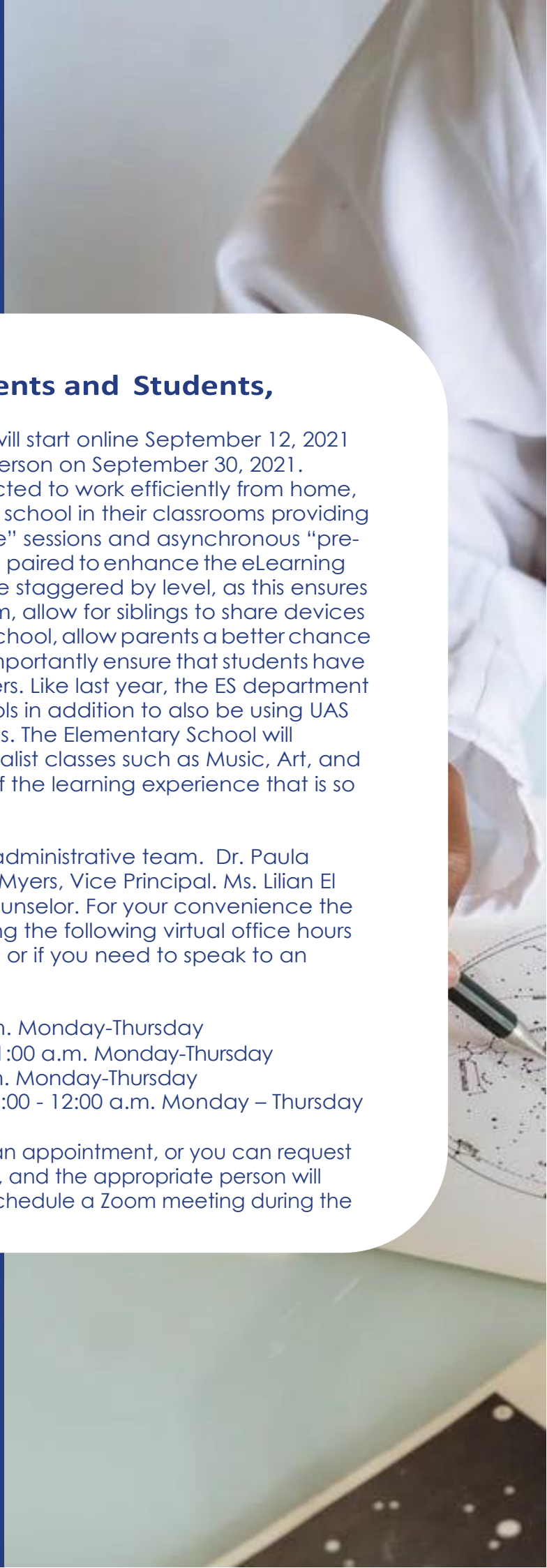
eLearning Resources

ELEMENTARY SCHOOL



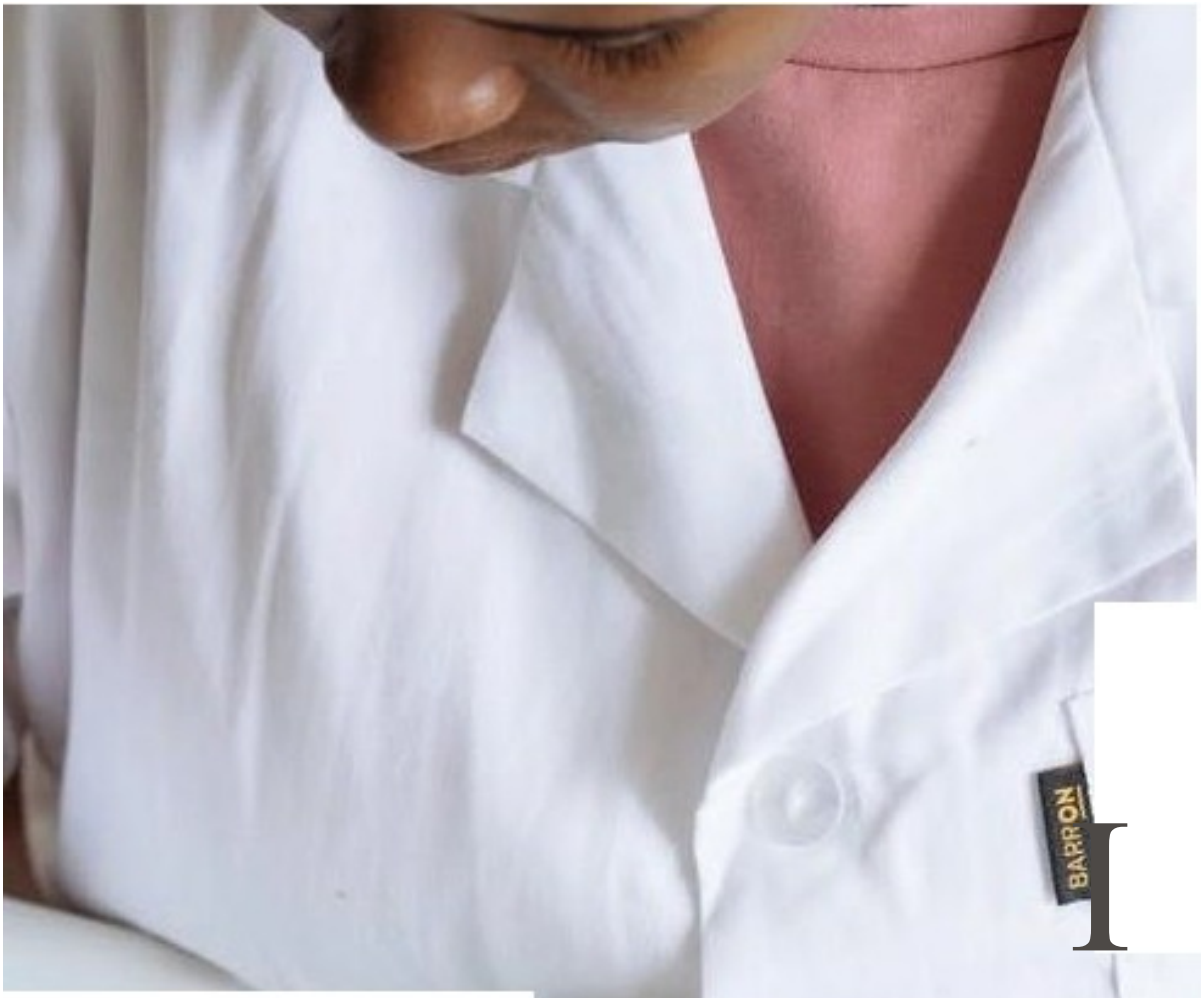
Dear UAS Elementary Parents and Students,

The new academic year 2021/2022 will start online September 12, 2021 and for our Elementary students, in person on September 30, 2021. During eLearning, students are expected to work efficiently from home, whilst the teachers will be located at school in their classrooms providing learning instruction. Synchronous "live" sessions and asynchronous "pre-recorded instructional videos" will be paired to enhance the eLearning experience. The school day will also be staggered by level, as this ensures that students will have a robust system, allow for siblings to share devices if they are in different grades of the school, allow parents a better chance to assist younger children and more importantly ensure that students have a better connection with their teachers. Like last year, the ES department will continue to use Seesaw for Schools in addition to also be using UAS Zoom for Education for all live sessions. The Elementary School will continue to offer all the regular specialist classes such as Music, Art, and PE in order to preserve the diversity of the learning experience that is so important to our students.

We have two new members on the administrative team. Dr. Paula Gordon, Principal, and Ms. Elizabeth Myers, Vice Principal. Ms. Lilian El Haddad is the Elementary School Counselor. For your convenience the administrative team we will be holding the following virtual office hours should you have questions, concerns or if you need to speak to an administrator:

Dr. Gordon, Principal: 10:00-11:00 a.m. Monday-Thursday
Ms. Myers, Assistant Principal: 10:00-11:00 a.m. Monday-Thursday
Mrs. Lilian, Counselor: 11:00-12:00 a.m. Monday-Thursday
Mrs. Jane, Senior Head Counselor: 11:00 - 12:00 a.m. Monday – Thursday

Please contact the main office to set an appointment, or you can request a meeting using esadmin@uas.edu.kw, and the appropriate person will contact you via phone or in order to schedule a Zoom meeting during the above mentioned times.



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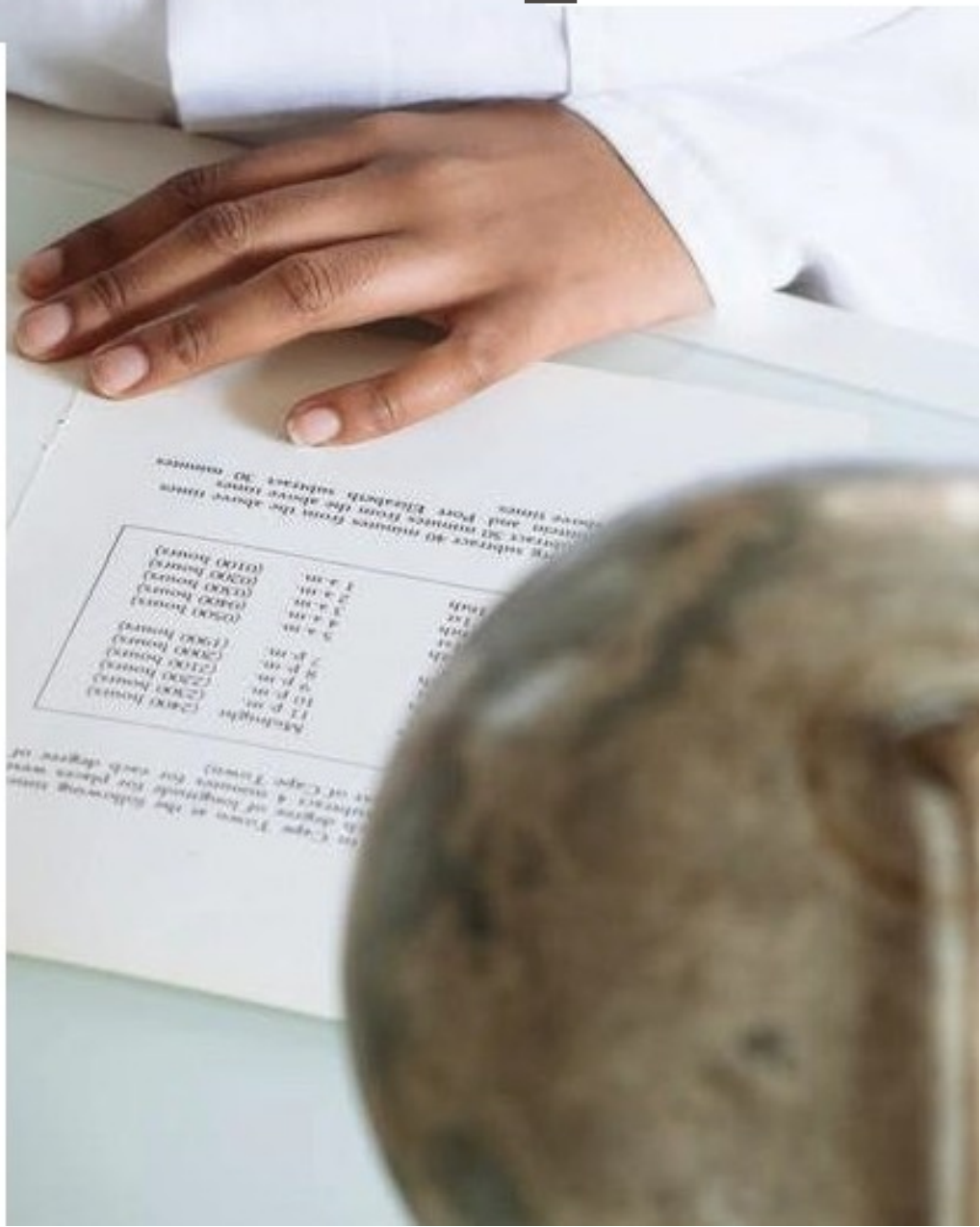
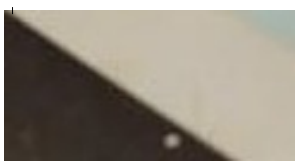




UAS eSchool Learning Resources

PlusPortals is the official learning management system at UAS where a live chat option is available for students to connect with teachers on demand. Seesaw has been set up for students to submit all work in one space. All course requirements will be updated through the PlusPortals system and paired with Zoom for Education to deliver a safe learning environment for live learning sessions. All school levels will have access to any additional learning support programs deemed "approved and safe" by the School Leadership within the Plus Portal student accounts. All students have been issued uaskuwait.net email accounts to ensure communication amongst parents, students and teachers.

Information Hub

Rediker SOFTWARE
PlusPortals

Seesaw

Communication

PlusPortals

PlusPortals
Communication Tools

School Email Communication
helpdesk@uas.edu.kw
Plusportals@uas.edu.kw

UAS Help Desk System

LiveClassroom

EBSCO

Kahoot!

Screencastify

LiveClassroom

zoom

Zoom forEducation

Learning Resources & Subscriptions

BRIDGES IN MATHEMATICS

NATIONAL GEOGRAPHIC

SCHOLASTIC

G Suite for Education

Raz-Kids

Click on the image of the resource to be re-directed to the site.

UAS eSchool Safe Learning Environment at Home

- As a parent, remote learning will now be a familiar concept for your child. Take an active interest in their learning and help support them whenever they need a helping hand.

- Make space for learning. Your children will do their best work in a quiet, comfortable, and dedicated space that is strictly for learning. This space should be a different set-up than where they normally play games or watch television.

- Ensure your learning device is in a public space in the home. It's important to consider where the PC, laptop, or tablet is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be seen as inappropriate.

- Establish a daily schedule and routine. Routines and schedules are extremely important for children at school and should be similar at home. Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a little bit of getting used to. Try to stick to a daily routine to help children keep on top of their daily learning.

- Work with your child to establish rules on how, when, and where devices can be used. Ensure that your child only uses official UAS communication channels. It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.

- Monitor your child's communication and online activity. It's important to remind your child that despite being at home, the same level of behavior exists as if they were at school. Spend time with them online to ensure they have safe and positive online interactions with teachers, classmates, and friends.

- Check that your child's device is running the latest software and antivirus programs, and that privacy settings are on to minimize data collection. For younger children, tools such as parental controls, including safe search, can help keep online experiences safe. Help your child learn to keep personal information private, especially from strangers.

- Keep your children safe with open communication. Talk honestly with them about who they communicate with and how. Encourage healthy online habits by promoting and monitoring good behavior online and on video calls. Encourage your children to be kind and respectful to classmates, to be mindful of what clothes they wear, and to avoid joining video calls from a bedroom.

- Make sure they understand the value of kind and supportive interactions and that mean or inappropriate contact is never acceptable. If your children encounter this, encourage them to tell you or a trusted adult immediately. Be alert if your child appears to be upset or secretive with online activities or if they are experiencing cyberbullying.

- Encourage healthy online habits by promoting and monitoring good behavior online and on video calls.

- Familiarize yourself with school policies to report cyberbullying or inappropriate online content.

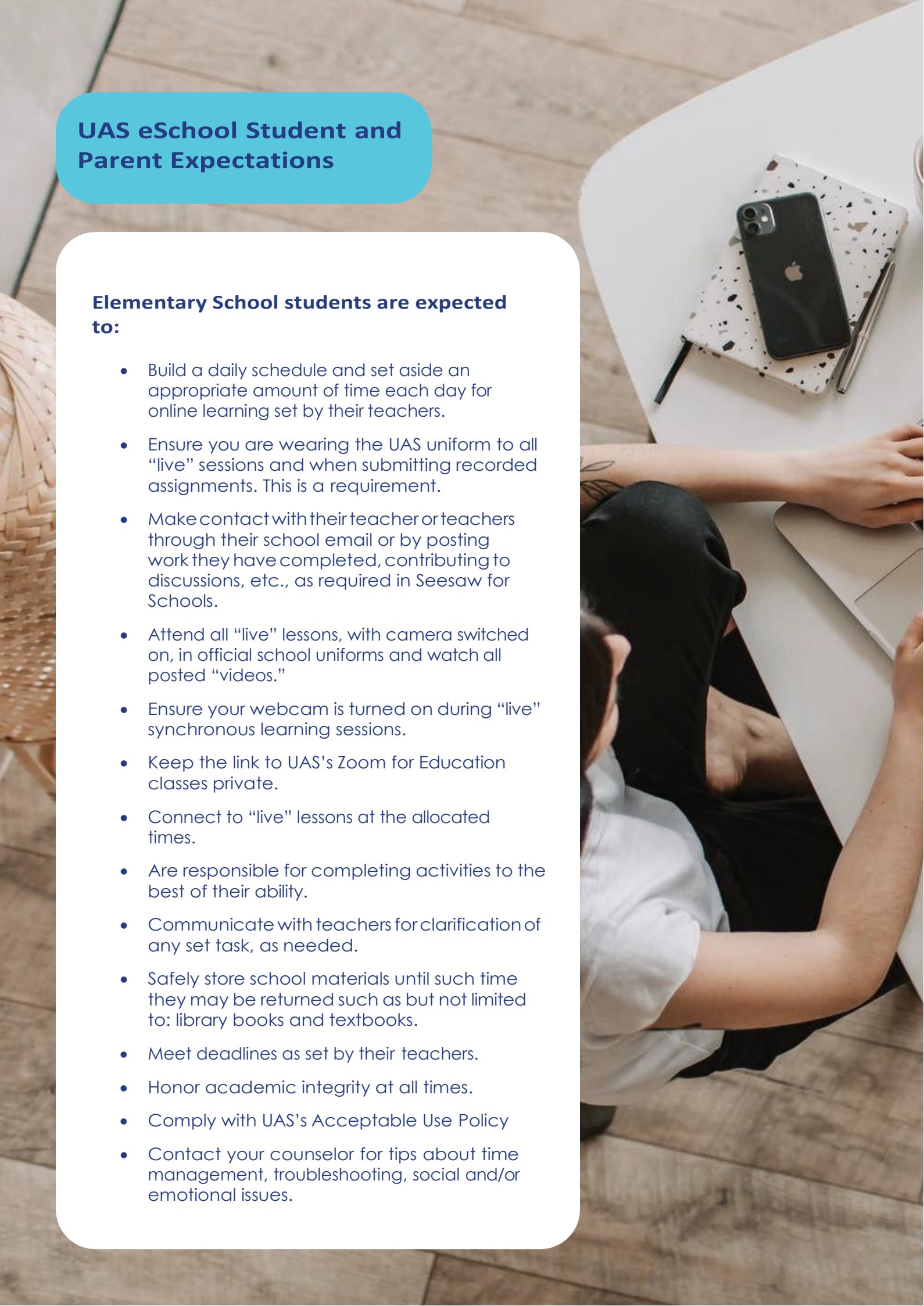
- As children spend more time online, they can be exposed to more advertising that may promote unhealthy foods, gender stereotypes, or age-inappropriate material. Help them recognize online ads and use the opportunity to explore together what is wrong with some of the negative messages they see.

- Encourage screen breaks away from devices. Remote learning will inevitably require more interaction with computers, laptops, and tablets. Teachers will advise on-screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some exercise/fresh air.

- Be cautious of free online educational resources. Your child should never have to provide a photo or their full name to use these resources.

- Monitor your child's mental health and wellbeing. Remote learning will mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing. Although learning from home might seem fun and exciting to start with, missing out on seeing their friends every day might take its toll

UAS eSchool Student and Parent Expectations



Elementary School students are expected to:

- Build a daily schedule and set aside an appropriate amount of time each day for online learning set by their teachers.
- Ensure you are wearing the UAS uniform to all "live" sessions and when submitting recorded assignments. This is a requirement.
- Make contact with their teacher or teachers through their school email or by posting work they have completed, contributing to discussions, etc., as required in Seesaw for Schools.
- Attend all "live" lessons, with camera switched on, in official school uniforms and watch all posted "videos."
- Ensure your webcam is turned on during "live" synchronous learning sessions.
- Keep the link to UAS's Zoom for Education classes private.
- Connect to "live" lessons at the allocated times.
- Are responsible for completing activities to the best of their ability.
- Communicate with teachers for clarification of any set task, as needed.
- Safely store school materials until such time they may be returned such as but not limited to: library books and textbooks.
- Meet deadlines as set by their teachers.
- Honor academic integrity at all times.
- Comply with UAS's Acceptable Use Policy
- Contact your counselor for tips about time management, troubleshooting, social and/or emotional issues.

Parents of Elementary School children are expected to:

- Help their child(ren) to build a daily schedule to stay on track.
- Watch the CIS Safeguarding students video and implement the requirements when your child is learning remotely from home. Implement all recommendations.
- Ensure that UAS's Zoom for Education works on the device their child will be using for live lessons.
- Ensure your child's webcam is turned on during "live" synchronous learning sessions.
- Ensure your child(ren) is wearing the UAS uniform to all "live" sessions and when submitting recorded assignments. This is a requirement.
- Use their child's uaskuwait.net account to log on to UAS's Zoom for Education.
- Adhere to and sign the UAS/ CIS Safeguarding Online Learning guidelines form. This includes the set-up of a designated workspace. This should not be in the child(ren)'s bedroom.
- Ensure that their email address is correct on PlusPortals and account is activated.
- Ensure that their phone number is correct on PlusPortals.
- Ensure their child(ren) has appropriate Internet access to participate in online learning.
- Act as additional support and help their child to stay engaged.
- Ensure that they are receiving the Seesaw for Schools notifications so that they are aware of posted assignments, deadlines, and missed work.
- Understand the way to check if their child(ren) has submitted work.
- Check personal email and PlusPortals App/website regularly to receive school correspondence/updates.
- Use the chain of command to solve issues (Teacher, Principal, Superintendent, School Owner)
- Contact helpdesk (helpdesk@uas.edu.kw) if there is a technical problem.

Parents are strongly recommended to dedicate a quiet and uninterrupted workspace for your child(ren) at home to ensure their success. This consists of but is not limited to: reliable internet, individual desk space, laptop/computer, computer charger, school supplies, a whiteboard/magnet board for your child to write down deadlines and filing materials to keep track of your child's learning resources provided by the teacher.

UAS Elementary eSchool Schedule

Below you will find the timing which reflects your child(ren) UAS eSchool "live" synchronous lessons. This excludes independent work required by the student to complete and the asynchronous "pre-recorded videos" which the student is required to watch as additions to the overall virtual learning experience. It is the responsibility of the students to attend all "live" sessions, watch all "pre-recorded" sessions, complete all learning requirements and adhere to the code of conduct. Failure to do so will impact the student and can lead to your child(ren) academic behavior probation.

Student Virtual eSchool Day

*(this is only a timetable for online "live sessions", this is **excluding independent** work required by the student)*

Division	Start	End
Early Childhood	09:55 am	1:55 pm
Elementary School	**10:25 am**	**2:35 pm**
Middle School	07:30 am	12:45 pm
High School	08:05 am	12:10 pm

Please be advised that all students will be receiving their "live" synchronous schedules through Plus Portals prior to September 12, 2021. Teachers will be sending out individual UAS Zoom for Education invites, students are to accept the invites only. Asynchronous "pre-recorded" lessons will be posted as directed by the teacher onto Plus Portal and/or Seesaw. Prior to September 12, 2021 students are responsible to activate the emails, UAS Zoom for Education and Plus Portal accounts to be able to access all learning requirements. Failure to activate these accounts prior to September 12, 2021 will strongly impact your child(ren) attendance and learning outcomes at UAS eSchool.

Grading during eLearning at the UAS eSchool

Grading during eLearning will be broken down into two categories for Elementary School: Participation and Formative work.

The Participation section is worth 40% of the overall grade and is further separated into three sub-sections, Attendance, Preparation and Engagement. These sub-sections will have level specific rubrics for grading. These are daily grades based on virtual sessions.

The Formative section is worth 60% of the overall grade and is further separated into three sections: Assignments, Quizzes and Projects, there are no summative assessments with eLearning. Each department has established a point system for each sub- category.

E-Learning Grading

Formative 60%	Participation 40% (Daily Grade)
Assignments	Attendance
Quizzes	Preparation
Projects	Engagement

UAS eSchool reserves the rights to provide formal exams as deemed necessary by the school leadership. Once the MOH/MOE approve for schools in Kuwait to shift to a Hybrid Learning scenario formal exams will be mandatory and the grading scale will be adjusted accordingly.

UAS eSchool Learning Supplies

Grade 1

- Small whiteboard
- Colored whiteboard markers and eraser
- Headphone with microphone
- Separate device (laptop) (AppleMacBook / Air or equivalent OS × v10.11 higher, Windows based laptop operating Windows 7, 8.1, or 10, Required Internet Browser – Chrome 68 or higher)
- Wired/wireless mouse
- 2 Composition notebooks with widelines
- (line-dotted-line format) for ELA (Reading)
- 1 large square grid graphing notebook (Math)
- Pencil case with sharpened pencils, erasers, crayons

Grade 2

- Small whiteboard
- White board colored markers and erasers
- Headphone with microphone
- Separate device (laptop) (AppleMacBook / Air or equivalent OS × v10.11 higher, Windows based laptop operating Windows 7, 8.1, or 10, Required Internet Browser – Chrome 68 or higher)
- Wired /wireless mouse
- crayons, pencils, sharpener
- 4 different colored notebooks (A4 size and single lined)
- Glue sticks and scissors

Grade 3

- Small whiteboard
- Whiteboard colored markers and eraser
- Headphone with microphone
- Separate device (laptop) (AppleMacBook / Air or equivalent OS × v10.11 higher, Windows based laptop operating Windows 7, 8.1, or 10, Required Internet Browser – Chrome 68 or higher)
- Wired/wireless mouse
- One notebook for(ELA/Math/Sci/SS)
- Pencil case with essentials (pencil, eraser, sharpener, colored pencils etc.)

Grade 4

- Small whiteboard
- Whiteboard markers and eraser
- Headphones with microphone
- Separate device (laptop) (Apple MacBook / Air or equivalent OS × v10.11 higher, Windows based laptop operating Windows 7, 8.1, or 10, Required Internet Browser – Chrome 68 or higher)
- Wired/wireless mouse
- One notebook for (ELA/Math/Sci/SS)
- Pencil case with the essentials (pencil/pen, eraser and sharpener)

Arabic (All Grade Levels)

- (1) Notebook 80 pages
- Colored Pencils
- 2 plastic files
- Highlighter
- Pencils
- Eraser
- Art
- Classical Sketch Book A3 Size (18 page)
- 2 Pencils
- Set of Markers
- Colored Pencils

Uniforms during UAS eSchool

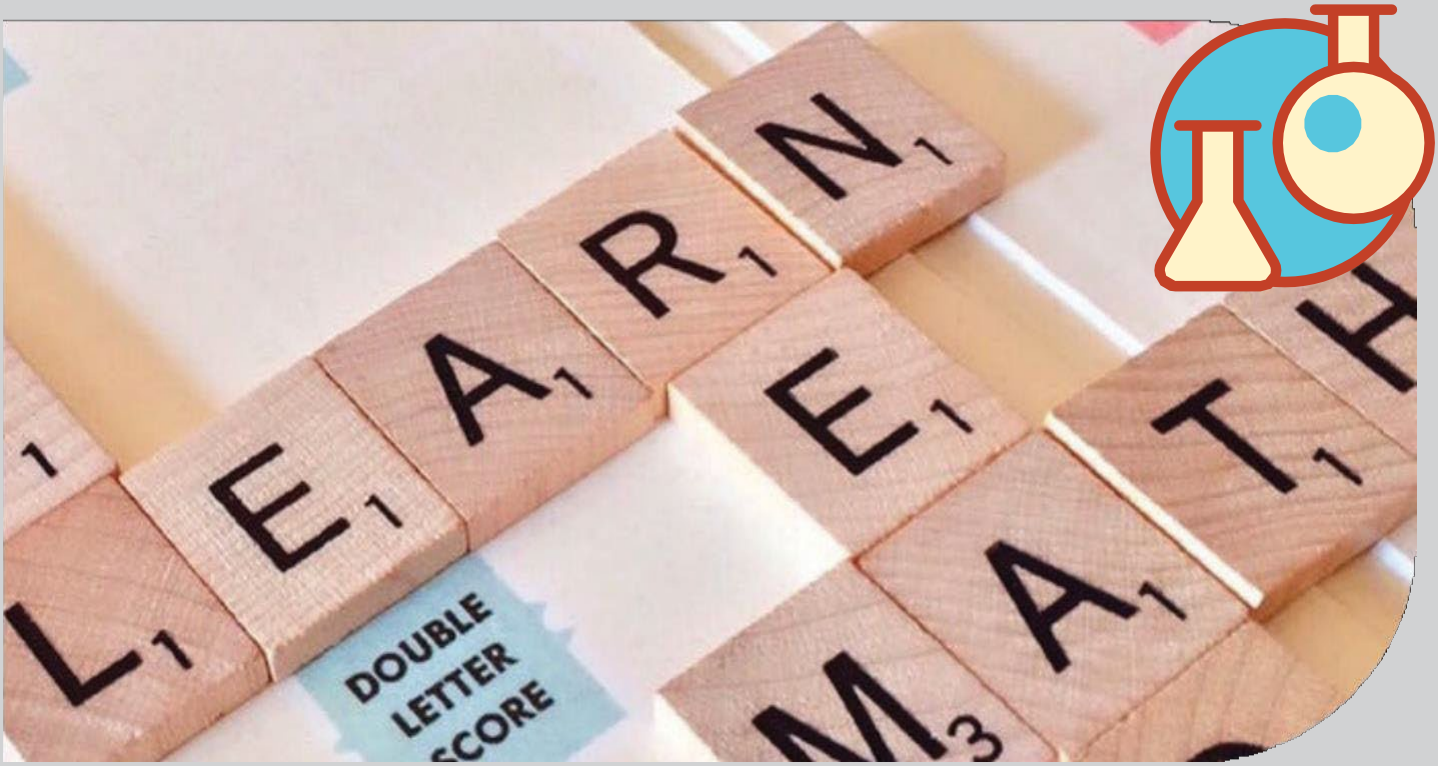
Students are required to wear the UAS Uniform at all times when attending eLearning sessions. Not only does this prepare them mentally for learning, but it also maintains the sense of belonging to the UAS community. We stress that if you already have uniforms, which suit your children, *there is no need to purchase new*. If your child has outgrown their uniforms, or you have a new student, you may purchase uniforms online via: uniformstore@uas.edu.kw by sending an email to the Uniform Store.

UAS Virtual Tutoring Services

Virtual tutoring services are available upon request at KD 12 per hour. This is conducted virtually, where the teacher will be providing this service from the school campus to students remotely at home. Parents are to email their respective department Secretaries and/or Counselors to request such a service. Secretaries/Counselors will provide those interested with additional information. Students cannot be tutored by their own teachers; Counselors will pair students with the most appropriate subject teacher.

Thursdays at the UAS eSchool

Teachers will hold a session geared towards students' social development each Thursday, identified on your child(ren)'s "live" synchronous schedule as "Morning Meeting". Additionally, this is a day to be used by students to catch-up on required work, request appointments from teachers for meetings and academic support and organize themselves to ensure they are not falling behind. Thursdays must be used to full potential where students are required to be academically completing all learning needs and prepare for the upcoming week ahead.



Social and Emotional Development during UAS eSchool

In order to ensure that students have an avenue to interact with one another socially, the counselor will conduct monitored Zoom for Education sessions. Once the school year gets started Ms. Lilian will start her sessions with students on a weekly basis throughout the school year. This is specified on your child(ren)'s schedule as "Counselling Chill and Chat" Sessions.

Parents may email the counselor at any time if their child is experiencing emotional challenges. Ms. Lilian will also be producing a weekly video available through Seesaw addressing many topics of interest for students involved in an eLearning environment. Please stay tuned.

UAS eSchool Attendance and Tardiness Policy

The synchronous (live) sessions and timetable have been carefully developed to maximize the independence of the older students, while recognizing that the younger students will require parental support to access their learning. Attendance of, and participation in, the synchronous lessons will be graded. It is the parent's responsibility that their child has the necessary equipment and environment to be fully present and involved in the eLearning, as outlined and adopted by the school. It is the student's responsibility to be prepared for learning during the live sessions. As during regular school, attendance during eLearning is critical for success. Tardies and absences will be recorded during each live session, across all grade levels. Excessive tardies and/or absenteeism will result in full consequences up to probation and dismissal from UAS.

***Tardy for a synchronous session**: It is the responsibility of students, and in the case of the younger children, the parents, to ensure that students are punctual for synchronous sessions. All materials should be prepared and ready for learning.*

*Attendance will be taken for each live session and you will be marked **tardy** if you enter the session any time five minutes after the scheduled start time. Being tardy will affect your participation grade for that session. Repeated tardiness will not be tolerated as it interrupts the teacher's ability to teach and the learning of the other students.*

Absences:

- **One synchronous session: For EACH session: Parents must email the teacher(s) and secretary in one email, not individually, explaining the absence.** The level administrator will decide if the absence is excused or not. You will receive an email from the secretary notifying you of the decision. All work must be made up, but only if the absence is excused will the work receive a grade. Missing synchronous sessions will negatively affect your participation grade.

- **Absent for an entire day of eLearning: Parents must call the school secretary and email the teacher(s) and secretary in one email, not individually, explaining the absence.** The level administrator will decide if the absence is excused or not. You will receive an email from the secretary notifying you of the decision. All work must be made up, but only if the absence is excused will the work receive a grade. Missing synchronous sessions will negatively affect your participation grade. Students will have only two days to make up any missed work.

- **Absent for two or more days consecutively of eLearning: Parents must call the school secretary and provide a doctor's note stating the dates excused, or the absence is unexcused. The doctor's note must be emailed to the secretary within 24 hours of it being issued.** All missed work must be completed. Missing synchronous sessions will negatively affect your grade. Students will only have the number of days absent, plus one more day to make up any missed work.

- **If you are not in Kuwait when school begins due to extenuating circumstances: Parents will need to email** the relevant level administrator(s) and secretary(ies) for the child(ren) affected**. Students are still required to attend the synchronous lessons and follow the timetable(s) for submitting work, as though in Kuwait.**

E-Library access during UAS eSchool

You may access the Destiny Library Manager through Plus Portals or through the UAS Home Page. To login you need your Library Bar Code #. The password has been set as <12345>, unless you have changed it during a previous year. If you require any assistance, please contact Ms. Nola Wedeen, Librarian at nolawedeen@uas.edu.kw or nolawedeen@uaskuwait.net.

Helpdesk support during the UAS eSchool

All required technical support can be provided through the UAS helpdesk. All parents and students must activate all their accounts independently following the activation instructions for, PlusPortal, Seesaw for Schools (KS/ES only), Zoom for Education and emails. Parents and students cannot visit the IT Helpdesk on the UAS Campus to resolve technical matters, all requests are serviced virtually. Parents and students must pre-organize their requests as the helpdesk will assist them within 48 hours of the request submitted and only during school hours. See the following link for more information, https://www.uas.edu.kw/contact-us/

Disclaimer

Policies and procedures, information, programs and courses are subject to change at the discretion of the School Administrative Team.

While every effort was made to ensure that the information provided is accurate and up-to-date, some information may have changed between the printing and actual distribution of this document.

All members of our UAS learning community are accountable at all times regarding all UAS eSchool contents/rules/regulations while they are enrolled at UAS. This includes school hours and periods of time when school is not in session.

Regards,

Dr. Paula Gordon
ES Principal
Universal American School, Kuwait

Ms.ElizabethMyers
ES Vice Principal
Universal American School, Kuwait

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