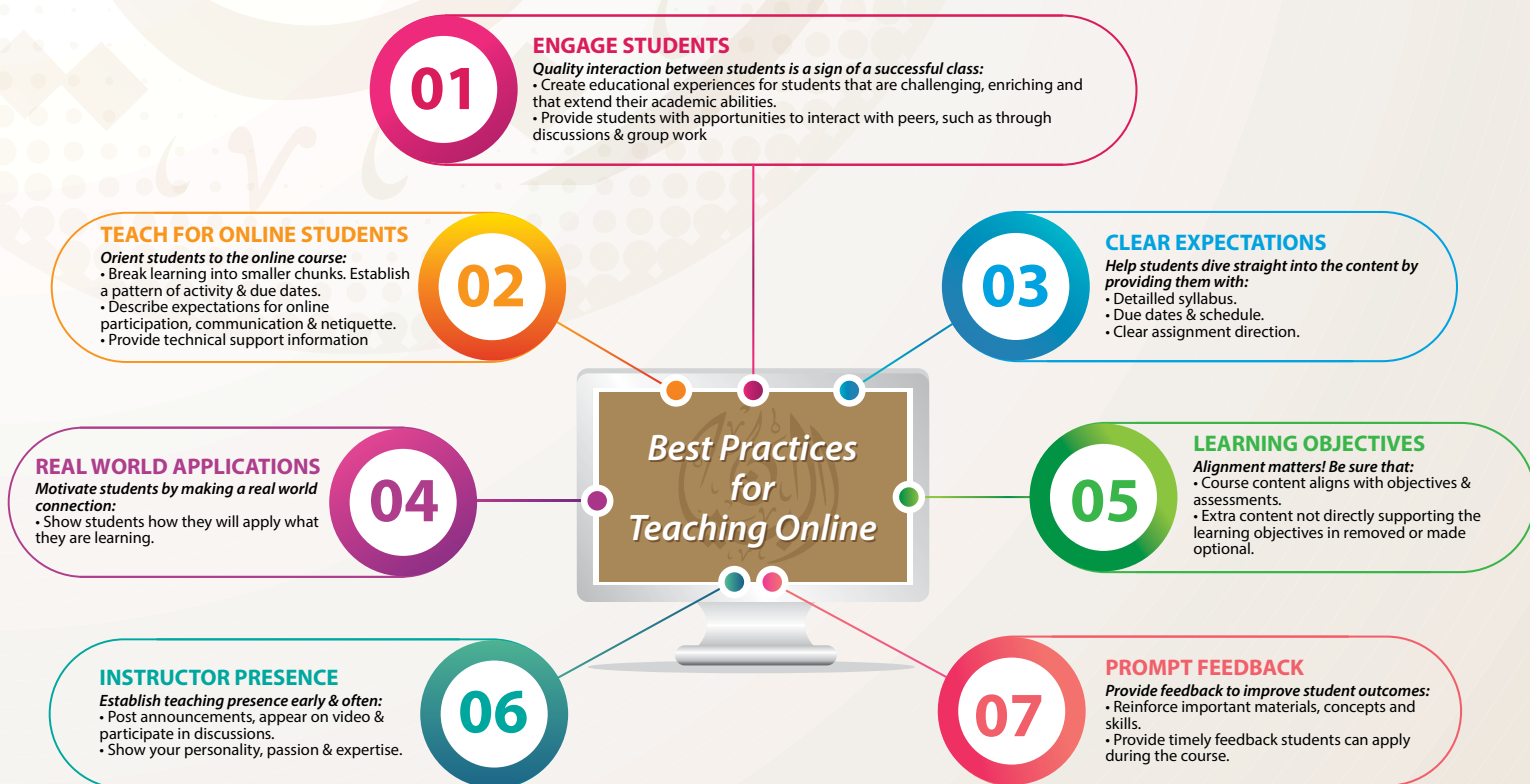
ES E-Learning Program:

The BBS e-Learning program utilizes electronic technologies allowing students and teachers to access educational curricula outside of the traditional physical classroom. All e-Learning courses will be instructor-led and will follow a specific schedule. Students interact with teachers, collaborate with peers, and turn in activities, all within the elementary school approved platforms. 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 between teachers, students, counselors, Academic Learning Support Specialists (ALS), and parents. Our dedicated teachers will commit to plan carefully, maintain an online presence, and provide regular feedback. Our teachers will work to motivate our students, help them to engage in discussions, and encourage them to submit their online work on time. Finally, in order to assure success, our parents will need to support this alternate mode of instruction at home. As a result of this partnership, the Elementary School online learning experiences will continue to support students' academic progress, as well as attending to their social and emotional well-being.

Approach

Successful online learning utilizes a combination of instructor-facilitated online sessions and independent study. This approach will be supported using a combination of live, real-time interactions between teachers and peers to enable questions and prompt feedback, virtual classrooms, and supplementary instructor developed videos. The graphic below highlights e-learning best practices to be followed within our school.



E-Learning Methodologies

We have developed our e-learning program through research and consultation from other schools both locally and internationally. By examining and updating our own resources, we have designed an e-learning program that optimizes our resources and utilizes the best practices applied by private schools around the globe to effectively meet the needs of the Elementary School students. The Elementary School e-Learning program will provide academic rigor that considers students' well-being. BBS will provide students with learning experiences that support our mission and beliefs.

What E-Learning Will Look Like

Live Sessions

Students will be able to engage with the teachers and their peers through live online interactions. Each session will have the teacher as a host and a co-host to help the teacher manage the class. Each class section will have around 25 students divided into two groups.

- Teachers will conduct Zoom sessions for all subjects;
- There will be 20 Zoom sessions per week for all ES students;
- In each session, students will be divided into 2 groups (A and B) with approximately 12 students per group;
- Each class session will last 55 minutes (25 minute Zoom session for each group, and a five minute transition between);
- Tasks are to be varied and differentiated to ensure student engagement;
- The total screen time per day for students is not to exceed 100 minutes;
- Online sessions are to be treated the same way as discussions in a classroom, with the same behavioral expectations. Students are to be respectful and appropriate online;
- Videos, images, or audio files from e-learning are not to be distributed outside of the school community without the permission of all parties.

Schedule

There will be two shifts of online learning, morning from 8:30-12:40 pm, and afternoon from 1:50-6:00 pm.

Additional Support

ES Counselors/Dean of Students will meet with each class once a week via Zoom to help students with both academic and social/emotional concerns. There will also be scheduled "Online Help Sessions" on Zoom. A schedule will be forthcoming.

Resources

Printed resources:

To facilitate the online learning process for our students, we will be preparing monthly packets of worksheets per subject to take home. These work packets, in addition to the necessary books and notebooks, will be available for pick-up at the beginning of the school year. You will be contacted on how and when you can pick up the resources.

Teacher Videos:

Teachers will also be creating videos to supplement the live sessions which can be viewed at the child's pace.

Recorded zoom classes:

Due to privacy and e- safety, Zoom recordings will not be shared.

E-Learning Schedules:

Meeting the needs of our families is important in order to have a successful online learning experience for our students. To that end, we provided a survey to assess the need to provide morning and evening schedules for grades 1 to 4. According to the results of the survey, we have created morning and afternoon schedules. Students whose parents expressed a preference for one or the other session will be accommodated to the best of our ability.

The results of that survey are below:

Result Summary

	Morning Option/Percentage	Afternoon Option/Percentage
Grade 1	36.2%	63.8%
Grade 2	32.9%	67.1%
Grade 3	42.6%	57.4%
Grade 4	48.5%	51.5%

We have designed for students a 5-day schedule. In each session, students will be divided into 2 groups (A and B) with approximately 12 students per group/session. Each class session will last 55 minutes (25 minute Zoom session for each group, and a five minute transition between). Class lists will be based upon parent preferences as expressed in the survey.

The e-learning schedules will be as follows:

Morning Sessions - Group A		Morning Sessions - Group B	
Period 1	08:30 – 08:55 am	Period 1	09:00 – 09:25 am
Period 2	09:35 – 10:00 am	Period 2	10:05 – 10:30 am
Period 3	10:40 – 11:05 am	Period 3	11:10 – 11:35 am
Period 4	11:45 – 12:10 pm	Period 4	12:15 – 12:40 pm
Office Hours	01:00 - 02:00 pm	Office Hours	01:00 - 02:00 pm

Afternoon Sessions - Group A		Afternoon Sessions - Group B	
Office Hours	12:00 - 01:00 pm	Office Hours	12:00 - 01:00 pm
Period 1	01:50 – 02:15 pm	Period 1	02:20 – 02:45 pm
Period 2	02:55 – 03:20 pm	Period 2	03:25 – 03:50 pm
Period 3	04:00 – 04:25 pm	Period 3	04:30 – 04:55 pm
Period 4	05:05 – 05:30 pm	Period 4	05:35 – 06:00 pm

*Grade five students will all follow the morning shift schedule.

*Teachers' Office Hours are reserved for communication with parents and students.

Content Areas will be distributed per class/week as follows:

Grades 1-3:

English	5 sessions
Arabic	5 sessions
Math	3 sessions
Science	2 sessions
Islamic Studies	2 sessions
Music	1 session
PE	1 session
Counselor's Corner	1 session

Grades 4 and 5:

English	5 sessions
Arabic	4 sessions
Math	3 sessions
Science	2 sessions
Islamic Studies	2 sessions
Music	1 session
PE	1 session
Social Studies	1 session
Counselor's Corner	1 session

Protect Ed Lessons:

Students in Grades 1-3 will receive scheduled sessions on Protect Ed KidProof's program on children's rights and safety. These classes will be delivered by trained counselors. Protect Ed's KidProof Safety was formed to help protect kids. Their company spans the globe and has trained millions of kids, parents, and educators with proactive and preventative safety education. Topics covered will include Bullyproofing, Stranger Smarts, Safe Sports, Cybersafety.

E-Learning Platforms:

1. Zoom:

Zoom is the video conferencing tool that will be used for live sessions. All our teachers have received training on how to use Zoom for effective instruction. Over the summer, we have improved the security of our online platforms by purchasing a Zoom license and creating a Zoom account for our school and our students. Each student will receive the necessary account details from their homeroom teacher. Students are required to enter online sessions using those details. Students may only enter a class if they are using the approved school account, for safety purposes. Waiting rooms have been activated for all classes to ensure that only students assigned to that class can enter.

2. Seesaw:

Seesaw is the ES approved interactive platform for communication during this school year. We will be using this platform for two-way communication directly between teachers and families, including weekly schedules, classroom activities, and regular feedback. Weekly schedules and activities will be uploaded on the "Seesaw" application on Thursday of each week. During the first week ES students will receive instruction on how to use this platform and the essentials of Digital citizenship to ensure safety while learning online. You will receive further information with your Seesaw login from your teacher. Seesaw is very child-friendly and easy to use. Our Technology Coach and specialists will provide all needed training and guidance to parents regarding this platform.

3. Skoolee + Skoolee phone app

Skoolee is the school's Student Information System. It will be used to record your child's grades. It will be also used to record attendance. Please download the Skoolee application on your phone in order to get notifications about your child's attendance for live sessions.

Web Based Apps:

1. IXL: an English learning system designed for elementary students.

2. Scholastic: Literacy Pro for grades 3 and 4: Literacy Pro is the essential digital classroom management tool for independent reading that empowers teachers to ensure effective independent reading.

3. Pearson for Math and Science: Engage students with immersive content, tools, and experiences. Part of the world's leading collection of online homework, tutorial, and assessment.

4. Raz kids: It is an online English reading program, with interactive ebooks, downloads and reading quizzes.

٥. اقرأ بالعربية: برنامج يتشكل من أطراف معرفية متنوعة تجمع بين الكتب، والنصوص المرئية (الفيديو)، والألعاب، وأوراق العمل تقيس نتائج تعلم محدّدة.

٦. ألف باء تاء: تهدف أ ب ت إلى تعليم اللغة العربية للتلاميذ من خلال اللعب والتسلية دون إشعار التلاميذ بالعملية التعليمية.

Student Responsibilities:

1. Be on time. Log onto Zoom prior to the scheduled meeting time. Set up your headsets, insure your camera is on, and that your microphone is working. Check your video background it is inoffensive and neutral.
2. Attendance will be taken at the beginning of every session via Skoolee platform. The normal school rules, regulations, behavior expectations, and procedures will all still apply.
3. Be respectful.
4. Dress appropriately.
5. Be in your designated study area at home, such as your desk, at the dining table, or where you will not be distracted or interrupted during the lesson.
6. Be just as prepared as if you were coming to class on campus. Have all of your materials ready.
7. Speak when it is your turn. Request an opportunity to speak, by raising your hand.
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 being blocked from the interactive session.

Parents are Encouraged to:

Help create an environment conducive to learning for their children, assist them in printing schedules as needed, get online on time, and any other technical matters that may be beyond their skill level. Ensure your child has an appropriate workstation for school work. This should be a quiet place with minimal distractions and all the supplies needed for school work.

Teach your child the based instructions for accessing the technology:

- Work with your child on how to turn their device on and off.
- Show them how to charge their devices at night.
- Bookmark the necessary pages and apps and show them how to access them.

Access the Supplies List and purchase the necessary supplies for the school year.

The Supplies List of needed materials will also be available online on the school website/app. This list states the exact range of specifications for technology equipment that will be needed to successfully communicate with the classroom teachers.

Download the following apps on your devices:



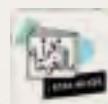
• Zoom



• Raz-Kids



• Seesaw Class App



• I Read Arabic *أقرأ بالعربية*



• Seesaw Family App



• Skoolee



• IXL

Teachers will:

1. Take attendance at the beginning of each session;
2. Upload the weekly plan schedule on Seesaw App every Thursday;
3. Update grades on Skoolee weekly;
4. Ensure weekly activities are uploaded on the Seesaw App;
5. Be available to students, parents, and colleagues during scheduled office hours;
6. Connect with students as indicated on the schedule.

ES Counseling/Dean of Students Offices:

The ES Counseling and Dean of Students offices are dedicated to helping students with both academic and social/emotional concerns. 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 Specialist (ALS):

Academic Learning Support Specialists are dedicated to helping students who need individualized learning plans. During e-learning situations, the ES Learning Support Specialists will follow through with the individualized learning plans and schedule meetings as needed with those students.

Assessment and Grading:

Assessment in the ES e-learning program will be based on the following terms:

- Student attendance
- Student participation
- Student commitment and submission of activities.
- Collaboration during live sessions and discipline and behavior
- Projects
- Teacher's assessment of student understanding
- Teacher's observation and anecdotal notes

Incomplete classwork/activities:

Students will be graded on the completed portion of their activities. Incomplete work and work not submitted will be detrimental to a student's academic performance.

Communication:

Email/BBS Website/BBS Instagram/Skoolee

Communication between school and family is of utmost importance. In addition to emails and announcements on the BBS Website or on Instagram, the primary mode of communication from school to home is the Skoolee data management system.

1. Emails as needed from principal to parents.
2. Monthly video from Dean of Students and counselors will be shared with parents through a link onto the student schedule.
3. Daily – Seesaw app communication from teachers to parents.
4. Scheduled Parent/Teacher and Parent/Admin virtual meetings.

Orientation:

This school year there will be special consideration and procedures for all Elementary school students. A scheduled online orientation was sent to their parents during the first week of September.

Day/Date	Grade	Class	Time
Tuesday 8th Sep الثلاثاء 8 سبتمبر	Grade 5 الصف الخامس	5A & 5E 5B & 5H 5C & 5G 5D & 5F	08:30 – 09:15 am 09:15 – 10:00 am 10:00 – 10:45 am 10:45 – 11:30 am
Wednesday 9th Sep الأربعاء 9 سبتمبر	Grade 1 الصف الأول	1A & 1B 1C & 1D 1E & 1F 1G & 1H	08:30 – 09:15 am 09:15 – 10:00 am 02:00 – 02:45 pm 02:45 – 03:30 pm
Wednesday 9th Sep الأربعاء 9 سبتمبر	Grade 2 الصف الثاني	2A & 2B 2C & 2D 2E & 2F 2G & 2H	10:00 – 10:45 am 10:45 – 11:30 am 03:30 – 04:15 pm 04:15 – 05:00 pm
Thursday 10th Sep الخميس 10 سبتمبر	Grade 3 الصف الثالث	3A & 3B 3C, 3D, 3E 3F 3G & 3H	08:30 – 09:15 am 09:15 – 10:00 am 02:00 – 02:45 pm 02:45 – 03:30 pm
Thursday 10th Sep الخميس 10 سبتمبر	Grade 4 الصف الرابع	4A & 4B 4C, 4D, 4E 4F	10:00 – 10:45 am 10:45 – 11:30 am 03:30 – 04:15 pm

The first two weeks of school will be utilized to train students on Zoom, Seesaw and Digital Citizenship basics. We are committed to the importance of e-safety for our students. This time will be used to stress that issue and to provide a general review of previous skills and knowledge to prepare our students for a new chapter this school year.

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 can email the child's teacher to discuss and resolve the issue of concern. Most issues are resolved with such direct interaction. You may also call the ES Receptionist, Ms. Joumana @ 22275000 Ext: 7500 to schedule a ZOOM meeting with the teacher (Parents must use their child's account to attend a ZOOM meeting.).
2. If, after direct communication with the teacher, the issue requires further discussion, the parent should then email the respective Head of Department (HOD) or Grade Head. Involving the HOD or Grade Head is particularly important with issues of student academic performance.
3. Should the issue require additional discussion after direct communication with the HOD or Grade Head, the parent may then email the Assistant Principal, especially if the issue involves student behavior.

Other concerns requiring communication (see email addresses below):

Enquiry	Staff Name	Staff email Address
Skoolee Account: Parent/Students Email	Educational Technology Management	etm@bbs.edu.kw
Google Account/ Seesaw Email Account: Parent/Students	Mr. Fouad El Chmouri	fouad.elchmouri@fawsec.com.kw
Counseling Office: Parent/Students Email	Ms. Tharwat Saraeb Ms. Iana Sigitova Ms. Maryam Al Helal Mr. Ramzi Al Hout	tharwat.saraeb@bbs.edu.kw iana.sigitova@bbs.edu.kw maryam.alhelal@bbs.edu.kw ramzi.alhout@bbs.edu.kw
Dean of Students Office: Parents Email	Ms. Maysaa Sioufi	maysaa.sioufi@bbs.edu.kw
Medical Excuse: Parents Email	Ms. May Salloum	may.salloum@bbs.edu.kw
Seesaw Helpdesk (Educational related matters): Parents Email	Ms. Huda Barghouti Ms. Rania Issa	huda.barghouti@bbs.edu.kw rania.issa@bbs.edu.kw
General Concerns:	Ms. Boran Ms. Jomana Nasr Ms. Joumana Al – Masri	boran.boshnak@bbs.edu.kw jomana.ali@bbs.edu.kw joumana.elmasri@bbs.edu.kw

Email Addresses:

Title/Office	Email Address
ES Principal	nada.darwish@bbs.edu.kw
ES Asst. Principal	lina.elsoury@bbs.edu.kw
ES Asst. Principal	margarita.edwards@bbs.edu.kw
ES Principal Administrative Assistant	jomana.ali@bbs.edu.kw
ES AP Administrative Assistant	boran.boshnak@bbs.edu.kw
ES Receptionist	joumana.almasri@bbs.edu.kw
Grade Head Gr 1 & 2	jessica.anderson@bbs.edu.kw
Grade Head Gr 3 & 4	anab.warsame@bbs.edu.kw
Grade Head Gr 5	shirley.taylor@bbs.edu.kw
Arabic HOD	seham.alhawa@bbs.edu.kw
Islamic St. HOD	wafa.alzubaidi@bbs.edu.kw
Social St. HOD	hana.marmar@bbs.edu.kw
Music HOD	hany.soliman@bbs.edu.kw
PE HOD	joseph.chacko@bbs.edu.kw
Registrar	admissions@bbs.edu.kw

Health And Well-Being

Parent/Teacher Resources

- Talking to Children about COVID-19 ([click here](#))
- ISCA Coronavirus Resource for Parents ([click here](#))
- Managing fears, feelings and worry during school closures ([click here](#))
- COVID19 Resources for Parents ([click here](#))

General Information Regarding COVID-19

Safety remains a top priority at the campus. To remain informed of global and regional events, we rely on official organizations and trusted agencies like the World Health Organization (WHO) and Kuwait Ministry of Health to help keep us updated. Please click below for the World Health Organization's Information Network for Epidemics. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Kuwait Ministry of Health

Kuwait cases and cases around the world are ever changing; we must be diligent and follow the recommended measures to reduce transmission risk and recognize potential symptoms. For the most up-to-date information related to Kuwait confirmed cases, please view the Ministry of Health latest information.

<https://corona.e.gov.kw/en>



Welcome
Back to
SCHOOL



Nada Darwiche
Elementary School Principal