

Distance Learning Policy

Overview

At College de la Salle, we care about the safety and security of our children. We also believe that in order to raise life-long learners, the educational process should be ongoing no matter what the situation is. Therefore, we have developed and implemented a Distance Learning Policy to be used during extreme circumstances.

E-Learning Platforms

Through Distance Learning, students will complete their lessons and assignments from home. Therefore, parents need to check the announcements on **Edunation, for the National and IG programmes, and Managebac, for the MYP programme**, on a daily basis. All programmes will conduct their online lessons through the **Google Classroom** online platform.

Working Hours

In the case of distance learning, working hours will not change. Teachers will start their lessons at 8:00 a.m. and end the school day by 3:00 p.m. Therefore, students/parents are encouraged to communicate with teachers during working hours through the **Edunation** platform only.

Roles and Responsibilities

Students	<ul style="list-style-type: none"> - They need to be present during school hours. - They need to follow their teachers' instruction on how to submit tasks and assignments as well as meet all deadlines. - They need to wear the full uniform during online lessons. - They need to keep their camera turned on at all times during lessons.
Parents and Guardians	<ul style="list-style-type: none"> - Log into their Edunation/Managebac accounts to follow up with announcements. - To have more independent and responsible students, parents are kindly requested to abstain from attending any online lessons with their children.
Teachers	<ul style="list-style-type: none"> - Create high-quality lesson plans to meet the demands and needs of the curriculum as well as the students. - Check up on students' performance and attendance. - Give continuous feedback on students' work. - Communicate with parents when necessary.
Support Teachers	<ul style="list-style-type: none"> - Support students' individual needs in the designated subjects, Math, Arabic and English. - Provide feedback and guidance to students. - Create extra material for students. - Communicate with parents when necessary.
Teacher Librarian	<ul style="list-style-type: none"> - Provide resources to teachers, parents and students to make the E-learning experience more feasible. - Follow up on Academic Dishonesty cases. - Communicate with the school community when necessary.
Counsellor	<ul style="list-style-type: none"> - Provide guidance and good habits during stressful times. - Communicate with the school community when necessary.
Leadership Team	<ul style="list-style-type: none"> - Facilitate learning experiences for teachers and students. - Supervise the learning environment.
Head of Section	<ul style="list-style-type: none"> - Facilitate communication between school community members. - Oversee and supervise the E-learning experience.

General Notes

- It is easier to use **Edunation, Managebac and Google Classroom** on an Ipad, tablet, laptop or desktop computer. Some features might not be found or work when using these applications on a mobile phone.
- We understand that some households have only one device and that is why we will be cooperative with parents and children to get the best of this E-learning experience.
- Attendance will be determined by students' presence during an online lesson.
- Our team of administrators and teachers will always be there to support our children. If any concerns or inquiries arise, parents and students are encouraged to contact them during working hours.

Lessons during Online Sessions

- Lessons will continue to follow the normal timetable.
- There will be 10 minutes between lessons dedicated to stretching and preparing for the following one.

Newsletter

- We will post the newsletter as usual. The newsletter will help to have easy access to the material covered and the assigned pieces of homework.

Kutubee

- Kutubee would be a great way to spend time during the Distance Learning period. Students can read for pleasure and to educate themselves. The more the student reads, the more he/ she gets rewarded.