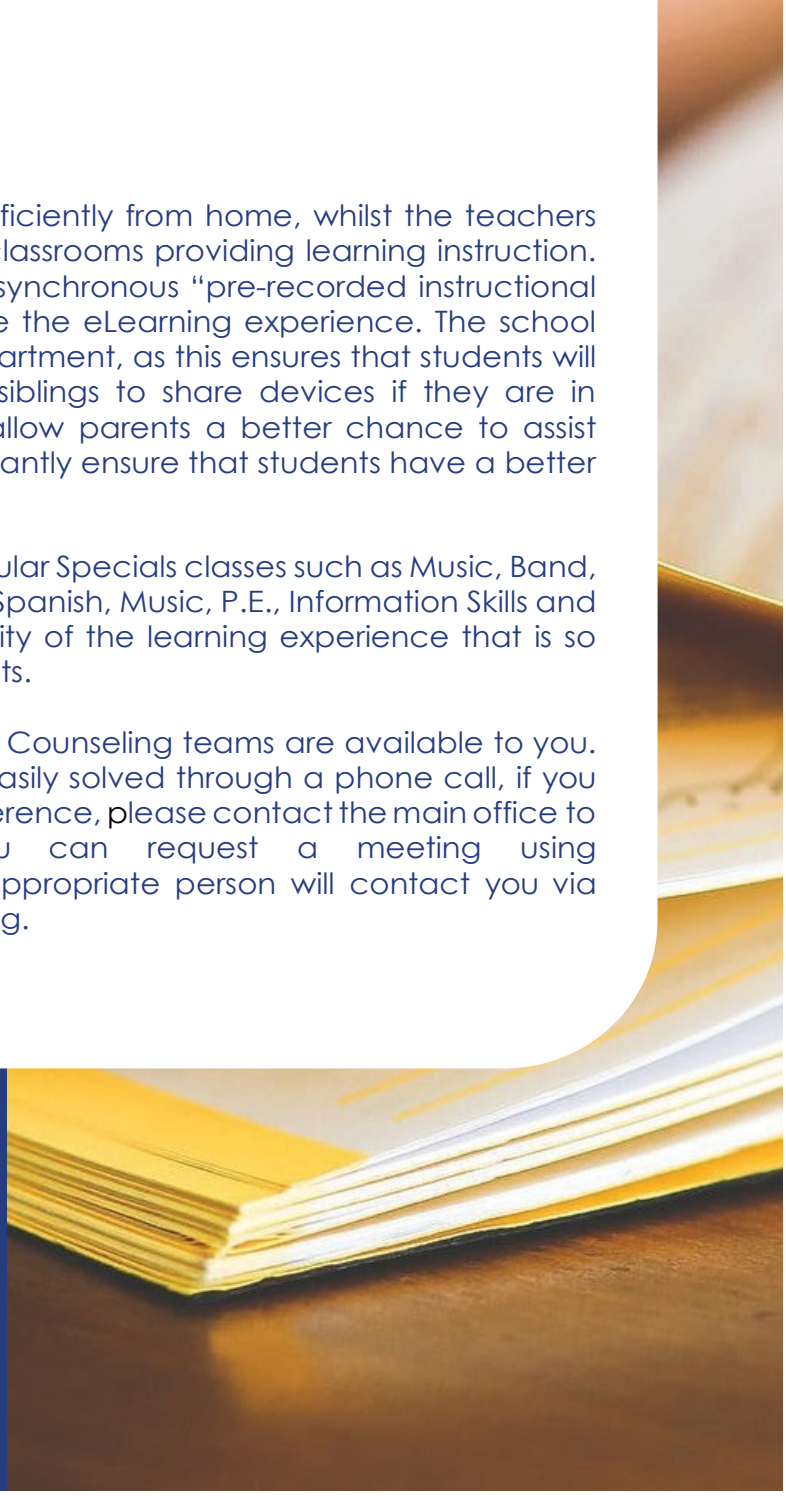
eLearning Resources

MIDDLE SCHOOL

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 department, as this ensures that students will have a robust system, allow for siblings to share devices if they are in different divisions 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.

The Middle School offers all the regular Specials classes such as Music, Band, PE, French, Band, Intro Band, Intro Spanish, Music, P.E., Information Skills and Art in order to preserve the diversity of the learning experience that is so important to Middle School students.

Middle School Administration and Counseling teams are available to you. Althoughmost concerns can be easily solved through a phone call, if you would like to conduct a Zoom conference, please contact the main office to set an appointment, or you can request a meeting using msadmin@uas.edu.kw, and the appropriate person will contact you via phone to schedule a Zoom meeting.



UAS eSchool Learning Resources

Plusportals is the official learning management system at UAS. Elockers have been set up for students to submit all work in one space. All course requirements will be updated on this system and with Zoom for Education paired 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. UAS Zoom for education accounts have been set up for each UAS student.

Information Hub

Rediker SOFTWARE

PlusPortals

Communication

PlusPortals

Plusportals Communication Tools

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

UAS Help Desk System

Learning Resources & Subscriptions

NATIONAL GEOGRAPHIC

Online Textbook- Holt McDougal *Literature*

G Suite for Education

Online Textbook- Holt McDougal Pre-*Algebra*

Live Classroom

zoom

Zoom for Education

Learning Resources & Subscriptions

Screencastify

Quizizz

Kahoot!

EBSCO

nearpod

Britannica School

Science Interactive Classroom NoteBook

UAS eSchool Safe Learning Environment at Home

Online learning can be highly effective, but there are precautions that need to be taken. As parents concerned with the safety of your children online, you should:

- 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. Ensure your child is wearing the UAS uniform.

- 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.

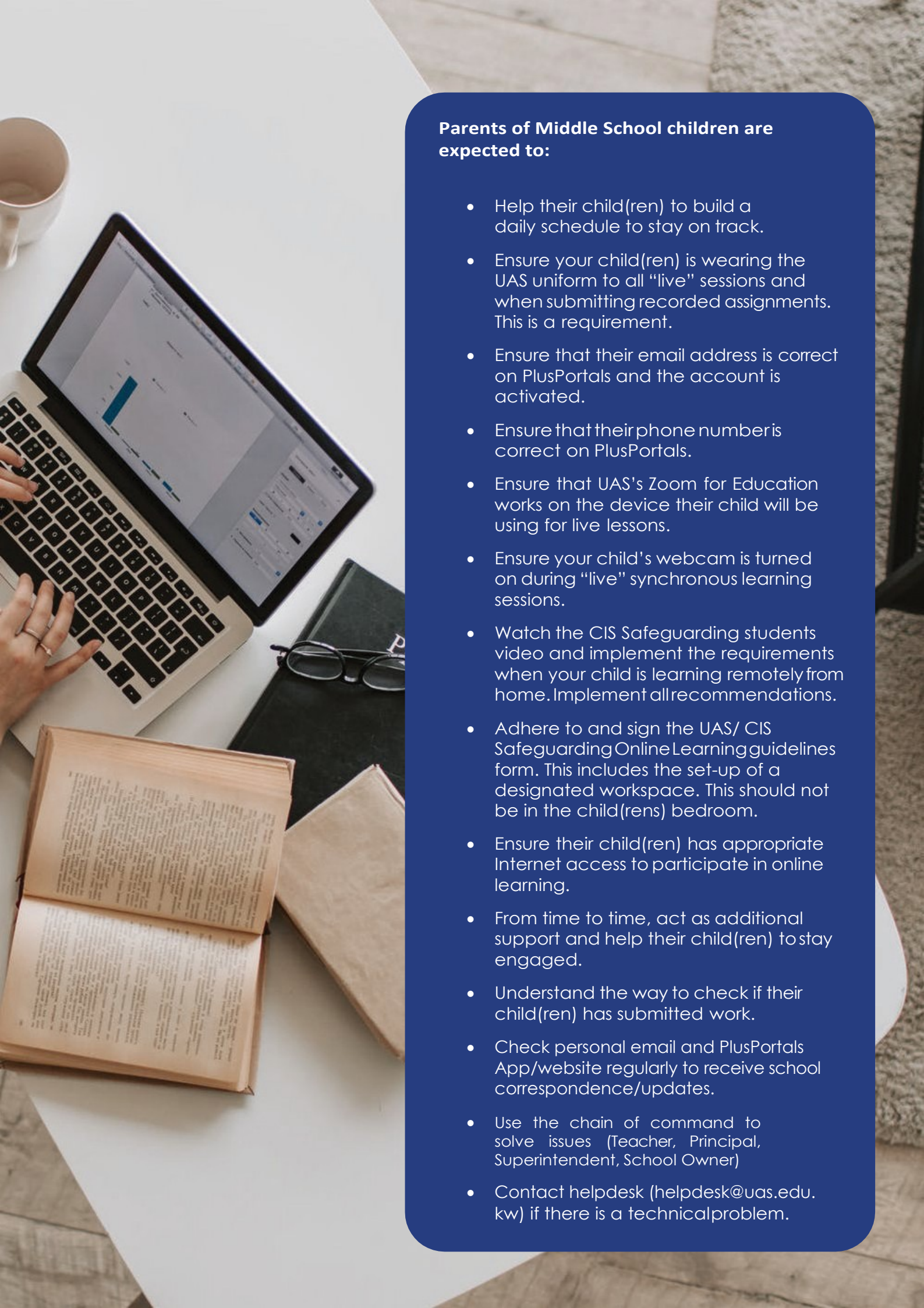
- Be cautious of free online educational resources. Your child should never have to provide a photo or their full name to use these resources.

- 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 and encourage them make use of the MS Counseling teams supervised group meetup option 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

Middle 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 email or by posting work they have completed, contributing to discussions, etc., as required.
- Use their uaskuwait.net account to log on to UAS's Zoom for Education.
- Ensure the webcam is turned on during all "live" synchronous learning sessions.
- Ensure that UAS's Zoom for Education works on the device they willbe using for live lessons.
- Attend all "live" lessons, with camera switched on, in official school uniforms and watch all posted "videos."
- 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, during the school closure.
- Communicate with teachers for clarification of any set task, as needed.
- Meet deadlines as set by their teachers.
- Use shareable links when using Google Doc, Google Slides, etc.
- Submit their work via PlusPortals e-locker.
- Honor academic integrity at all times.
- Comply with UAS's Acceptable Use Policy
- Use the chain of command to solve issues (Teacher, Principal, Superintendent, School Owner)
- Contact your counselor for tips about time management, troubleshooting, social and/or emotional issues.
- Contact helpdesk (helpdesk@uas.edu.kw) if there is a technicalproblem.
- Safely store school materials until such time they may be returned such as but not limited to: library books and textbooks.
- The Middle School will be using PlusPortals as their learning management systems platform of choice for eLearning in combination with Zoom for Education for live sessions.



Parents of Middle School children are expected to:

- Help their child(ren) to build a daily schedule to stay on track.
- Ensure your child(ren) is wearing the UAS uniform to all "live" sessions and when submitting recorded assignments. This is a requirement.
- Ensure that their email address is correct on PlusPortals and the account is activated.
- Ensure that their phone number is correct on PlusPortals.
- 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.
- Watch the CIS Safeguarding students video and implement the requirements when your child is learning remotely from home. Implement all recommendations.
- 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(rens) bedroom.
- Ensure their child(ren) has appropriate Internet access to participate in online learning.
- From time to time, act as additional support and help their child(ren) to stay engaged.
- 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.

UAS Middle School 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	01:55 pm
Elementary School	10:25 am	02:35 pm
Middle School	**7:30 am**	**12:45 pm**
High School	8:05 am	12:10 pm

Teachers will be send out individual Zoom for Education invites. Asynchronous "pre- recorded" lessons will also be posted by the teacher onto Plus Portal. Students must activate their emails, Zoom for Education and Plus Portal accounts to be able to access all learning requirements.

Grading during eLearning at the UAS eSchool

Grading during eLearning will be focused on Participation and Formative work.

The Participation section is broken in to 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 also separated in to three sections: Assignments, Quizzes and Projects. There are no Summative assessments with eLearning.

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

The following basic supplies are required to ensure your child has a smooth transition into the UAS Middle eSchool environment:

- Laptop/Desktop Computer (Apple Mac-book / Air or equivalent OS × v10.11 higher, Windows based laptop operating Windows 7, 8.1, or 10, Required Internet Browser – Chrome 68 or higher)
- Headphones with microphone
- Individual desk space
- Computer charger
- Access to printer
- Internet
- General stationery supplies (pens, pencils, colored pencils, notebooks, scissors, rulers and other necessary stationery supplies)
- Small handheld whiteboard with markers

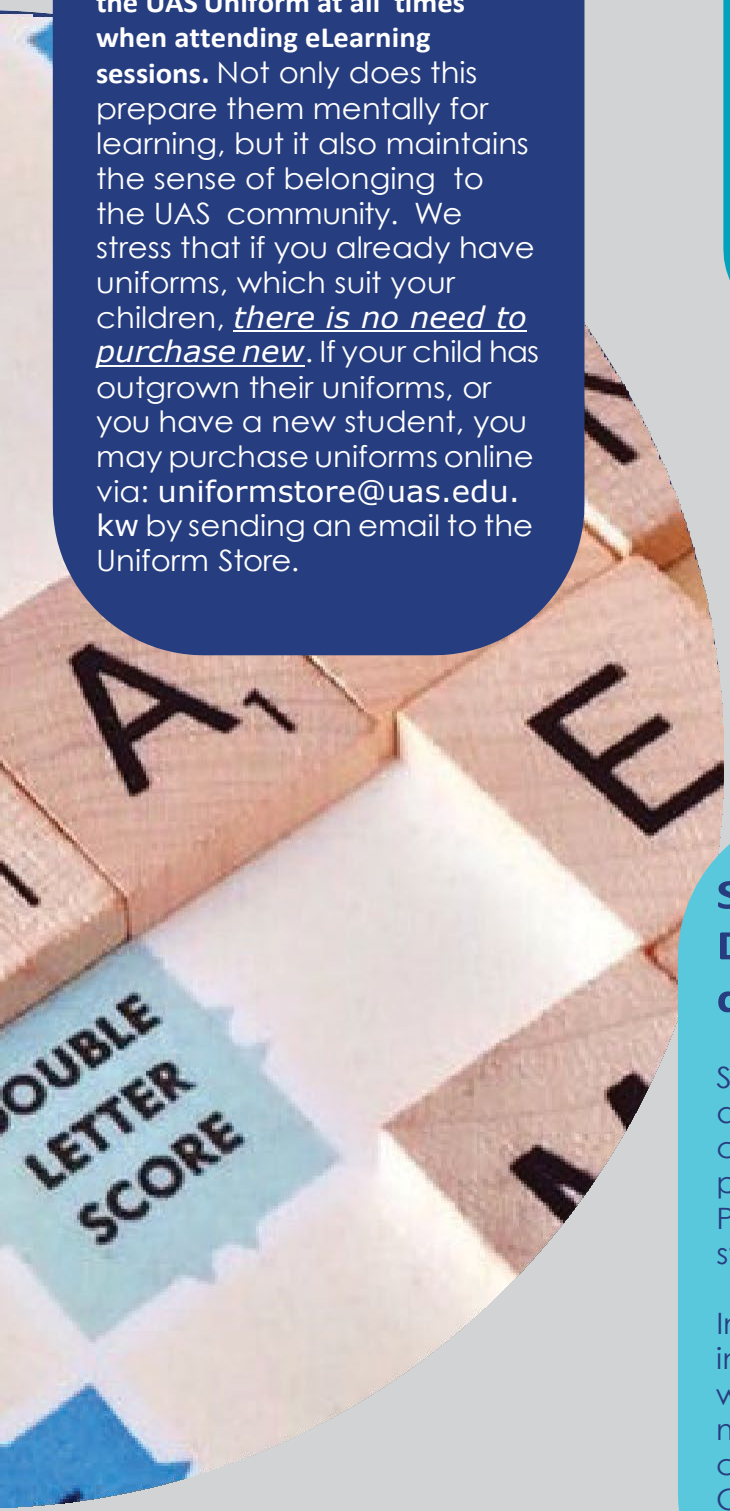
Teachers may ask for specific supplies for projects and assignments throughout the academic year. You will be notified in advance to have adequate time to purchase any needed supplies.

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 emailthe 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.

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.



Thursdays at the UAS eSchool

Thursdays should be used by students to catch up on required work, to request appointments from teachers for meetings and academic support and organize themselves to ensure they are not falling behind. Thursdays is not considered a day off from school. There will be no leniency towards late submissions or missed work.

Social and Emotional Development during UAS eSchool

Students or parents may email the counselor at any time if their child is experiencing emotional challenges. Ms. Sarah Mobasher will also be producing a weekly video available through PlusPortals addressing many topics of interest for students involved in an eLearning environment.

In order to ensure that students have an avenue to interact with one another socially, the counselor will conduct monitored Zoom for Education meetups for interested students that want to stay connected. Students should email Middle School Counselor through PlusPortals to arrange for a meetup time through Zoom for Education.

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 to, and participation for, the synchronous lessons will be graded. It is the parent's responsibility to assure their child has the necessary equipment and environment to be fully involved in the eLearning procedures 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.

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.**

Teachers will post all lessons on PlusPortals no later than 10:00 p.m. the night before. Many lessons will be conducted via many tools within Google Drive. Each week, teachers will provide both live and pre-recorded lessons. Recording of live lessons and pre-recorded lessons will be posted on PlusPortals. Each Thursday, teachers will post a video recapping the events throughout the week.

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 unless ,>12345< been set as 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 PlusPortals, 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. The helpdesk will respond 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,

Christopher Passons
Middle School Principal
Universal American School, Kuwait

Asil Addasi
Middle School Vice Principal
Universal American School, Kuwait

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