



30 YEARS
IN EDUCATIONAL EXCELLENCE

Mushrif Campus Reopening guidelines 2020-2021 Term 1 (100% In-Person Learning)

<https://www.icschool-uae.com/index.php/en/ics-almushrif>

The campus is set to fully open under exceptional and extraordinary circumstances due to the current pandemic. This requires all stakeholders to adhere to all the safety guidelines strictly. *This plan is temporary and will be subject to change based on A. ADEK/governmental directives and B. changes to the current pandemic situation.*

Joining dates

Grades	Date
9-12	August 30
5-8	August 31
1-4	September 1
KG2	September 2
KG1 Group A (8:00-10:00) Group B (10:15-12:15)	September 3

Term 1 Weeks

W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
30.8 - 4.9 T1 start	6.9- 10-9	13.9- 17-9 FR1	20.9- 24.9	27.9- 1.10	4.10- 8.10	11.10- 15.10 FR2	18-10- 23.10 (MT break)	25. 10- 29. 10	1.11- 5.11	8.11- 12.11 FR3	15.11- 19.11	22.11- 26.11	29.11- 3.12	6-12- 10.12 finals	Term 1 report SR1

FR=Formative Report SR=Summative Report

Daily schedule

- K-12 (Timings 7:30am-12:15pm for KG)
- Grades(1-12) 7:30am-12.30pm
- No bus transportation (week 1-2 only)
- All breaks are in class
- Students are required to have their safety mask on, bring their own food and adhere strictly to social distancing and safety regulations
- Timetable as follows:

Arrival	P1	P2	In class break 1	P3	P4	In class break 2	P5	P6	Remote Reinforcement* (Math, English, Science, Arabic)
7:25- 8:10	8:15- 8:55	8:55- 9:35	9:35- 9:45	9:45- 10:25	10.25- 11.05	11.05- 11:15	11.15- 11.55	11.55- 12:35	2:10-2:50pm (At home)

*(GRADES 1-12)

Safety, attendance and uniform

The current pandemic necessitates the highest degree of vigilance and responsibility. Please refer to the detailed ADEK guidelines (Private Schools Reopening Policies and Guidelines). For safety, three gates with thermal cameras and safety personnel will be at each gate. The fourth smaller KG gate will be used as a backup and will be equipped with temperature checks. **We remind all parents that the school is keen to divert all of the energy and manpower to provide the highest safety standards. Therefore, there will be zero tolerance of any misconduct or irresponsible behavior. Parents also must notify the school if travelled or are under quarantine.**

Important notes

- *Students should have a healthy breakfast at home (also to minimize mask removal and surface touching)*
- *Student should follow instructions and maintain social distancing, proceed immediately to class, remain in the classroom during breaks and Leave promptly at the end of the day*
- *Students should ration use of public toilets and minimize movement in school, wash hands thoroughly at school and when they arrive at home and bring their own sanitizers*
- *All students to have completed a COVID-19 test before returning to school*
- *All staff, parents and students to download and use AL HOSN app.*
- *All students and staff must declare recent travel history*
- *All parents must complete and return updated medical records*
- *A Quarantine space has been identified where students and staff who suddenly develop COVID-19 symptoms will be isolated*
- *Extra-curricular activities, trips and inter school events are postponed until further notice*
- **Assemblies are not permitted, the UAE National Anthem will be held in classrooms**
- *Information session for students in first week - include PPE, mask usage and removal, hygiene and hand cleaning, social distancing, health and mental wellbeing, circulation routes, restroom usage*
- *Students should carry hand sanitizer at all times in their bag/pockets with minimum 70% alcohol content*
- *All students over 6 years of age will need to wear masks (WITH NO WRITING) - minimum two per day - home-made cloth masks or medical masks may be used if preferred*
- *Whilst the canteen will be available for packed lunches, it is strongly recommended that students bring a healthy packed lunch from home*
- *Social Distancing - 1.5m - classes will look different*
- *Non-essential equipment removed from classes to limit risk of spread of infection*
- *Medical clearance following any physical absence is required before returning to school*

Travelling to School

By Car

- *Many parents will choose to use their own transport during this time - please increase your travel time to accommodate heavier traffic*
- *Follow the normal procedures for dropping off your child - taking account of the designated access (drop off/pick up) point*
- *A maximum of two parents may accompany their child to the access point, maintaining a social distance of 2m, and wearing masks at all times*
- *Parents waiting to collect their child must wait in their vehicles until the designated pick up time*

By bus

- *Younger students must be accompanied by a guardian until boarding the bus has been completed*
- *All students will have their temperature checked before admittance to the bus*
- *No student with an elevated body temperature will be allowed to enter the bus*
- *Parents should make arrangements for older unaccompanied children at the bus stop should they be refused admittance due to a raised body temperature. Parents strongly advised to check their child's temperature daily before leaving for school*
- *Students will be required to sanitize their hands when getting on and off the bus*
- *Other than water, no food or drink should be consumed on the bus*
- *A seating plan will be developed and must be adhered to. Siblings will be sat together*

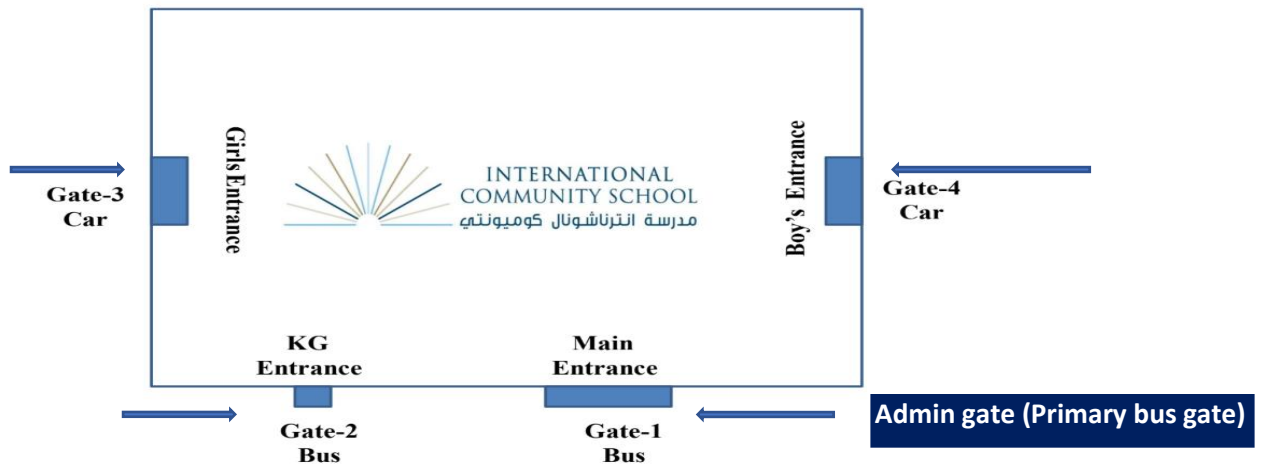
A Student should stay home if*

- *has fever or had fever (took fever reducing medicine)*
- *has a pre-existing medical condition*
- *has parents with pre-existing medical conditions*
- *is generally worrisome and feels uncomfortable*

****The guardians must notify the school officially and sign a virtual attendance form. For more information, kindly contact Mrs. Naglaa Mahmoud (naglam@icschool-uae.com)***

School transportation

For safety reasons, we advise all parents to drop off and pick up their children. The school will provide a very limited service which will begin in week three (subject to change after assessing the first two weeks). Please contact Mrs. Nicole (transportation@icschool-uae.com)



Bus students will use gates 1&2; car students will use gates 3&4. Entering school will be staggered. Parents are advised to bring students on time.

Attendance and uniform

All students are expected to attend school in proper school uniform. Attendance will be recorded every lesson. For students who are unable for medical or other reasons, the guardians should notify the head of section prior to the start of the academic year. All students should exercise a high level of personal hygiene. Female students should not have any accessories and male students should have short hair and beard (if applicable). **Students not complying with the safety and school rules will be sent home.** Due to current situation, delivery of books and uniforms might be delayed. Notifications will be sent once they are available. For more information on books and uniform, kindly contact Mr. Jaseel (Jaseel@icschool-uae.com)

Learning

In-person learning

All subjects will be offered. All able students are expected to be on campus. The school had applied all safety measures to ensure that there is proper social distancing amongst all students and staff. A variety of virtual learning platforms will be used for educational and assessment purposes. Students will be required to bring the minimum of textbooks and copybooks. Whether in person or learning remotely, students should have access to the **weekly plan** (samples <https://www.icschool-uae.com/index.php/en/curriculum-mushrif-main/digital-learning-resources/ddl-resources>) through Orison and prepare ahead of time. Some physical education classes might take place. These activities will not include any contact sports. The use of libraries, science and IT labs will be kept to the minimum.

Remote learning option

Students who are unable to attend school can still learn remotely. They will have access to the classroom via a platform and can join the learning environment. The priority will be for those students who have opted not to physically attend the school for the aforementioned reasons. Students and parents should have their Orison credentials to access resources and plans. When learning remotely, students will also have access to MS teams and other learning platform that might be used to allow the student into the physical classroom. **These credentials should not be shared with anyone. The student will bear full responsibility for any security breach as a result of negligence or lack of due diligence. All students learning at home must exercise great conduct at all times.**

Platforms in use

Platform	Grades	Primary use	How to get access?
Orison	ALL	Resources, weekly plans, grades	IT
MS teams	ALL	Streaming, sharing	IT
Zoom	ALL	Conferencing	IT/ Teacher
LOOM	Varies	Recording lessons	Teacher
Seesaw	K-8	Resources, communication, assessment feedback	Teacher
Classdojo	K-8	Resources, communication, assessment feedback	Teacher
Quizzez, Edpuzzle Easyclass Kahoot	ALL	Assessment	Teacher
IXL	ALL	Standard Based Learning, Assessment Feedback	Teacher
Achieve 3000	3- 11	Standard Based Learning, Assessment Feedback	Teacher
Kutubee	K - 6	Standard Based Learning, Assessment Feedback	Teacher
Google classroom	9 – 12	Resources, communication, assessment feedback	Teacher
Google meet	9 - 12	Resources, communication, assessment feedback	Teacher

For more information kindly contact Mr. Mahmoud Ahmad (ddl@icschool-uae.com) or Mr. Kashif Malik (Kashif@icschool-uae.com)

Technical specification and devices

Students are expected to have their own devices. *The specifications are as follows:*

- **Required for Students (Grade K-5):**

iPad 10.2 (WiFi, 128 GB, the new 7th generation iPad) with Zagg Keyboard Case & Logitech Crayon.

- **Required for Students (Grade 6-12):**

MacBook Air-13 inch

- 1.4GHz quad-core 8th-generation Intel Core i5 processor
- Turbo Boost up to 3.9GHz
- Intel Iris Plus Graphics 645
- 8GB 2133MHz LPDDR3 memory
- 256GB SSD storage¹
- 13-inch Retina display with True Tone
- Magic Keyboard , Touch Bar and Touch ID
- Two Thunderbolt 3 ports

OR Windows users:

HP Spectre x360 Convertible Notebook

- 13-ae011ne, 13.3" 4K LED
- Intel i7-8550U 4 GHz,
- 16 GB RAM, 1 TB SSD
- Intel UHD Graphics 620, Eng-AR KB, Windows 10 Home
- Dark Ash Silver by HP

OR

- Dell Inspiron 15 3593 2020 Newest Laptop

- 15.6" FHD Non-Touch Display,
- 10th Gen Intel 4-Core i5-1035G1 ,
- 8GB DDR4 128GB SSD 1TB HDD,
- 2GB Nvidia 230MX Win 10 by Dell

Assessment

The school will implement continuous formative assessments. Learning is assessed without prior announcement (*except for summative assessments*). **Therefore, students should always be prepared.** Modes of assessment (including virtual assessment, examples below)

Formative (80%)	Quizzes and MAP	Short tests	PBL tasks/ Inquiry/Applied/ Homework	Midterm summative	Self-Reflection/ Peer Assessment
Summative (20%)	Term final Term project				

Reporting attainment and progress: K-8 grades receive standard based grade(SBG) reports

M	P+	P	P-	D+	D	D-	E	ID	NA/NE
Mastery	Very Proficient	Proficient	Almost proficient	Highly developing	Developing	Almost developing	Emerging	Insignificant Development	Not applicable Or no evidence

Students with D- or less on the report card will require the parents to sign an undertaking and may not be allowed to re-register for the following year.

Study skills

*****	****	***	**	*	-
Excellent	Very good	Good	Acceptable	Needs improvement	Needs significant improvement

*Students with * or less on the report card will require the parents to sign an undertaking and may not be allowed to re-register for the following year.*

Social skills (includes conduct)

+++++	++++	+++	++	+	-
Excellent	Very good	Good	Acceptable	Needs improvement	Needs significant improvement

Students with + or less on the report card will require the parents to sign an undertaking and may not be allowed to re-register for the following year.

Students in grade 9-12 will still be assessed based on standards but will receive numerical percentage reports:

%	Letter grade
100 - 97	A+
96 - 93	A
92 - 90	A-
89 - 87	B+
86 - 83	B
82 - 80	B-
79 - 77	C+
76 - 73	C
72 - 70	C-
69 - 67	D+
66 - 63	D-
62 - 50	D
49 - 00	F

Reporting timeline (Term 1)

Week 3 (FR1)	Week 7 (FR2)	Week 11(FR3)	Week 16 (SR1)
After proficiency test	After midterm	Before final summative	Final summative Term 1 report card
Highlights strengths and gaps	Highlights progress with recommendations	Highlights progress with recommendations	Highlights overall attainment

For more information, please contact Mr. Mofleh Mawed (mofleh@icschool-uae.com) or Mrs. Bahija Taraby (bahija@icschool-uae.com)

Specific guidelines

Specific K-4 guidelines (Elementarycoordinator@icschool-uae.com)

- Teachers will communicate, educate and reinforce appropriate hygiene and social distancing practices to students every morning
- Morning assembly will be conducted in the classrooms
- Cohort approach
- Limited class size
- Staggered attendance (7:25 am to 8:10 am)
- Parents-teacher communication mode: ClassDojo , MS team, and E-mail
- Assessment weightage: formative (80%) and summative (20%)
- No Midterms
- End of term assessments, MAP and Proficiency tests will be conducted every term
- Newly introduced subjects: Visual and Performing Arts (VPA) and Design Technology
- Newly introduced language (grades 1-4): French
- Students are encouraged to bring packed lunch/snack from home
- Frequently used devices should get routinely disinfected (i.e. tablets, ipads, Laptops, etc...)

Specific 5-8 guidelines (ahmedajineh@icschool-uae.com)

- A paperless strategy and elevated use of technology to minimize contacts.
- Frequently used electronic devices should get disinfected after each use (i.e. tablets, ipads, Laptops, etc...)
- Students should not exchange their devices/ books/ copybooks or food
- Pre-packaged food will be provided; however, students are highly encouraged to get their own food and water bottle
- Students are not supposed to leave the classroom without permission as they should minimize their movement in the campus as much as possible
- Children should wear face masks all the time and bring with them an extra face mask
- Students should bring along only necessary items and are not advised to use their lockers
- Communicating with parents will be through Email, Orison, MS-Team and class dojo

Specific 9-12 guidelines (abdulnaser@icschool-uae.com)

- Be a leader in keeping yourself, your school, family and community healthy
- Protect yourself and others: Do not share cups, eating utensils, food or drinks with others
- Do not stigmatize your peers or tease anyone about being sick
- Tell your parents, another family member if you feel sick, and ask to stay home
- Students are not allowed to leave class under any circumstances without permission
- Students are to bring their own devices and they are not allowed to borrow or share
- Frequently used devices should get routinely disinfected (i.e. tablets, ipads, Laptops, etc...)
- Communications to parents: Prioritizing digital communications, such as: emails, MS Teams, Orison, Easyclass.....

Specific grade 10- 12 guidelines: external exams and university preparation
[\(\[wafah@icschool-uae.com\]\(mailto:wafah@icschool-uae.com\)\)](mailto:wafah@icschool-uae.com)

SAT

- If it is safe from a public health standpoint, there will be weekend SAT administrations every month through the end of the calendar year, beginning in August. This includes a new administration on September 26 and the previously scheduled tests on August 29, October 3, November 7, and December 5. Because of public health restrictions and high demand, there is limited seating capacity for students testing in certain areas. This year, many centers have fewer seats because of social distancing guidelines
- Students are supposed to reach ICS at 7:00 AM wearing their own face masks and gloves
- Students will be expected to go through safety precautions (temperatures taken)
- ICS Mushrif will be using the gym to apply the social distancing between students
- No breaks will be allowed. Only drinking water is allowed during the test
- No borrowing calculators, pencils, etc...
- Students are supposed to leave the premises as soon as they hand in their test papers
- No parents are allowed to wait in the school lobby

IELTS

Students and parents should make arrangements, via the official TOEFL/ IELTS website, to have testing completed beginning in the latter months of GR. 11 and GR. 12 in order to fulfill university requirements. All scores must be released directly from the organization. Students may access study resources online.

EMSAT

ICS counselor registers all Gr. 12 students for EmSAT using their actual Emirates ID to be read by the Card Reader that is installed and connected directly with ADEK and the MOE. The EmSAT is a national system of standardized computer-based tests, based on United Arab Emirates national Standards.

To ensure that students are equipped with the necessary knowledge and skills to effectively participate in the modern knowledge based global society. Students can use the following website to check on the dates of the tests offered for EmSAT.

http://emsat.moe.gov.ae/emsat/EmSAT_achieve_en.aspx

University applications and preparation

ICS Counselor prepares an annual calendar for Several University Admission Representatives local and International visits to ICS throughout the school year either as part of a College Fair or individually. Grade 10 to 12 students are encouraged to speak with these visitors and ask questions to gain first-hand knowledge about specific universities. In addition, to sending Grades 11 & 12 students to attend the universities Open Day within Abu Dhabi, Dubai, or other emirates. (Virtual) Attending NAJAH annual exhibition that hosts local as well as international universities from all over the world is beneficial. Parents are encouraged to attend such exhibitions. All these activities are kept on hold till further notice from ADEK, and it will be replaced by online presentations through special webinars sent to the counselor by international and local university representatives.

Key Contacts

Administrator	Designation	Contact email
Mrs. Amira Yaqoub	Head of Elementary (K-4)	Elementarycoordinator@icschool-uae.com
Mr. Ahmed Ajeneh	Head of primary (5-8)	ahmedajineh@icschool-uae.com
Mr.Abdulnaser AbuadelaH	Head of secondary (9-12)	abdulnaser@icschool-uae.com
Mrs. Wafa Hamze	Student counselor & Career Advisor	wafah@icschool-uae.com
Mr. Mofleh Mawed	CADU- Assessment	mofleh@icschool-uae.com
Mrs. Bahjia Taraby	Academic quality and progress coordinator	bahjia@icschool-uae.com
Mr. Mahmoud Ahmad	Digital learning coordinator	ddl@icschool-uae.com
Ms. Naglaa Mahmoud	HSE-OSH COVID RESPONSE	naglam@icschool-uae.com covid19@icschool-uae.com
Mrs. Naheel Sawan	Parent teacher communication officer	naheelsuwan@icschool-uae.com
Mrs. Yasmin Alzaro	Social worker	socialworker@icschool-uae.com
Ms. Nesreen Chreidah	Admissions	admission@icschool-uae.com

Pledge of understanding and commitment to safety and school rules and regulations



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(Please send this page only to the supervisor of your child's section)

I _____ (father/mother) of

1. _____ in grade/ _____ have fully read and understood the ADEK guidelines sent through the school in addition to this document. I agree to provide my child/ren the necessary digital devices (ipad or laptop) as advised by the school. I hereby confirm that I am fully aware of the guidelines and will ensure that my child/ren will strictly follow these safety and academic procedures and guidelines. I am also aware that intentional or otherwise non-compliance on the part of my child/ren will give the school the right to take disciplinary action including school expulsion.

Name guardian (Mr/Mrs/Ms/Dr) _____ Date _____ / _____ / 2020

I am also the guardian of:

2. _____ grade _____

3. _____ grade _____

4. _____ grade _____

5. _____ grade _____

6. _____ grade _____

Received by (supervisor) _____ Date _____ / _____ / 2020

Kindly send the signed electronic copy of only this page to the supervisor by email. This should be received by the supervisor before the first day of school.