

For us at LWIS-USL, health and safety always lead the way. Our vision is a safe, strong, and supportive learning environment and an excellent education for every one of our students. Schools will be in session and students will be learning five days per week—no matter where they are. The school has considered and planned for both in-person **Blended Learning** and **Remote learning**.

**Note: Please read the following information carefully as there is an abundance of information being released.**

## E-Learning Handbook

### Preparation Phase

The school will be conducting workshops at school with parents and learners to ensure that we are prepared under all circumstances for the upcoming academic year. The workshop will include an overview of the educational mode LWIS-USL will adopt, the platforms that will be used to engage learners.

Small groups of students will attend school from each class to get familiar with the teachers that will teach them for the academic year 20-21.

### Blended Classroom

Learners will be learning 5 days a week. A major difference is that we are preparing to deliver their education through a blended learning model. Blended learning means students will be taught on-site in school for part of the week, and will attend school remotely on the other days of the week. The following is a sample of how grades and/or sections could be divided into groups in a blended learning model.

	Mon	Tues	Wed	Thurs	Fri
	GROUP C				
Week 1	GROUP A	GROUP A	GROUP B	GROUP B	GROUP A
Week 2	GROUP B	GROUP B	GROUP A	GROUP A	GROUP B

- Group A, Group B: in-person learning on two consecutive days per week; remote learning for non-in person days.
- Group C: refers to learners that require an individualized Program and will be provided with sessions at school to cater to their educational needs.

Please note that a detailed schedule for blended learning will be shared at a later date.

### Remote Learning

Learners will still be learning remotely 5 days a week. The following is the schedule for online remote learning

MS/HS Timing for Remote learning
1 <sup>st</sup> period 8:00 - 8:50a.m.
2 <sup>nd</sup> period 9:00 – 9:50a.m.
Break 9:50- 10:10a.m.
3rd period 10:10 - 11:00a.m.
4th Period 11:10 - 12:00p.m.
Break 12:00- 12:20p.m.
5 <sup>th</sup> Period 12:20 – 1:10 p.m.
6th Period 1:20 – 2:10 p.m.

Elementary Timing for Remote learning
1 <sup>st</sup> period 8:00 - 8:50a.m.
2 <sup>nd</sup> period 9:00 – 9:50a.m.
Break 9:50- 10:10a.m.
3rd period 10:10 - 11:00a.m.
4th Period 11:10 - 12:00p.m.
Break 12:00- 12:20p.m.
5 <sup>th</sup> Period 12:20 – 1:10 p.m.
6th (Homework Time) Period 1:20 – 2:10 p.m.

Teacher-Led Instruction or screen time per day during remote learning involves:

“we measure success one happy learner at a time”

Grades K-1: 60 minutes (2 sessions)

Grades 6-12: 150 minutes (4 sessions)

Grades 2-5: 90 minutes (3 sessions)

In addition to the Teacher-Led Instruction time, students are to continue to engage in work assigned on their eSchool agenda daily. Recommended time for independent work is:

Grades K-1: 1-2 hours per day

Grades 2-5: 2 hours per day

Grades 6-12: 2-3 hours per day

- Remember we are committed to meet the needs of all our learners. To request for accommodations and extra support please contact the school and notify the Head of Section.
- Physical Education (PE), Art, and Computer (IT) lessons will also be provided online for all learners.
- Learning Activities, Assignments, & Performance Tasks: Please ensure that your child is completing all tasks in a timely manner.
- All our course materials, recorded conferences, school updates, and online assignments are located easily on both Microsoft Teams and eSchool platforms.
- Learners will complete short online assessments in order to check for understanding; however, most major assessments will be held at school.

### Attendance & Punctuality

- We care about our students and worry about them if they are absent from school or if they do not attend online sessions for more than two days. The Head of Section and/or the classroom teacher(s) will call you to find out the reasons for your child's absence.
- A medical certificate is to be submitted to the Head of Section in case of absence.

### Drop-off and Pick-up Procedures

- Entry and Exit Gates are as follows: Preschool from Gate 1, Elementary classes from Gate 2 (administration), Middle School and High School from Gate 3.
- Students will be dismissed at staggered times (a few minutes apart).
- Drop off and pick up are to be done strictly through the designated areas and during the designated timings.
- Family members, drivers, nannies are not allowed to accompany students onto the school premises.
- Meetings are encouraged to take place online or through a phone conference, unless there is a critical need for a one-on-one meeting, which should take place through a previously scheduled appointment.

### Safety Procedures

- Upon entering school, all faculty, staff, and students will have a temperature check performed.
- If any student begins to show symptoms of COVID-19 while at school, they will be isolated instantly, the parent/guardian of the child will be notified immediately, and the patient should be referred to a hospital to take the necessary action. The patient should not return to school until a PCR result is obtained. If the result is negative and there is a clinical assessment of a probable COVID-19 case, the patient should complete a 14-day quarantine. If the result is negative and there is no clinical assessment for a probable case, the child can resume schooling as long as they are symptom-free.
- Students will enter through 3 points of entry. Temperature checks will be completed at this time. Students will report directly to their first period classes and may not congregate in the hallways.
- Upon entering the school premises, all faculty, staff, and students will be required to wear a mask. Students are responsible for this daily as part of the dress code and will not be permitted to enter the school without it. Masks must cover the nose and mouth and stay in place. Social distancing will be enforced throughout the day. Students may not congregate in the hallways and must remain moving from point A to point B.
- Hallway and stair traffic will move in one direction. Additionally, within the classrooms, students will be assigned seats in every class.
- Hand sanitizer will be available throughout the school building. Teachers will use disinfectant wipes/spray on high-touch areas between classes.

- At this time, cafeteria will not be serving food. Students are requested to bring a water bottle to school daily. Lunch boxes and water bottles have to be labeled with the child's name.
- Students must bring their own stationary items and electronic devices (i.e. laptops, tablets, headphones, etc.). Student should not share their stationary.

## ROLES AND RESPONSIBILITIES

### **Student Roles and Responsibilities**

- Establish daily routines for engaging in the learning experiences.
- Identify a comfortable, quiet space at home where you can work online effectively and successfully.
- Be appropriately dressed during online learning sessions, e.g. not pajamas.
- To check for announcements and feedback from teachers and regularly monitor online platforms: Classroom, Sites, eSchool, Calendar, etc.
- Complete assignments with integrity and academic honesty, doing your best work.
- Meet timelines, commitments, and due dates by setting realistic schedules.
- Communicate proactively with your teachers if you cannot meet deadlines, require additional support, or experience a technology-related issue.
- Use good judgment and maintain proper online etiquette.
- Proactively seek out and communicate with your teachers as different needs arise.
- If you become too ill to participate, it is important that you or parent communicates directly with teacher via eSchool.

### Parent/Guardian Roles & Responsibilities

#### **Support for your children by**

- Establishing clear routines and expectations.
- Defining the physical space for your child's study.
- Monitoring the e-Learning plan shared with your child and announcements/feedback from teachers.
- Monitoring official communication from the school regarding closure dates.
- Taking an active role in helping your children process their learning.
- Remaining mindful of your child's stress or worry.
- Making sure students are putting devices away so they get adequate sleep.
- Communicate with the school concerning any technical issues with online learning.
- Notify the school if there are any concerns about a student's social and emotional well-being.
- If your child is too ill to participate, please notify teacher(s) or Head of Section before scheduled classes begin.