



ADEK Distance Learning:

Key Policy Updates for Teachers & Families

 Effective Date: **March 2026 (V2)**



About This Presentation

This document summarizes specific mandatory policy updates and clarifications highlighted in the newly revised Distance Learning Policies & Guidelines. It focuses exclusively on **highlighted changes** to ensure rapid alignment and clear expectations for both educators and parents.

What Changed — At a Glance

Key policy updates and clarifications from V1 to V2.



Effective Date

March 2026



Codes of Conduct

Collect by **Day 3**. Parent attestation replaces student signatures for KG and and Cycle 1.



Attendance Reporting

Submit daily consolidated attendance to attendance to ADEK eSIS by **3:00 PM** the **PM** the following day.



Communication

Routine parent contact restricted to **3:30–8:00 PM**. Official channels only.



Timetable & Breaks

Do not mirror in-person day. Enforce **5-10** Enforce **5-10 min** screen-off breaks between sessions.



QA & Recording

Leadership reviews **≥5%** of sessions weekly. Recordings must be teacher-facing by default.



PBL Standards for Cycle 2-3

Aligned to Gold Standard. Mandatory **rubrics** and scheduled 1:1 check-ins.



Support Flexibility

Staff with reduced workloads may be assigned to support **welfare checks** or breakouts.



Codes, Attendance & Communication



Codes of Conduct

Day 3 Deadline

Schools shall collect signed agreements from Cycle 2–3 students, all parents, and staff no later than Day 3 of distance learning.

KG & Cycle 1 Exception

Teachers must secure **parent attestation** confirming the child understands the rules, in lieu of student signatures.



Attendance Reporting

Opening Check-In Basis

Teachers must record daily attendance based on the scheduled 10–15 minute morning check-in.

3:00 PM eSIS Deadline

Schools shall submit consolidated attendance data to ADEK eSIS by 3:00 PM (GST) the following day.

Accuracy and timeliness are critical compliance metrics.




Communication

Restricted Hours

Routine family contact and academic messages are restricted to **3:30 PM – 8:00 PM PM GST**.

Official Channels Only












Schools shall enforce the use of designated platforms (LMS, email) for all communications.

 Strictly NO personal WhatsApp or social media for student contact.

Timetable, Screen Time & Session Standards

Standardizing the Remote School Day

Schools shall redesign schedules to ensure balanced screen time and high-quality synchronous instruction. The following standards are mandatory for all cycles.

Policy Area	Mandatory Requirements			
 Timetable Redesign	<ul style="list-style-type: none"> Do not mirror in-person days: Timetables must be explicitly redesigned to accommodate the pacing and cognitive load of distance learning. Hard Finish Rule: All scheduled school activity must end no later than the school's normal in-person end time.			
 Protected Breaks	<table><tbody><tr><td data-bbox="741 706 1263 958"><p>Between Sessions</p><p>5-10 Min</p><p>Screen-off break required</p></td><td data-bbox="1309 706 1832 958"><p>Mid-Morning</p><p>20 Min</p><p>No tasks or notifications</p></td><td data-bbox="1877 706 2400 958"><p>Lunch Break</p><p>≥ 30 Min</p><p>Protected non-academic time</p></td></tr></tbody></table>	<p>Between Sessions</p> <p>5-10 Min</p> <p>Screen-off break required</p>	<p>Mid-Morning</p> <p>20 Min</p> <p>No tasks or notifications</p>	<p>Lunch Break</p> <p>≥ 30 Min</p> <p>Protected non-academic time</p>
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Monitoring, Recording & Protocols



Quality Assurance

Leadership Review

Principals or senior leaders shall review **≥5% of live session recordings** per teacher weekly.

Lesson Plan Filing

Teachers must file a lesson plan in the LMS **≥30 minutes** before each synchronous session.

 **Written improvement notice required within 2 school days for non-compliance.**




Recording Standards

Capture & Storage

Teachers must record sessions when possible and store them securely for **≥30 days**.

Privacy Controls

Default to **teacher-facing views**. Individual student faces require explicit parental consent.

 **Recordings must be made accessible to students with documented absences to synchronous sessions..**



Non-Attendance

Immediate Action

Message the student via official channels within **30 30 minutes** of a missed session. Message to parents in parents in KG and Cycle 1 now included.

Escalation Steps

Call parents after **3 missed** sessions. Add to At-Risk Log after **5 missed** in 10 days.

 **Support staff may assist with welfare check-ins to manage teacher workloads.**

PBL Refinements & Support Flexibility

Enhancing Project-Based Learning & Student Support for Cycle 2-3 Students

Teachers shall align PBL with international standards and robust rubrics, while schools may utilize flexible staffing models to ensure comprehensive student welfare and learning support.

PBL Standards Alignment

Teachers shall ensure:

- ✔ **Sustained Inquiry:** Projects must run for a minimum of 4 and maximum of 15 school days.
- ✔ **Public Product:** Students must create a tangible, shareable output.
- ✔ **Student Choice:** Incorporate student voice and independent decision-making.
- ✔ **Mandatory 1:1s:** Schedule mid-project & pre-submission submission check-ins with logged feedback.
- ✔ **Reflection:** Build in structured reflection on both process and product.

Rubric Requirements

Teachers shall ensure:

- ✔ **Advance Sharing:** Provide the rubric when the project brief is initially issued.
- ✔ **Policy Alignment:** Explicitly align rubrics to curriculum and ADEK Assessment Policy.
- ✔ **Self/Peer Review:** Create clear opportunities for student self and peer assessment.
- ✔ **Moderation Focus:** Use rubrics systematically during teacher moderation.
- ✔ **Achievement Only:** Grades must reflect academic achievement exclusively (no attendance/behavior factors).

Support Flexibility

Schools may authorize:



Additional Sessions Schedule specific group or personalized sessions to provide targeted support for at-risk students.



Reassigned Duties Staff with reduced teaching workloads may be assigned to support:

Welfare check-ins

Breakout room facilitation

Homeroom administration

What to Do & What to Expect



What Teachers Must Do

- ✔ **Collect Codes of Conduct by Day 3** (including parent attestation for KG/Cycle 1).
- ✔ **Record attendance strictly:** Session-level within 30 mins, daily eSIS by 3:00 PM next day.
- ✔ **Follow redesigned timetables** ensuring mandatory 5-10 min screen-off breaks between sessions.
- ✔ **File lesson plans in LMS** at least 30 minutes before any synchronous session begins.
- ✔ Keep camera on and **interact with students at least every 20 minutes** during live sessions.
- ✔ Restrict **routine** parent communication strictly to the **3:30 PM – 8:00 PM 8:00 PM GST** window.
- ✔ Use **ONLY official school channels** (never personal WhatsApp/social WhatsApp/social media for students).
- ✔ Conduct and log **mandatory 1:1 check-ins** with structured welfare/learning feedback.



What Families Should Expect

- ★ To formally sign or attest to a **Distance Learning Code of Conduct** by Day 3.
- ★ A mandatory **daily opening check-in** to register attendance at the start of the day.
- ★ Teachers to be **visible on camera** throughout all synchronous live teaching sessions.
- ★ Highly interactive sessions, with structured engagement **every 20 minutes maximum**.
- ★ **Session recordings made available** via school platforms for students with documented absences.
- ★ Routine school and teacher communications to arrive **only between 3:30 PM and 8:00 PM**.
- ★ Prompt notifications **within 30 minutes** if their child misses a scheduled session (KG and Cycle 1)
- ★ Proactive outreach and additional support if a student is identified on the identified on the **At-Risk Log**.