



RETURNING TO SCHOOL DURING THE PANDEMIC RULES & GUIDELINES 2021-2022

- Vision, beliefs, precautions, and more.
 - Roles of staff members.
 - Roles of Parents.
 - Safety Rules & Regulations

MISSION

Our mission is to equip young leaders with superlative knowledge and adaptable social skills through contribution, updated technology and resources, enthusiasm, equality, conscientiousness, commitment, and quality assurance.

“ Superlative Knowledge ”

This is offered through adopting and designing a strong curriculum that reflects the common core standards stated by ____.

Students are taught by well-equipped teachers using the ‘learning through play’ strategy.

Even amid the pandemic, students have never missed the chance of growth and learning as we continued to deliver high-standard education via online platforms and live sessions.

“ Adaptable Social Skills ”

In Kindergarten, students learn basic social skills that help them adapt to different situations. They learn to communicate, express their needs and emotions, apply their academic knowledge where needed, and so forth. These skills are taught through everyday interaction with the teacher and through the dedicated session of ‘Social-Emotional Development’ that is part of the curriculum.

More skills are taught when kids get to interact with each other on daily basis, and that is precisely why we look forward to having students return to on-campus learning.

To reach our mission, we need:

Contribution: Every member of the staff has something to contribute in order to have our students reach their goals. They contribute knowledge, education, experience, and a lot more for the sake of their students.

Updated Technology & Resources: The pandemic has taught us to rely on technology to deliver education and to overcome physical absence. Staff members have been trained as the administration adapted secure online platforms.

Enthusiasm: Being passionate and excited about what one is doing ensures the best results. That is exactly how we do our jobs and fulfill our roles in ZSIS. The pandemic and the shift to online education have fueled our motivation to give more in the face of a new challenge. Our students have seen that firsthand.

Equality: Equality among teachers is reflected onto the work they deliver. All students receive the same treatment and education they need to improve their knowledge and skills. Resources are adapted based on students’ individual needs. One main example is online learning. Live sessions allowed each student to interact and recorded sessions were available for every students in case s/he were unable to attend on time. Parents received proper training and guidelines to ensure their ability to follow through online learning so no student would miss a thing.

Conscientiousness & Commitment : Diligence and reliability in work is key to good quality service and education. Our teachers and every member of the staff have proven their full dedication through their work and the outcomes we see. The workshops offered at ZSIS are not only dedicated towards quality education. We value personal development and passionate work just as much.

Quality Assurance : The service and education always have to be at the highest of standards. All measures are taken to ensure that quality is preserved and never reduced at any cost. Quality is assured through self-evaluation, direct supervision, COGNIA follow-up, and Ministry of Education contribution.

We continue to follow our motto... ***STRIVING FOR EXCELLENCE***

TEACHER'S ROLE

Main Tasks (as an on-campus teacher during the pandemic)

As we transition to on-campus teaching during these unusual timings, new rules will have to be applied in addition to the main and general tasks assigned earlier during the year. Additional or edited tasks include:

- Teach the class in smaller groups.
- Continue to post workstations and activities for absent students.
- Assign activities and worksheets to be completed in class as well as continue to post workstation sessions online.
- Decorate your classroom setting with attractive academic material and Covid related rules.
- Display posters and assign new ways of greetings that help maintain social distancing and no-touch rule.
- Keep students at ease and panic-free when discussing Covid and safety measures.
- Enlighten students about the necessity of keeping themselves clean and organized all day long.
- Maintain students' discipline and academic record. Analyze, investigate, and communicate problems to the administration.
- With the new timings, you will have to keep sessions short, yet rich and engaging.
- Make sure that workstation activities and on-campus activities cater the needs of below-level, on-level, and above-level students.
- Keep in mind that school is a new concept to students at this time. Therefore, dedicate time and space for adaptation and settlement.
- Correct and respond to students' posted work while maintaining distance.
- Teacher may have to adopt new teaching strategies to cater to new students' needs.
- Check for students' attendance both online and on-campus. Each student on your class list is your responsibility whether on-campus or online. Treat them all with equity.
- Continue to discuss arising challenges with colleagues and administration to ensure proper education.
- Follow class schedule and yearly plans sharply and report any emergency changes to administration.
- Allow free oral communication time among students under your supervision.
- Discuss below-level and above-level performers with the Director to work on a targeted plan.
- Report student performance on the designed forms.
- Communicate with parents through e-mails and phone calls whenever the need to discuss their child's performance arises.
- Follow the edited hygiene rules stated by the Administration and Ministry of Education.

PARENTS' ROLE

Here we are finally returning to school after a very long period of online teaching. These have been the longest years for any teacher and maybe even longer to homeschooling parents. We plan to return with caution. Administration, Supervisors, Teachers, and Assistants have different tasks and a lot of work to ensure the smooth and safe return of students.

Even Parents and Families have equally important tasks and responsibility. Please review carefully:

- Prepare children emotionally. Kindergarten students have been absent for so long, and it might even be the first time to ever visit the school for some. Therefore, you need to prepare them and help them settle on the first couple of weeks.
- Get your child excited about going to school.
- Children are divided into groups. Groups and timings cannot be changed upon parents' request.
- If you wish to not send your child to school, you will have to provide a valid reason. Recorded sessions will continue to be posted so children do not miss on school work.
- Purchase school uniform from Kindergarten. Timings are sent in a separate e-mail.
- Send the worksheets and books with your child on the first day of school.
- Stay safe and keep your children safe.
- Present your updated Tawakalna status at the gate.
- Do not send your child in case of COVID.
- Minimize your presence inside the building and try to contact us through e-mails and phone calls. You are welcome to visit the school by requesting appointments.
- Drop off and pick up your children at the designated gates.
- Adhere to school timings and never drop your children earlier than the appointed time. If you happen to arrive earlier than stated, please wait in the car.
- Keep your children's immunity high through sports, healthy eating habits, and proper sleeping routine.
- Visit your children's online account to check for posted work and recorded sessions. We will be teaching both on-campus and online as part of our safety measures.
- Complete all the tasks assigned and posted on Seesaw virtual classroom.
- Teach your children to use the online platform independently. Be their reminders and guidance, not their personal tutors.
- Prepare the learning materials provided in the kits and have them ready for use during activities.
- Post your children's work in the form of pictures and videos. Do not skip activities because as much as they may seem unimportant to you, they have a major effect on learning.
- If your child continues to learn online, have him/her learn in a proper learning environment where it is quiet, comfortable, and designed with educational posters.
- Have your children eat a good breakfast before school. There is no eating in class (on-campus & online).
- Follow the safety rules and regulations stated by the administration and Ministry of Education.

SAFETY & HYGIENE MEASURES DURING COVID-19

THE RETURN PLAN Returning to school is a shared responsibility and calls for extra measures of precaution. The date for on-campus learning has been announced by the Ministry of Education to be January 23rd, 2022.

Members of Staff Should:

- Be fully vaccinated.
- Members of staff, visitors, and students must show IMMUNE on 'Tawakalna' app.
- Limit sharing and exchanging materials with others; i.e. use their assigned laptops, share notes through e-mails, bring their own personal materials, etc.
- Follow the new paperless strategy to record students' absence, exchange messages, etc.
- Maintain social distancing.
- Keep hands washed at all times.
- Wear facemask at all times.
- Guide students to proper hand washing, sneezing, coughing, and sanitizing practice.
- Stay on the lookout for symptoms among students.
- Stay at home when feeling sick and carrying out a PCR. Results must be shared directly with the school principal.
- Follow the strategy specified for dealing with suspected cases of COVID in class.
- Help maintain a high level of hygiene and precautionary measures.

Young Students Will Be:

- Constantly guided to wash hands properly and sanitize in class.
- Constantly checked by periodic check up rounds carried out by the school nurse.
- In case of suspicion, the student will be taken to the isolation room to be picked up by his/her parents. Parents will be informed and the class will be closed for disinfection.
- Taught the etiquette of coughing and sneezing in public.
- Kept safe by keeping them in a sanitized areas and disinfecting their toys and materials.

*School Administration will be checking students' updated Tawwakalna status every morning prior to student's arrival. If a child appears to be 'not immune' s/he will be allowed to enter the class.

Visitors Should:

- Show IMMUNE on 'Tawakalna' app.
- Maintain social distancing.
- Wear facemask at all times.

*Further planning and meetings will be carried out in preparation for a safe return to school.

MESSAGE FROM THE SCHOOL NURSE

Yes we are returning to school, but the pandemic is not over yet. We have full responsibility of keeping our children safe.

As the school Nurse, I will supervise students at all times. I will inform teachers of what symptoms to check for and I will take care of every child the best way I can.

Keep your child home if you notice any of these symptoms:

Nasal congestion or Runny nose	Pink eye	Coughing and wheezing
Sore throat	Diarrhea	Stomach aches
Headaches	Fever	Muscle aches
Fatigue	Poor appetite	Nausea or vomiting

Keep your child at home if any member of the household is COVID positive.

In case we notice any of these symptoms in class, the child will be isolated in a room and parents will be contacted to pick the child up. The isolation room is not a scary place. We will be having special treatment as we watch cartoons and get to go home earlier than our friends!

Children will have to stay at home until symptoms disappear. Meanwhile, continue to follow online lessons.

I will be lecturing students on personal hygiene and healthy immunity during the day. Families are kindly requested to help us keep our children healthy and ready to fight off any illness.

Keep yourselves, as parents, safe by maintaining social distancing and wearing your masks.

I am always there to help you.



SCHOOL TIMINGS

- Each class is divided into two groups (1 & 2) as shown in the schedule:

DAY	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
TIMINGS	07:45 AM-10:45 AM	11:00 AM-02:00 PM	07:45 AM-10:45 AM	11:00 AM-02:00 PM	07:45 AM-10:45 AM	11:00 AM-02:00 PM	07:45 AM-10:45 AM	11:00 AM-02:00 PM	07:45 AM-10:45 AM	11:00 AM-02:00 PM
GROUPS	PreK A (1)	PreK A (2)	PreK A (1)	PreK A (2)	PreK A (1)	PreK A (2)	PreK A (1)	PreK A (2)	PreK A (1)	PreK A (2)
	K-A (1)	K-A (2)	K-A (1)	K-A (2)	K-A (1)	K-A (2)	K-A (1)	K-A (2)	K-A (1)	K-A (2)
	K-B (1)	K-B (2)	K-B (1)	K-B (2)	K-B (1)	K-B (2)	K-B (1)	K-B (2)	K-B (1)	K-B (2)
	K-C (1)	K-C (2)	K-C (1)	K-C (2)	K-C (1)	K-C (2)	K-C (1)	K-C (2)	K-C (1)	K-C (2)

- Group 1: 07:45 AM – 10:45 AM
- Group 2: 11:00 AM – 02:00 PM
- The curriculum will be fully covered with no pressure on students.
- Changes among classes and groups are not allowed unless deemed necessary by the administration.
- Parents must strictly abide by the arrival and dismissal times specified to help maintain safety measures.
- Classes are sanitized between Groups 1 & 2.
- Students are to enter the school from Gate 1 and exit from Gate 2. That is to avoid face-to-face collision between students.
- Parents are to drop off their children at the gate. Mothers are not allowed to stay on school premises longer than necessary.
- Students must wear their uniform to school. School uniform is available for purchase. Please contact us for specified timings and appointments.

MESSAGE FROM THE EARLY CHILDHOOD EDUCATION COORDINATOR



You may all know me through e-mails and announcements. I also know your kids from online class observation and posted schoolwork. I am super excited to finally meet them all in school! These past two years have been tough for all of us, and I hope that our return be safe in order to continue on-campus until the end of the academic year. So I ask you to, please, abide by the safety & hygiene rules stated by the Ministry of Health and School Administration.

Our students may have learned everything stated in the curriculum, but they have missed a lot on social skills and emotional development. Thus, I plan to aim our activities at these specific skills. I need my students to be able to use their academic knowledge where needed and to be confident individuals who can express themselves with no setbacks.

I will be checking each student's progress in order to design specific activities that may help overcome weaknesses. Your participation, as parents, is also required. Teachers may be contacting you to help guide you through your child's work.

I am glad that our kids are finally where they are meant to be.

Teachers are posting workstation activities and explanations on Seesaw virtual classrooms. That is to avoid any loss in case of absence.

I would like you to contact me in case of enquiries and I will be there to help you.

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