

# Future International School

## Distance Learning Policy (DLP)

### 1. Policy Statement

Future International School is committed to ensuring continuity of high-quality education through a structured Distance Learning Program that is fully aligned with the requirements and expectations of the Abu Dhabi Department of Education and Knowledge (ADEK).

The school ensures that all distance learning practices maintain instructional rigor, student engagement, accurate attendance tracking, and safeguarding standards.

### 2. Purpose

This policy establishes clear expectations for the delivery, participation, monitoring, and evaluation of distance learning to ensure:

- Continuity of learning without disruption
- Full compliance with ADEK instructional time requirements
- High levels of student engagement and accountability
- Consistent monitoring of teaching and learning quality

### 3. Scope

- This policy applies to:
  - All FIS students (Grades K–12)
  - All teaching and academic staff
  - School leadership
  - Parents/guardians

### 4. Instructional Delivery Requirements

In accordance with ADEK guidelines:

- All lessons must be delivered **synchronously (live instruction)** following the approved school timetable.
- All lessons must be recorded.
- Instruction must:
  - Be standards-based and curriculum-aligned
  - Include clear learning objectives and success criteria
  - Incorporate active student engagement strategies
  - Asynchronous learning may be used to supplement, but **not replace**, live instruction.

## 5. Attendance and Instructional Time Compliance

FIS ensures strict adherence to ADEK attendance expectations:

- Attendance is **mandatory for every scheduled lesson**.
- Attendance must be recorded: daily and per period.

Students must:

- Join classes on time with the cameras open
- Remain present for the full duration of the lesson

### Attendance Coding

- Present
- Late
- Absent

Failure to meet attendance requirements will be addressed in accordance with the FIS attendance policy.

## 6. Student Engagement and Participation Requirements

To meet ADEK expectations for active learning:

### 6.1 Mandatory Camera Policy

- **Students must keep their cameras ON at all times during live instruction. The teachers must see the students' faces.**
- Cameras may only be turned off with **explicit principal approval** and a valid medical document.
- Failure to comply will be considered non-engagement; students will be removed from the session, and their grades will be reduced.

### 6.2 Continuous Online Presence

- Students must remain **logged in for the entire class period**.
- Leaving a session without permission will result in full absence being recorded

### 6.3 Active Participation

Students are expected to:

- Respond to the teacher's questioning
- Participate in discussions and activities
- Complete in-class tasks

## 7. Teacher Responsibilities

Teachers are accountable for ensuring high-quality delivery and compliance:

- Deliver **live, structured, and interactive lessons**
- Take **accurate attendance every lesson**
- Camera compliance
- Student engagement
- Use formative assessment strategies (questioning, checks for understanding)
- Provide timely and constructive feedback
- Report concerns related to attendance or engagement to supervisors
- Record all lessons

## 8. Safeguarding and Learning Environment

FIS ensures a safe and appropriate online learning environment:

Students must:

- Use their real names and official school accounts
- Be in a quiet, supervised, and appropriate setting
- Follow school behavior expectations at all times

All safeguarding protocols remain fully in effect during distance learning.

## 9. Behavior and Discipline

The FIS Behavior Policy applies fully during distance learning.

### Violations include:

- The camera turned off without permission
- Leaving class without authorization
- Lack of or no participation
- Disruptive or inappropriate behavior

### Consequences may include:

- Verbal warning
- Parent notification
- Behavior referral
- Removal from session

## 10. Parent Responsibilities

Parents play a critical role in ensuring compliance:

### Parents must:

- Ensure student attendance and punctuality
- Ensure availability of:
  - A suitable device
  - Stable internet connection
- Monitor the students:
  - Keep cameras on
  - Student engagement
- Provide a suitable home learning environment

## 11. Technology Requirements

Students must have access to:

- A functional device (laptop or tablet)
- Reliable internet connection
- Approved school platforms (Schoology, Zoom, Class Dojo, iReady, Achieve 3000, College Board)

## 12. Inclusion and Student Support

FIS ensures equitable access to learning:

- Students of Determination will receive accommodations as per their Individual Education Plans (IEPs). Additional academic support will be provided where necessary
- Additional Learning Needs students will receive additional academic support.
- The SEN Teachers will join the live sessions with the students. They can be placed in Breakout Rooms for individual support.

### **13. Monitoring, Evaluation, and Quality Assurance**

School leadership will ensure continuous compliance with ADEK expectations through:

- Live Lesson observations
- Attendance
- Engagement
- Data-driven review of student performance

### **14. Compliance with ADEK Requirements**

This policy ensures:

- Full instructional time is maintained
- Student attendance is accurately recorded and monitored
- Student engagement is measurable and enforced
- Learning outcomes remain consistent with in-person standards

### **15. Non-Compliance**

Failure to adhere to this policy may result in:

- Academic consequences
- Behavioral interventions
- Escalation to school will result in further disciplinary action in line with ADEK regulations.

### **16. Policy Review**

This policy will be reviewed:

- Monthly or upon issuance of new ADEK directives