



Readiness during COVID-19

GUIDELINES FOR HYBRID LEARNING

The learning experience during the COVID-19 pandemic might be scary and stressful. However, in ZSIS, we try to make this experience as easy and as successful as possible. We have put all of our efforts in preparation for this period. Our main goals are:

An obstacle-free journey

We have chosen the friendliest platform available by Google for easy access by students and parents alike. Lesson explanations are recorded so the students can go back to them any time of the day and during revision for tests. Students will also be allowed to meet with the teacher in case of his/her inability to reach a particular resource or to understand a certain lesson. Physical classes and online classes will be moving in parallel without any gaps between the two.

Dates

Virtual Dates

Grades 7 to 12 will start on Sunday, August 29.

Grades 4 to 6 will start on Monday, August 30.

Grades 1 to 3 will start on Tuesday, August 31.

Kindergarten will start on Wednesday, September 1.

Physical Dates

Grades 7 to 12 will start on Monday, September 13 (Group A physically, Group B virtually).

Schedules

Schedules for Grades 7 to 12 will be sent to the eSchool system a day before the starting date.

Schedules for 1 to 6 will be sent to the eSchool system two days before the starting date.

Platforms

Students' school system usernames and passwords (eschool.zsi.sch.sa) are sent via SMS.

Grades 1 to 12: Your Google Classroom accounts are the Student ID (ID format: 20xxxxxx) and the password is the same as the Student eSchool System password sent via SMS.

Tutorials

This video explains how to log in to the eSchool account

English: <https://www.youtube.com/watch?v=1GCzkfuz3eI>

Arabic: <https://www.youtube.com/watch?v=E79KVeXSaQA>

This video explains how to use Google Classroom

https://www.youtube.com/watch?v=4YMPHm0I_ag&t=20s

Class Sections and Groups

Group A consists of 12 students from each section. For example, Grade 12A will be divided into 12A-Group A and 12A-Group B.

Groups will be divided only manually between teachers, students, and the school. The eSchool System and Google Classroom will not divide sections into groups.

All groups will have access to Google Classroom equally.

All groups should watch recorded sessions before attending next day's sessions.

Sessions given at school for one group will be shown live to the group at home.

	Week 1		Week 2	
	Group A	Group B	Group A	Group B
Sunday	x	y	y	x
Monday	y	x	x	y
Tuesday	x	y	y	x
Wednesday	y	x	x	y
Thursday	x	y	y	x

x: Physical

y: Online

Group A will have three days of physical classes during week 1 and two days of physical classes during week 2.

Group B will attend three days of physical classes during week 2 and two days of physical classes during week 1.

The total of physical attendance for all students is five sessions every two weeks.

The cycle will repeat every two weeks.

Schedule Outline

The number of sessions of some subjects is less than the actual classes we give on normal school days, but these sessions will be compensated with the recorded sessions.

The school day will consist of six sessions only with one 15-minute break after the first three sessions.

Both groups A and B will start their classes at 8:00 AM and finish at 12:45 PM.

Day Outline

Students will arrive at 7:45 AM.

Students will be asked to display their Tawakalna Health Card (printed) and have their temperature taken.

Students will head directly to their classes where teachers will be waiting for them.

Students at home will be attending their classes simultaneously with students at school.

The whiteboard will be displaying the teacher's laptop screen, so students at home will be receiving the same presentation as the students at school.

Students will start leaving at 12:45 PM upon their name being called by their teacher in class, one by one.

Students who are studying at home will be present in a Meet session with the teacher.

Students at home are required to turn off their microphones unless asked by the teacher.

All students will have the chance to ask questions and be answered.

Importance of Vaccination

As per the Ministry of Education, it is important for ages 12 and above to be fully vaccinated before the start of the school year (August 29, 2021) to be able to attend physically. Although we will be providing online courses to students, we cannot be sure of when attendance will become obligatory without extensive online support; thus we encourage all eligible students to get vaccinated.

Distancing and Hygiene Protocol

Students should wear a mask at all times.

Sanitizers will be available in all classes and hallways.

Students' temperatures will be taken at the door as they enter the school's main gate.

There will be no morning assembly, students will proceed directly to their classrooms. Teachers will be waiting for students inside their classes.

Students will be seated 1.5 meters apart according to the Ministry of Health regulations.

Students will be seated at their own designated tables (names will be on student desks).

Students will have a 15-minute break inside the classroom. The canteen will not serve food.

Students should bring their own food. Students will be able to buy water from mobile vendors who will visit their classes throughout the day.

During the break, windows will be open.

During the day, class doors and indoor windows will be open.

Bathroom breaks will be coordinated with the supervisors closely and reduced to a minimum.

During dismissal time, teachers will remain inside their classes to make sure all students leave one by one as their names are called by their teacher. No student is allowed to stay in the playground.

Students with covid symptoms will be asked to leave to another empty classroom until his/her parents arrive to pick him/her up

Schedule Timings

Students will have 6 sessions per day. Sessions will be divided as follows:

8:00 to 8:45

8:45 to 9:30

9:30 to 10:15

10:15 to 10:30 BREAK

10:30 to 11:15

11:15 to 12:00

12:00 to 12:45 DISMISSAL

Students are required to watch recorded sessions daily after their sessions.

Grades 1 to 6 Plan (until October 30/70% vaccinated population)

Grades 1 to 6 students will have 5 sessions from 3:00 PM to 6:15 PM,

After all sessions are over, teachers will post recorded sessions for students to watch before attending their classes the next day.

Teachers will re-explain and solve exercises based on the recorded sessions posted a day before.

If no recordings are posted, worksheets for students to solve and study will be available.

Students are required to attend and submit their homework on time.

We advise parents to help their children technically, but not with solving their classwork and homework.

Rules to Parents:

- Before helping your child, you have to be convinced that online learning will be very beneficial to your child. He/she will acquire the required skills for his/her grade level as smoothly as possible.
- Help your child develop a new routine. An early bedtime and an early rise are important for energetic learners. Students of all ages need between 8-10 hours of sleep at night for a healthy brain that is ready to learn new material.
- Encourage your child to do the schoolwork while wearing the school uniform. This guarantees a sense of discipline that will be reflected on the work.
- Prepare a quiet area for studying. The students should have their own quiet study area.
- Set a timer for work. Students are expected to get bored and fidgety when sitting alone. Always give proper break times and encourage a sense of accomplishment when the work is completed.
- Avoid assistance. Allow your daughter/son to show the teacher what s/he can and cannot do. Leave room for mistakes so we teachers can correct them and reteach when needed. After all, we are not looking for false perfect performance.
- Make sure you have good internet access.
- In case of difficulty in reaching a particular website or completing an assigned task, you are requested to contact the teacher immediately. Teachers are there to assist you.

Teachers

Teachers have been professionally prepared to deliver the curriculum online. They have been equipped with the trainings and technical resources needed to implement the perfect virtual lesson.

Platform

Google Classroom is used for all subjects from Preschool through High School. Additional platforms might be used to cater the need of different aged students. Kindergarten is also using Seesaw for a friendlier work experience. Classes are assigned by teacher. Lessons will be delivered through recorded and live sessions. Additional resources from YouTube and online academies are used to enhance the delivery of some lessons. Books have been replaced by e-books and other online resources.

Key Expectations for Students

- Our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior in keeping with our school values and behavior policy is expected.
- Think before you communicate: be courteous and polite. It can be tempting to slip into a way of speaking that you are used to online but that may not be appropriate when communicating with your teacher.
- Make sure your microphone is always on mute
- Raise your hand quietly for questions
- Write using full words and sentences and correct grammar.
- If there is something you don't understand or you do not agree with then ask questions in a polite respectful manner.
- By your comments and actions show your appreciation for contributions of others in the learning forum
- Be honest and submit work that is your own

Reporting Student Progress

Teachers will communicate with parents through the ZSIS School System to inform them about their attendance, behavior, and academic progress.

Attendance will be taken during live sessions, daily.

Student assessments will be graded and a record will be issued in the form of their progress report cards.