Elementary School
Split Face to Face

Guidelines Newsletter, V.01 – September 2021

What Is Split Face to Face Learning at the Universal American School, Kuwait?

Students are **divided** into a ***morning group—Cohort A—and afternoon group—Cohort B***. They attend school every day with fewer classmates, thereby allowing social distancing with teacher with daily support inside the classroom. During this in-person, on-campus attendance program, students will attend all subjects alternating by days according to their schedules.

Please click here to view the Elementary School Split Face to Face program explanation: Click Here

Split Face to Face ELEMENTARY SCHOOL SCHEDULE

Morning Cohort A	Start	End
Block 1	7:30 a.m.	8:15 a.m.
Block 2	8:15 a.m.	9:00 a.m.
Block 3	9:00 a.m.	9:45 a.m.
Block 4	9:45 a.m.	10:30 a.m.

Cleaning / Disinfection occurs from 10:30 a.m. – 11:30 a.m.

Afternoon Cohort B	Start	End
Block 5	11:30 a.m.	12:15 p.m.
Block 6	12:15 p.m.	1:00 p.m.
Block 7	1:00 p.m.	1:45 p.m.
Block 8	1:45 p.m.	2:30 p.m.

School ID and Lanyard Distribution

Distribution Day for the School IDs and Lanyards will take place on the following days in the **Multi-Purpose Room from 10:00 a.m.-2:00 p.m. Parents are permitted to collect ONLY on their specified cohort days to ensure the health and safety of the entire UAS Community. Students are not permitted to collect or attend along with parents.**

- **Cohort A- September 20th and September 21st (Cohort A will also be picking up the Cohort A car sign for entering the parking lot at 11:00 a.m.).**
- **Cohort B- September 22nd and September 23rd**

Families have been grouped together for your convenience. Please note that your child is required to have a School Id in order to enter the school building.

What Should I Bring to School?

1 School Backpack filled with the following only:

- **Water bottle filled with water**
- **Lunch Box with Healthy Snacks**
- **Personal Hand Sanitizer for your Desk**
- **Mini Personal Hand Sanitizer for your Backpack**
- **Pocket Anti-bacterial wipes**
- **Pocket Kleenex**
- **Extra masks**
- **Bring Your Own Device – Must be fully charged (for Grades 1 -12 only – see BYOD policy in the Student Parent Handbook 21-22 for approved devices)**

Health & Safety is a PRIORITY!

We Are Excited To Welcome You Back…

But Safety First, Always!

1. **Health and Safety Procedures on Campus:**

Did You Know?!…

- **MyMedBot MUST be completed before 6:00 am DAILY with a "Green Pass" to enter the school campus**

- **Temperatures will be checked DAILY upon entry to the school campus**
- **UAS disinfects surfaces and spaces daily to ensure your health and safety**
- **94.9% of UAS Staff members are vaccinated!**

Just a few IMPORTANT reminders…

- **Do not come to school if your temperature is 37.5 C or above!**
- **Masks must be worn on the nose and mouth AT ALL TIMES**
- **Ensure to follow the social distancing rule of 2m/6ft AT ALL TIMES**
- **Wash your hands when possible, and disinfect as needed AT ALL TIMES**
- **Use the surface disinfectant available in all classrooms to disinfect your desk, chair and overall space AT ALL TIMES**
- **Sharing of items is not allowed AT ALL TIMES**
- **Follow all the health and safety procedures AT ALL TIMES**

Click here to view a detailed Elementary school tour of all the health and safety procedures for the ES Split Face to Face program: **CLICK HERE**

2. Elementary School Arrival/Drop-off Procedures:

1. **Exterior arrival gates** will open for students at **7:10 a.m for Cohort A**, and **11:10 a.m for Cohort B. Instruction time** begins at **7:30 a.m for Cohort A**, and **11:30 a.m for Cohort B**. Students arriving **after 7:40 a.m** for Cohort A, and **11:40 am** for Cohort B are considered **tardy**. **Late students will be checked by the clinic upon arrival.**
2. Entering the exterior gate in the morning requires that the student be checked in and this will be monitored as per the duty expectations below. Staff members will receive a list of flagged/red students generated from the **MyMedBot app** through the school clinic.
3. Any **flagged/red student**, will not be allowed past the exterior school gates. Duty staff will be able to recognize them based on student ID. Duty staff will notify parents that the child must return home. If parents cannot be seen, duty staff will call ES Secretary to call and notify parents to pick up their child immediately.
4. Each cohort will arrive at its allocated timing**. Cohort A** will attend school daily at **7:30 a.m. Cohort B** will attend school daily at **11:30 a.m**. Exterior gates will be open for students in allocated times found in the schedule below.
5. Students exiting cars will be monitored by one security guard and ES Staff members on duty as per duty expectations below, to encourage parents to remain in their cars during drop-off. ES staff members will assist with directing students to their designated building entrance gate. For children that exhibit difficulty exiting the car, parents can park nearby and then bring the child to the curb when the child is ready.
6. Students will be identified by their color-coded ID Lanyards in accordance to their grade-level and cohorts.
7. **Late Procedures: Cohort A** students who arrive later than **7:40 am** will need to report to the main entrance (Gate 1). Parents will drop their child off at the waiting area and receive a Late Arrival form from the front desk secretary. An ES staff member from the

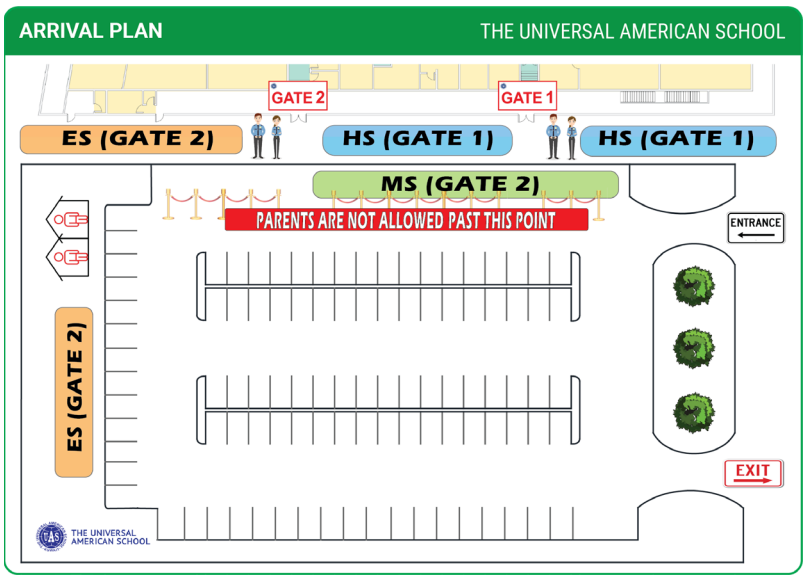
student's cohort will come and escort student to their classroom. **Cohort B** students who arrive later than **11:40 am** will need to report to the main entrance (Gate 1). Parents will drop their child off at the waiting area and receive a Late Arrival form from the front desk secretary. An ES staff member from the student's cohort will come and escort students to their classroom.

Morning Cohort A

Gate	Grade	Time
Gate 2	Grade 1	7:10 a.m.
Gate 2	Grade 2	7:10 a.m.
Gate 2	Grade 3	7:10 a.m.
Gate 2	Grade 4	7:10 a.m.

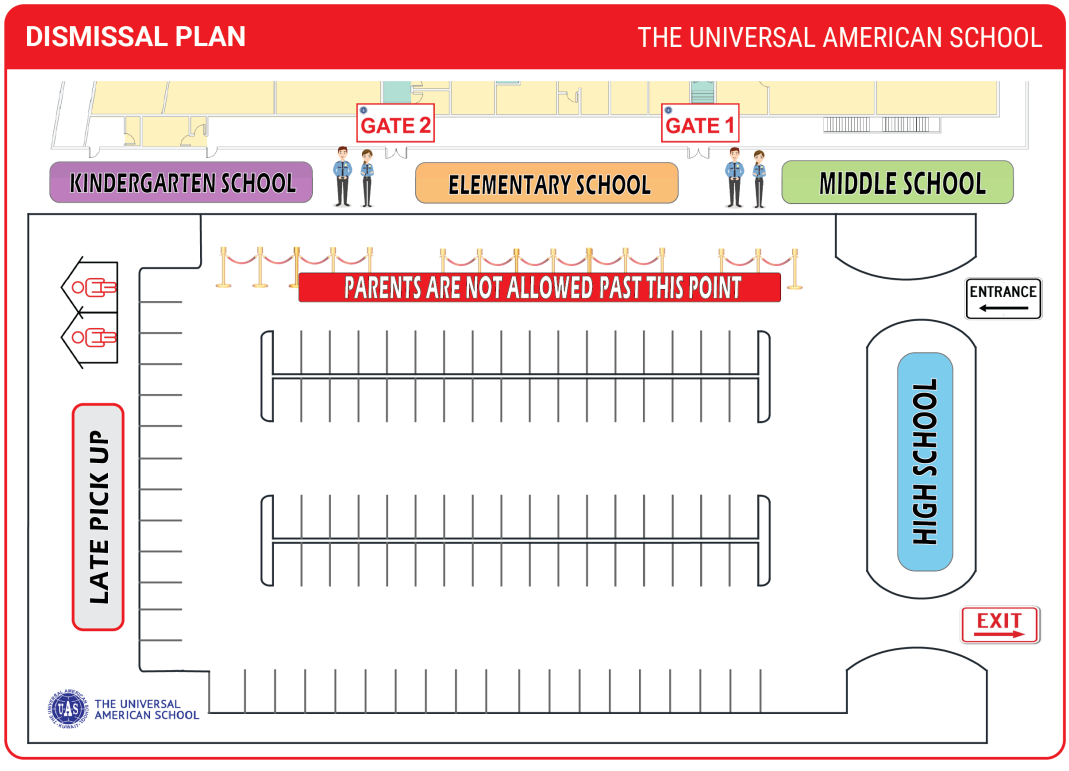
Afternoon Cohort B

Gate	Grade	Time
Gate 2	Grade 1	11:10 a.m.
Gate 2	Grade 2	11:10 a.m.
Gate 2	Grade 3	11:10 a.m.
Gate 2	Grade 4	11:10 a.m.



3. Elementary School Dismissal/Pickup Expectation:

1. Teacher Assistant, Teacher, and Administrator will be available for supervision, Principal will be at the Exit **Gate 2** during **dismissal.** Once all students have exited the building, Counselor and Vice Principal will join the department outside at the gate to assist with dismissal and social distancing measures.
2. Classroom Teachers and Assistants will monitor student lines for social distancing as they proceed from classroom to exit gate.
3. Students wait with their teachers at their designated spots under awning that will be clearly designated as a Safe Zone. Parents will come to the front of the school to pick up their child directly from the teacher. Barriers will be labeled clearly and parents will be informed via video prior to the start of school regarding this procedure. Clear maps and expectations will also be shared with parents to ease the process.
4. **Cohort A** sign must be displayed in the car to enter parking lot at the time of pickup.
5. Parents will not be permitted on the sidewalk area, but will be permitted between barriers, socially distanced from other parents. Parents with multiple children will pick up one child at a time from their designated spots. Parents/caregivers will have a nametag showing who they are picking up: to include students' name, photo, and grade.



Morning Cohort A

Gate	Grade	Time
Gate 2	Grade 1	10:30 a.m.
Gate 2	Grade 2	10:30 a.m.
Gate 2	Grade 3	10:30 a.m.
Gate 2	Grade 4	10:30 a.m.

Afternoon Cohort B

Gate	Grade	Time
Gate 2	Grade 1	2:30 p.m.
Gate 2	Grade 2	2:30 p.m.
Gate 2	Grade 3	2:30 p.m.
Gate 2	Grade 4	2:30 p.m.

4 Elementary School Restroom Procedures:

Each classroom is assigned a 15-minute time at a specific restroom for students to use the restroom. If a student has an urgent need, a school helper will take her/him to the designated restroom.

Restroom	Grade
Restroom 1	Grade 1, 2-1, 2-2 and 2-3
Restroom 2	Grade 3
Restroom 3	Grade 4, 2-4, 2-5

MyMedBot App Requirements

MyMedBot is a health screening app that helps to monitor staff and student health data efficiently. Parents/Students are required to download the **MyMedBot** app before **September 23, 2021** and complete the screening questions **daily prior to 6:00a.m**. Failure to complete this screening application will result in **your child not being able to attend school.**

Role of the Parent/ Guardian

1. Register student on **MyMedBot** before September 23, 2021.
2. Student entry to the school campus will be strictly guided by the **MyMedBot** mobile application daily.
3. Transparency and honesty in answering questions is required.
4. Self-screening forms will be available daily for completion on the MyMedBot App.
5. The deadline for submitting the forms will be **6:00 a.m. daily.**
6. Parents are entirely responsible for completing the questionnaire and submitting the form on a daily basis for each child.
7. This is a mandatory procedure and failure to submit the forms will have consequences. Students who fail to submit the form on the app will not be allowed to enter the UAS campus. Reoccurrence of failure to submit forms will jeopardize the students' re-enrollment at UAS and additional consequences will be enforced.
8. For technical assistance with the screening application, Parents are asked to contact the helpdesk@ uas.edu.kw via email only

If you are flagged "RED" on the App:

• **Entry into the school will not be allowed**. The student who submitted the form and if appears red must remain home and is required to provide a medical certificate issued by a government clinic/hospital **ONLY**, before attending school.

• Students who did not submit the form **prior to 6 a.m. have to stay home for that day**.

• Students will not be allowed entry if they have taken Panadol in the morning for temperature above 37.5 ºC.

• UAS Clinic will not accept medical certificates issued by a private clinic or hospital under any circumstances.

If you are flagged "GREEN" on the App:

• The students will be monitored at the entrance by the clinic staff for any COVID specific symptoms.

• Students identified with any COVID -19 related symptoms will not be allowed entry into the school and will be sent home immediately for medical evaluation.

• Students will be allowed a 5 minutes cool off period at the entry station if a temperature of 37.5 ºC and above is displayed. Unresolved cases will not be allowed to attend school and will be sent home.

• Parents are required to pick up their child within 15 minutes of drop off in the event of being sent home. The child will be waiting in the Isolation Room.

Social Emotional Learning – YOU Matter!

Social-emotional learning (SEL) describes the mindsets, skills, attitudes, and feelings that help students succeed in school and in life. SEL focuses on students' needs for motivation, social connectedness, and self-regulation as prerequisites for learning. A safe, welcoming school culture that fosters SEL is important for student learning.

The impact of COVID 19 has highlighted the need for more of a focus on SEL both in and outside of the school setting. UAS Elementary school will be doing the following to ensure our students' social emotional development:

· Teachers will be trained on the SEL Competencies and how to integrate them into their classrooms. There will be ongoing professional development in this area.

· Morning meetings and check-ins will take place in every core classroom to ensure our students needs are being met.

· Counselors will provide **Chill and Chat** sessions in both cohorts every other week during face-to-face learning.

· Counselors will continue to post weekly videos for every class on Seesaw under Announcements. These videos will address important SEL concepts and skills.

· Individual and small group counseling will be ongoing based on need and safety protocols will be followed.

· Parent workshops addressing SEL will be organized by the Senior Head Counselor on Zoom by invitation.

· SEL information and resources will be sent out to parents from time to time through Plus Portals based on the SEL concepts being taught in school.

Families are Universal American School's most important partners in growing a child's social emotional learning (SEL). We look forward to nurturing that consistency between home and school in partnership for SEL.

Important General Information

- **Attendance:** Attendance during Split Face to Face learning will be required daily adhering to the timings specified according to each cohort. Refer to the Student/Parent Handbook 2021/2022 for a detailed description of attendance expectations.
- **Uniform Requirements:** Uniforms are purchased from the UAS website only. In-person purchases are not permitted at this current time.
- **Food & Beverage:** The canteen is closed until further notice. Parents are required to pack healthy meals for their child(ren), avoiding messy foods such as rice, pastas and other items which require utensils. Parents are to ensure their child(ren) bring a re-usable water bottle filled with water as the water coolers are closed. Students cannot share foods or beverages and will eat behind desk shields or outdoor space using social distancing (2 meters/6 feet).
- **Tutoring Services:** Tutoring services will be available to students who require it, tutoring will be conducted virtually only for the current time period. Face to face tutoring may become available at later stages.
- **School Learning Supplies:** Students are to bring a backpack, water bottle, lunch and the required learning resources as directed by the school levels. Lockers will not be accessible to the Middle School and High School levels. In the Early Childhood, Elementary and Middle School a fee amount will be required to be paid to the school level as learning supplies such as pencils, crayons and overall learning resources will be purchased and to be kept in the classroom to ensure each child had their own learning supplies.
- **Library Services:** The library space is closed, but each grade level has a modified schedule for students to borrow and return books. Late fees are not waived. Books can be requested through the online Destiny Library Manager or Destiny Discover programs. EBSCO Host Database and Britannica School Database are available to registered users.

Student & Parent Expectations

Student Expectations

- Get body temperature checked according to the teacher's instructions.
- Cover your mouth and nose with a face mask at all times.
- Keep social distance from other people (2 meters)
- Properly wash hands after using the restroom.
- Use hand sanitizer when necessary
- Do not share food, beverages, or any items with other students.

Parent Expectations

- Parents are required to download the **MyMedBot** app before **September 23, 2021**
- Complete the **MyMedBot Screening App** daily **by 6:00 a.m**., if the form is not filled out, students cannot attend that day.
- Complete and sign all **Student Parent Handbook Forms** by **September 23, 2021**
- Parents must keep their children at home when they're not feeling well, or when someone at home is suspected of having COVID.
- If your child had close contact with a COVID case, notify the school and do not send your child to school.
- Be on time to drop off and pick up.
- If a child is having difficulty coming into school the parent will need to park and bring the child to the gate where either Principal, VP or Counselor will escort the child to the temperature check inside the gate.
- Parents should wear masks at all times during pick up and drop off.
- Any student who arrives in a car with a parent and presents symptoms will be sent home.
- Review and practice proper handwashing techniques.
- Reinforce the concept of physical distancing with your child Pack a healthy meal and snack daily with a reusable water bottle.
- Pay 30 KD school supply fees at the beginning of the school year.
- Do not allow their child to bring additional items beyond what is permitted.
- Review required health and safety guidelines with your child.
- Provide support, guidance, and assistance to support their children's learning.
- Foster a conducive area for learning at home.
- Encourage and recognize positive gains and achievements.

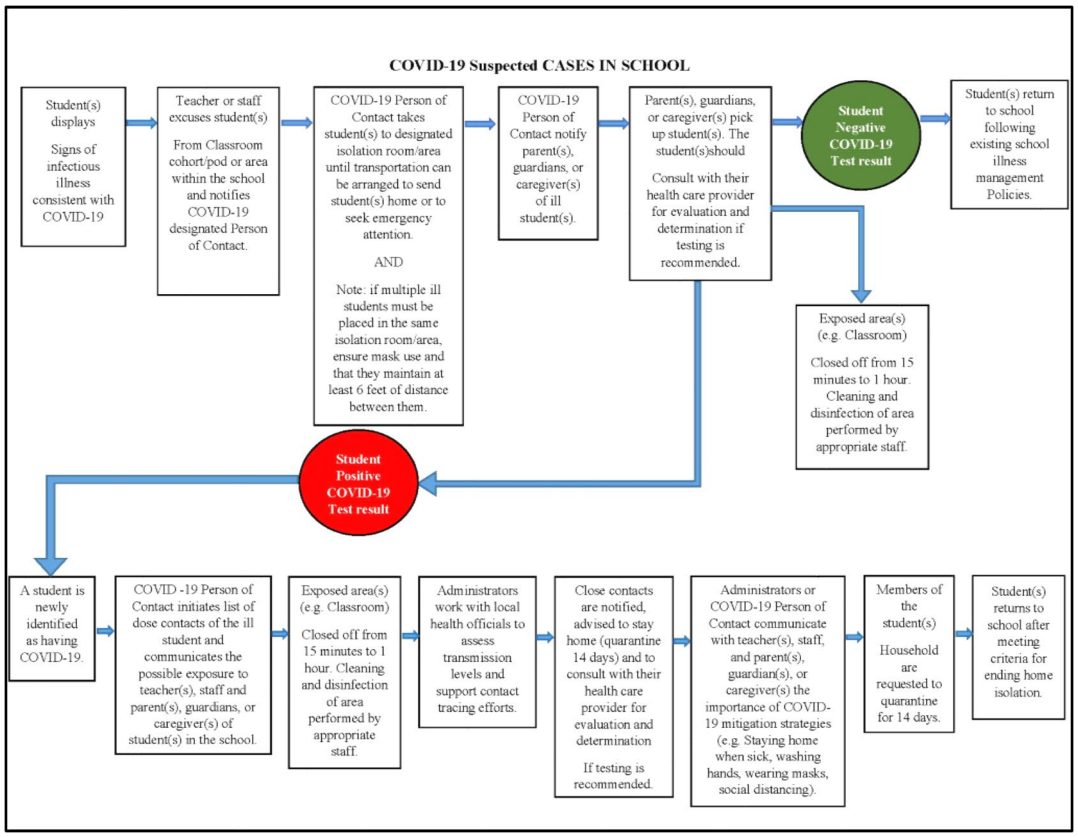
UAS School Clinic – Important Information

1. Student Entry to School During COVID-19

In addition to the standard clinic policies, additional safety protocols will be exercised throughout the pandemic period to mitigate the spread of COVID -19 and to protect the school community.

a. Student entry will be strictly guided by the use of MyMedBot App which is a Mobile Health Screening App that will allow the medical team to view live self-screening responses and immediately verify the health status of the student.
b. Parent/Guardian is required to complete and submit their child's Self Screening form daily in the mornings **by 6:00 a.m.**
c. On submitting the form, if the screen flags **Red** on the App, the student must be kept at home and a medical certificate issued by a Government hospital/clinic is required for re-entry to school
d. The UAS clinic will not accept medical certificates issued by a Private hospital/clinic.
e. Flagged **Green** on the App determines that the student can attend school.

2. Suspected COVID-19 cases Procedures for Students



Seesaw for Schools & Plus Portals Expectations

PlusPortals

PlusPortals is the official communication tool for the UAS community. PlusPortals keeps teachers, parents, students, and the educational community connected and informed about academics as well as all events occurring in school. Parents will have access to their child's schedule and weekly newsletters through PlusPortals. Progress reports will be available for parents on PlusPortals.

Seesaw

Seesaw is a social communication tool between parents and teachers. Parents are expected to activate their child's Seesaw account through the Gmail account created by the school. Teachers will be able to send instant notifications to parents via Seesaw. Teachers can make student documentation available for parents to view, and parents can share photos/videos of their child's progress for teachers to view.
Further, Seesaw will be the official asynchronous platform for Medical Case students. Medical Case students will be able to upload their work for Focus Activities assigned by their Homeroom and Arabic teachers.

GRADING

Formative 60 Percent	Participation 40 Percent
Assignments 60 Points	Attendance 40 Points
Quizzes 20 Points	Preparation 30 Points
Projects 20 Points	Engagement 30 Points

Upcoming Events

1. Virtual Open House

School Level	Dates
Early Childhood (EC)	September 22, 2021
Elementary School (ES)	**September 21, 2021**
Middle School (MS)	September 20, 2021
High School (HS)	September 19, 2021

2. Cohort Lanyard Student ID Collection

**__Only__ Parents are permitted to collect the student ID lanyards, using the side door __Gate 6__ to access the __Multi Purpose Room (MPR)__ space for collection. Students are not permitted to accompany parents or access the building for the cohort lanyard student ID collection days! Please ensure to adhere to the specified dates and times presented below.*

Cohort	Dates
Cohort A	20 September 2021 & 21 September 2021
Cohort B	22 September 2021 & 23 September 2021

3. First Day of Split Face to Face, On-Campus In-Person Attendance:

School Level	Dates
Early Childhood (EC)	October 3, 2021
Elementary School (ES)	**September 30, 2021**
Middle School (MS)	September 28, 2021
High School (HS)	September 26, 2021

Contact Us

Ms. Reem Zabdneh	Elementary School Secretary	1822827 ext. 200
Ms. Lina Cheikh	Elementary School Secretary	1822827 ext. 209
IT HelpDesk	Technical Issues Support	helpdesk@uas.edu.kw
School Clinic	Medical Support	1822827 ext. 120, ext. 122, ext. 207
UAS Website	Stay Up To Date!	www.uas.edu.kw
Uniform Purchases	Purchase your uniforms online	https://www.everythingkuwait.com/store/uas

***Disclaimer:* For an in-depth description of all information regarding Split Face to Face and other important school policies and procedures, parents are required to refer to the Student Parent Handbook 2021-2022 to ensure all information regarding Split Face to Face is clearly understood. This newsletter is a short description only to assist parents with certain requirements.**