



MLS AMERICAN KG & ELEMENTARY DIVISION

## **Elementary Stage Distance Learning Guidelines**

Dear Parents and Guardians,

We are keen and committed to make sure that students continue to experience the care and responsibility of our staff and the routine of daily learning, even when that learning is happening online. We must acknowledge that remote learning cannot replicate the magic that happens when school is in regular session, however, we do contend that quality learning can occur from a distance. MLS administration and staff have been putting plans in place to continue to educate our students under any circumstance and given any conditions.

MLS distant learning will follow a complete class schedule (Sunday through Thursday) that includes all subjects just as they would at school. Online school day will start at 8:30 and will end at 2:45 for Grades 2 to 5, and would end at 2:00 twice a week for Grade 1. Each day consists of 7 sessions; each session lasts for 50 minutes. The daily schedule includes two 20-minute breaks as well as a 10-minute brain break in the morning. Students will be expected to attend as a whole class and in groups as will be clarified in the schedules that will be sent to you.

As planning for the coming period, and ensuring the best quality of education, a stimulation of the students' regular school day will be carried out to decrease any tension or frustration. The same online applications, course-study web material, and daily routine that the students are used to in their everyday face-to-face classes will be applied in their distant learning.

Continuing on our regular procedure, the Weekly Work Letter will be sent every Thursday clarifying the topics to be covered for the upcoming week along with the links that students may access for the work that will be covered. In addition to that, teachers will engage students with interactive material during online sessions to ensure adequate command of any lesson taught.

Students will have one Q & A (Wrap-Up) session with their teachers on weekly basis. The Q&A session will be used differently for Lower and Upper Elementary stage:

<p><b>Grades 1 and 2</b></p>	<p>Students will be divided into small groups of 4 to 6 students per group to attend the Q&amp;A or Wrap-Up session. The weekly Wrap-Up session will be used for re explanation, recap, assessments and Q&amp;A. The grouping will be sent to parents by the teachers on Microsoft Teams.</p>
<p><b>Grades 3, 4 and 5</b></p>	<p>There are three Q&amp;A sessions per week for each class. Students will be encouraged to join a class of questions and answers in case any clarification is needed. This is similar to office hours where the teacher will be present to take any questions or to further elaborate concepts. Q&amp;A sessions will be for LA, Math, and Science once per week. The schedule for the Q&amp;A will be announced on the Subject MS Teams page.</p> <p>Q&amp;A sessions will start as of Sunday, January 17.</p>

## **Expectations for Students**

Dear students;

You are expected to follow a daily routine for your school day from home, and to that, the following instructions must be strictly followed:

➤ **Attendance:**

- Attendance and participation policy will apply.
- Attendance will be taken every day and will be monitored. The expectation is for full attendance unless the student is unwell.
- Parents are asked to follow the normal channels of communication if child is unable to attend the online sessions.

➤ **Work Environment:**

- Students are expected to attend the online sessions in full school uniform.
- Students have to be present in a distraction-free place quiet and an organized work environment, sitting upright at on a desk or table.
- Punctuality is a must! Students must be on time and prepared with material requested by the teacher.
- Camera should be on at all times. Microphone should be muted unless asked otherwise.

➤ **Assignments:**

- Check Class Teams every day for assignments or announcements
- All assignments should be submitted on time by sending screen shots of the assignments to the chat on Microsoft Teams.

- Homework is to be completed and turned in by the due date (three days after being assigned). Homework will be accepted up to 3 days after due date (capped at 80%) and after that it will not be graded.
- No late assignments will be accepted.
- Sending the assignments on daily basis will help the teacher provide instant and proper feedback.
- Assignments should be done independently and in neat handwriting. If a student struggles with his/her assignment, please contact the teacher via Microsoft Teams.

➤ **Wellness and Self-care:**

- Sufficient sleeping hours will help better learning, so make sure to continue at school bed-time routine.
- Get up early enough to ensure time for a good breakfast before you start.
- Follow the scheduled breaks and time for exercise or other off-screen activities.
- Take advantage of Q&A sessions

**Zoom Sessions Online Rules and Regulations:**

- » Login to the zoom session using YOUR NAME; not your parents name and not a nick name.
- » School dress-code applies during online sessions.
- » Camera turned on.
- » Microphones should be on mute during the session unless you have been recognized to speak.
- » Same courtesies apply that you would use when interacting in the classroom.
- » Physically raise your hand, or use the raise hand feature, when you want to speak during the class time and wait to be acknowledged before speaking.

## Student Checklist:

### How to Manage your Daily Routine Online and Offline

BEFORE LEARNING	
	Wake up early enough to get ready (7:00 am)
	Eat breakfast, take a shower, brush your teeth and get dressed for the day.
	Gather your learning materials and tools. Set up your charged device; login.
	Review your teacher notifications and directions on MS Teams - read any learning / class announcements.
	Set a time management plan, with an adult, on paper to organize your day: Complete assignments in order (your usual school day routine)
	Bring a water bottle or glass of water to your work space.
DURING LEARNING	
	Follow your class schedule as sent by your teacher.
	Ask questions to your teacher(s) using the MS Teams or during the session if you feel that anything is not clear to you.
	Maintain your pace for learning: make sure when you are on break, you return back to the session on time.
	Interact actively during class time and make sure to participate in any given activities and assignments.
	Take Brain Breaks, S-T-R-E-T-C-H, eat a snack or Lunch, wash your hands.
AFTER LEARNING	
	Submit your assignments to your teacher(s) on time.
	Plug in/Charge your device for the next day of learning.
	Clean up your work space. Put your materials away for the next day.
	Self-reflect on the experience learning from a distance. Look in the mirror; smile; say you are proud of yourself and pat yourself on the back!
	Share your learning with someone at home 😊

### **Expectations for Parents:**

- Resist the urge to “home school.” Let your child’s teachers do the teaching and guiding.
- Be a cheerleader for learning!
- Be a curious inquirer into what and how your child is learning.
- Remind your child that patience and a willingness to communicate will go a long way in school and in life!
- Help your child establish a routine that keeps him/her organized and ready for learning.

We continue to believe that constant and well-applied communication is the core for the success of the learning process. Our goal is to remain in close communication with you all and being reachable through the following communication channels:

<b>Means of Communication</b>	<b>Purpose of Use</b>
<b>Office email:</b> mls_elementary@mls-egypt.org	Parents may send any concerns, queries, or announcement to the office using their personal email. Your message will be checked by the office and referred to the specialized person to get back to you at the soonest possible.
<b>Elementary Office Phone Number:</b> 01002148052 01002148053	Office phone numbers to leave any message. Messages will be collected and referred for prompt feedback and reply as needed.
<b>Technical Support Phone Numbers</b>	Mr. Wael 01272912927 Mrs. Engy 01028321118

<b>Teachers email</b>	<p>It is highly recommended to encourage your child to communicate first with his/her teacher when facing problems. Nevertheless, parents may communicate with teachers by email in case of your child is experiencing difficulties or for clarification regarding any social, wellness, or academic matter.</p> <p>Any email sent to the teacher <b>MUST</b> be Cc-ed to the Elementary Office email:  mls_elementary@mls-egypt.org</p>
<b>Microsoft Teams Class Chat</b>	<p>Students <b>ONLY</b> may use the MS Teams chat application to ask their teachers about anything that was not clear during the session. Teachers will promptly reply within school hours.</p>
<b>ThinkWave and SMS</b>	<p>One-way channel for school-wide announcements.</p>

*“Children are the priority, change is the reality, and collaboration is the strategy.”*

~ Judith Billings