



PYP “Virtual School” Procedures

9 March 2020

Virtual School is held due to weather, campus issues, or from a directive of the Ministry of Education. The main purpose of **Virtual School** is to continue the classroom learning as to maintain the educational process as much as possible. **Virtual School** can also be used for conducting classes during emergency situations which might necessitate the extended closure of school. Teachers are permitted to work from home on **Virtual School** or they may choose to work from school.

Virtual School is NOT designed to be a fill 6.5-hour experience for students. It is designed for the continuation of the education process for each student in the home setting.

(Daily check-ins and attendance will be required)

Teachers will use **Class Dojo** as the online hub for Virtual School communications. Having links to other electronic tools is fine but all information should be organized and available from **Class Dojo**.

Some suggestions for resources that might be useful in planning **Virtual School**:

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| Khan Academy : | Learn for free about math, science, social studies, and more. |
| Kahoot : | Create a fun learning game in minutes, made from a series of multiple-choice questions. Add videos, images and diagrams to your questions to amplify engagement! |
| Storyline Online : | Best storytelling online for younger students |
| Reading A-Z : | Reading books per reading level and comprehension sheets to check for understanding |
| National Geographic kids : | Unit of Inquiry resources for science and social studies based research |
| iEN : | Ministry of Education application for Arabic, Islamic Studies and SSAW |
| BrainPop & BrainPop Jr : | UOI, math and language learning videos. To be posted by teachers when necessary. |



“Virtual School” Procedures continued

3.2020

Virtual School Teacher Responsibilities

1. Create meaningful, and authentic learning opportunities that require students to reflect or requires them to create
2. Update **every day and each class** with information about what is happening in class
 - a. Learning objectives
 - b. Classwork & homework assignments with clear instructions
 - c. PDF copies of reading material
 - d. Full range of resources with links and uploads
 - e. Provide a variety of resources and learning activities for students
 - f. Computer screencasts or teacher created video lectures
3. Virtual School should not simply be an extended homework time or “more of the same”
4. Respond to questions from students and/or parents **within 24 hours**
5. **Posting:** Class information/assignments are to be posted on Class Dojo by **9:00 am Sunday through Thursday (all school days)**
6. **Online “Office Hours”:** Teachers will be available during Virtual School to answer questions via **Class Dojo** during “office hours” **PYP: 9:00 am - 2:00 pm**
7. **Take Student Attendance** by checking that students/parents have accessed **Class Dojo by 2:00 pm**
 - a. Message parents directly and Principal’s PA on the day of those students not accessing **Class Dojo**
 - b. Submit a photo of the daily attendance slip to PAs (Hassah, Joanna, Marzouk) and managebac attendance at 2:00 pm daily
8. Monitor and give feedback on student work during **Online “Office Hours”**



“Virtual School Day” Procedures continued

3.2020

Virtual School Student Responsibilities

1. Establish daily routines for engaging in the learning experiences
2. Identify a quiet space in your home where you can work effectively and successfully
3. Sign into your specific **Class Dojo account** in order to be counted present for this day of learning. This must be done by 2:00 pm (Teachers will take attendance by monitoring parent access to class dojo)
4. Regularly monitor **Class Dojo** and parent email to check for announcements and feedback from your teachers
5. Complete assignments with integrity and academic honesty, doing your best work
6. Manage time to meet timelines, commitments, and due dates
7. Regularly communicate with your teachers when you have questions or are unsure

Virtual School Parent Responsibilities

1. Establish routines and expectations
2. Define and allocate the physical space for your child’s learning
3. Monitor **Class Dojo** communications from your children’s teachers
4. Begin and end each day with a check-in
5. Take an active role in helping your child(ren) process their learning
6. Review learning modules/lessons for materials that may be needed for the day
7. Establish times for quiet and reflection
8. Encourage physical activity and/or exercise
9. Monitor how much time your child is spending online
10. Keep your children social, but set rules around their social media interactions
11. Contact your child’s teacher when/if you have questions



Virtual School Teacher Daily Checklist

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- By 9:00 am each school day** Post Class information and assignments on the specific class' **Class Dojo**

Does the lesson..

- Have Learning objectives?
 - Have Classwork & assignments with clear instructions?
 - Have PDF copies of reading material?
 - Have Full range of resources with links and uploads?
 - Have a variety of resources and learning activities for students?
 - Have computer screencasts or teacher created video lectures?
 - Create meaningful and authentic learning opportunities?
 - Require students to reflect or require them to create?
- Online "Office Hours"**: Online and available for questions from **9:00 am - 2:00 pm**
 - Monitor & Feedback**: Provide feedback to students on their work during **Online "Office Hours"**
 - Attendance**: Check to see each student is active in **Class Dojo** on the days class is scheduled.
 - Parent Notification**: Email/Messages parents directly and Principal's on the day of those students not accessing **Class Dojo**
 - Response Time**: Respond to questions from students and/or parents **within 24 hours**