

AL SHOLA AMERICAN SCHOOL
U . S . A COMMON CORE CURRICULUM
International World, Western Education,



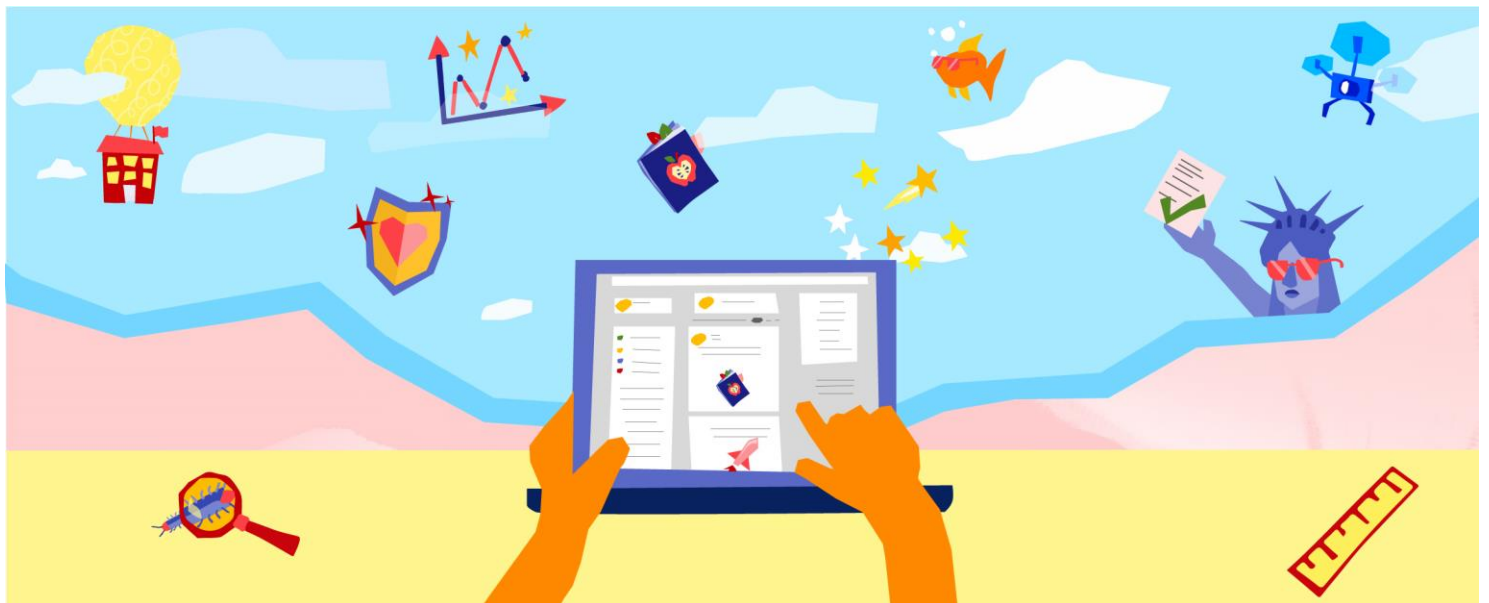
مدرسة الشعلة الأمريكية
المناهج وفق المعايير الأمريكية المعتمدة
Middle East Values Blending Together



Distance – Learning GuideLines for Students and Parents

Our Goal:

A shared responsibility towards a smart and healthy learning environment
Safe and up-to-date requirements that align with modern education





Al Shola American School Smart Learning Guide (Distance Learning)

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.

❖ First: General Information

- The success of the distance learning initiative requires a high sense of responsibility for the school, the teacher, the student, and the parent.
- The school hopes for each guardian to assume the supervisory role and is responsible for overseeing the commitment of his son / daughter to study remotely through the mechanisms available by the school, and to follow the student in organizing his/her time and deal seriously and commitment with this initiative.
- Distance learning mechanisms cover all grades from kindergarten to twelve, for basic subjects.
- The student and the guardian can inquire or request assistance through:
 - 1) The school's WhatsApp number (parents will be added to WhatsApp groups to send information to the parents and send important messages).
 - 2) By sending an email to the school email: info@alsholaschool.com
 - 3) Or contact the school's **hotline** for the distance learning program, which is: **050-9708205**



❖ Second: General Information Requirements for the application of distance learning mechanisms

- The application of most of the mechanisms described in this guide requires the availability of the Internet and any electronic and tablet devices that can be connected to the Internet (computer, laptop, tablet, iPad, smart phone ...)
- Student / parent's subscription to the Telegram channel for the latest developments, link: https://t.me/alshola_american_school
- Availability of an account to access the Teams Office distance education website and run the Microsoft Teams program (**will be sent to each student via SMS or WhatsApp**).

• **Important note:** If you do not receive the entry account for your son / daughter, please contact the department supervisor or hotline to provide you with it.

❖ Third: The mechanisms of smart distance learning provided by the school.

1) Live interactive classes through a program Microsoft Teams

- The use of Microsoft Teams, which enables the teacher to give lessons that offer a wider field of interaction for students.
- The aforementioned program provides the possibility for a lesson to be presented by the teacher with the addition of any supportive resources during the presentation of the course: (PowerPoint, YouTube video, internet links, worksheets ...)
- SAS teachers will provide lessons for the remaining materials from the second semester courses and will be according to class schedules that are attached to you on the school's social media pages, telegram channel and WhatsApp groups
- The school expects all students to adhere to the deadlines for classes and assignments for teachers.
- An introductory guide to using the program will be sent by WhatsApp groups.
- The features available in the aforementioned program enable the student to discuss the teacher and ask his inquiries through interactive written chat, for which a specific time period will be allocated after each session.

2) Interact and receive inquiries through WhatsApp groups created by the school

Any student or guardian can submit inquiries about lessons by communicating with teachers through the WhatsApp channels created by the school (you can contact the section supervisor to add you if you are not a subscriber).

All of the above mechanisms work as an integrated system to achieve the maximum benefit for our students and the student and his guardian are expected to use them all and not to be replaced by any other means

❖ **Fourth: Using internet and electronic devices policy:**

In the context of the distance learning initiative, we remind you below of a policy and instructions for the safe and appropriate use of electronic devices and the Internet prepared by our school:

- Using computers and e-mail to communicate between: (school staff, students and teachers, the school and the outside world).
- Using the Internet for academic advising purposes, such as taking tests that determine career preferences
- Using the Internet for research on university opportunities and majors provided by different universities.
- Developing students’ technical skills and capabilities for scientific research



Protect against the dangers of using electronic devices and the Internet rules

- Explain the importance of safely using the Internet, and always use it to achieve a positive purpose and organize the time set for using the Internet wisely and systematically.
- Installing the necessary protection and security programs on the computer. (Guardian’s responsibility)
- Blocking sites that are inappropriate for the aims of the educational process. (Guardian’s responsibility)
- Putting the computer that is used to browse the internet in a public place and not inside closed rooms to facilitate the supervision process and setting clear rules for use (by the guardian)
- During the distance learning period, the student is prohibited from having fun with electronic games or using social networking sites for personal purposes.
- When students conduct an Internet search, the teacher provides students with the sites the students should refer to.
- When viewing a video from the Internet, the teacher will download the video and watch it before showing it to students, in order to avoid displaying any inappropriate scenes in front of students.
- Avoid talking to strangers on the Internet about the family or giving them any important personal information about the family.
- The school prohibits the use of student images electronically.
- In the event that any person in the school suffers any abuse through the use of the Internet, he informs his guardian directly to take the necessary measures.
- It is also prohibited to use computers or the Internet in the United Arab Emirates for the following purposes:
 - Publishing any materials or opinions that are contrary to the prevailing law and order in the country or contradict the customs, traditions and values of Emirati society under any pretext.
 - Search or view material that is not related to the aims of the school curriculum or the goals of academic counseling.
 - Copying, saving or publishing files or materials with rights reserved without the owners' approval.
 - Participate in any activity, or purchase any materials / products without obtaining the approval of the guardian.
 - Using the Internet in a way that disrupts and hinders the task of the rest of the users (such as downloading large files at peak times).



- Post or share any personal information to anyone.
- Upload, post, send, or copy any insulting message or image to anyone.
- Use racist or profane language, or insult and attack others.
- Causing harm to computers, computer systems or the Internet.
- Violation of the saved rights, or violation of another user's account, or accessing anyone's files without permission.

❖ **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: _

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

- 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
- School page on Instagram : <https://instagram.com/alsholaamerican/>

****Documents to view as additional sources of the guide:**

- 1- Student and Guardian Guide to using the Microsoft Teams portal (guide link included).
Microsoft Teams- Step By Step <https://youtu.be/xh1GCLo8L1E>
- 2- Distance learning class schedules (to be included on the school social media pages + the school's telegram channel and WhatsApp groups).

**Hoping everyone will have a high degree of responsibility
and commitment to make this process a success
and invest it in the best way to achieve the maximum benefit for students**



Administration