Virtual Learning Policies and Expectations

2020-2021 Guidelines for Parents and Students

The purpose of this document is to provide parents and students with support and guidance for Virtual Learning Day. Please make sure to read through this document thoroughly before the start of the school year. Please make sure to reach out to the school if any additional questions or guidance is needed. For technical support, please contact the ARS Tech Support team.

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COVID-19 Reopening

As the pandemic situation continues to evolve, so will our program. Every 30 days we will re-evaluate the situation and consider our steps moving forward so that we can ensure a safe, effective, and enriched learning experience for all of our students.

Administration Hours and Support

The school office will remain open for **remote** inquiries from 8:00 AM to 3:30 PM during virtual learning. If you wish to set an appointment with a member of the administration, please contact the front office or email the respective staff member directly to set a time for a virtual meeting. In-person meetings will be limited and only considered in more urgent situations.

School Leadership Contact

If you wish to contact the school leadership, you may do so via email or by calling the school front office at 410-719-0921.

Head of School	Saad Baig	saad.baig@alrahmah.org
Principal	Mehnaz Fatima	mehnaz.fatima@alrahmah.org
Middle School Coordinator	Halimah Scott	halimah.scott@alrahmah.org
Elementary School Coordinator	Aminah Galal	aminah.galal@alrahmah.org
AIQ Coordinator	Baderah Abu-Dweih	baderah.abudweih@alrahmah.org

Tech Support for Parents

For tech support, please contact techsupport@alrahmahschool.zohodesk.com to submit your request. Please allow one full business day to receive a reply.

RenWeb Support

For any inquiries regarding RenWeb, please contact the Program & Office Administrator, Donna Khan at donna.khan@alrahmah.org or submit a request through the tech support ticket email listed above.

Enrollment and BOOST Inquiries and Support

For any inquiries regarding Enrollment or BOOST Scholarship please contact the Enrollment & Communications Coordinator, Kirin Smith at kirin.smith@alrahmah.org.

Access to Technology

We understand that not everyone may have access to technology at home. If you have not completed the Technology Access **Survey** over the summer, please contact the Tech Support Team as soon as possible to discuss the feasibility of loaning electronic devices.

Communication

Communication is imperative for the effective implementation of a virtual learning program. Consistent communication regarding any questions or concerns will help the teachers and the school better support each student. If a communication is sent during school hours, teachers will respond promptly to student and parent inquiries. The school will be utilizing two main forms of communication:

1. **RenWeb**: Used for email communications. Parents will also be receiving a weekly guardian summary with updates on students' grades, upcoming assignments, etc.

2. **Remind App**: Used for teacher-parent two-way communication during working hours. This is meant for quicker correspondences, such as reminders, quick inquiries, and urgent announcements. You can download this app **here**.

3. **Student Al-Rahmah Emails**: All enrolled students have been issued an alrahmah.org email in order to increase security and accessibility to the features of our learning program, such as Google Classroom and Google Meet. **These student emails are the ONLY emails students are to use during virtual learning.**

   Parents should have received communication indicating how to set-up and access the email account. In the case that a parent or child loses access to the primary student email, the parent's personal emails on file are set as the recovery and secondary email. These can be used to regain access if a student is locked out of the account or to recover/change passwords. In addition, parents will receive regular guardian summaries informing them of their child's progress, assignments, and tests to their personal email. You can check out this feature **here**

   To **sign in** to a child's (Student Name) account please visit the following link: Sign in to Gmail

   Before using a student's account for virtual learning, a parent must **reset the password** from the account security settings. To know more on how to do so please visit the following link: Change or Reset Password

   It is imperative for parents to check any communications shared with them to stay updated on the students learning experience and to address any questions or concerns which may arise.

Attendance Policy

Student attendance for all live Google Meet sessions is **mandatory**. Attendance will be taken daily and inputted into RenWeb. If your child(ren) is unable to attend the session and will be absent during the whole or part of the school day, a written email communication must be sent to the student's teacher and respective Coordinator. Please note if a student is consistently absent, follow up communication from the Coordinators, Aminah Galal for Elementary School and Halimah Scott for Middle School may occur.

Students are required to have their cameras ON during all virtual learning sessions.

Homework and Classwork

Homework and Classwork will be focused on allowing students to practice and apply what they have learned during direct instruction. While it is imperative for students to complete homework, the amount will also not be overwhelming and students should be given a reasonable amount of time to complete it. The standardization of our learning platform (Google Classroom) will make it easier for students, and parents supporting younger students, to turn in any assigned homework.

Grading Policy

No Zero Policy

Starting from the 2020-2021 academic school year, the no-zero policy will be implemented as follows:

- If a student shows effort on their work the lowest grade they can receive is 50%.
- If a student does not even attempt to do their work then they will receive a 0 grade,
- HOWEVER, students will be given at least three chances to make it up that quarter

If parents have any concerns regarding their child's grade, they must reach out to their respective teachers. If a student continues to not complete their work, parent-teacher conferences followed by meetings with the respective Coordinator will be requested.

Grade Weightages

To account for the realities of virtual learning, the grade weightages have been adjusted as shown below:

	Level 1 Formative Assessments	Level 2 Formative Assessments	Level 3 Formative Assessments	Level 1 Summative Assessments	Level 4 Formative Assessments	
	HW: Homework:	CW: Classwork:)	Q: Quizzes	MA: Major Assessments	P/P: Participation and Performance	**Total %**
K- 2ND	10.00%	10.00%	30.00%	35.00%	15.00%	100.00%
3RD-5TH	10.00%	15.00%	30.00%	35.00%	10.00%	100.00%
6TH-8TH	15.00%	15.00%	25.00%	35.00%	10.00%	100.00%
Exceptions						
	HW	**CW**	**Q**	**MA**	**P/P**	**Total**
Art - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
Art - UD	5.00%	10.00%	30.00%	25.00%	30.00%	100.00%
PE - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
PE - UD	5.00%	10.00%	30.00%	25.00%	30.00%	100.00%
Tech - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
Tech - UD	10.00%	10.00%	25.00%	25.00%	30.00%	100.00%