

# East-West International School Learning Handbook Version 7 – October 2020

## Mission

East-West International School is a community of students, educators, staff, and parents striving to achieve excellence in a caring environment.

It is the mission of East-West to develop responsible global citizens who are creative problem solvers, lifelong learners, effective communicators, and active community members.



Ministry of Education,  
Youth and Sport



Cambridge Assessment  
International Education



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## Our Goals

First and foremost, our goal and obligation is to **keep our community safe** while also **providing the excellent, bilingual teaching and learning** you've come to expect at East-West. This will be framed in the context of providing students the "caring environment" expected from East-West.

## Reopening the School

While no one can say with believable assurance what will happen through next year, we've been preparing for a range of scenarios with the assumption that we will encounter a complex, evolving school year and that we must be equipped with the agility to shift with it. We are working with the Ministry of Education, Youth and Sport to ensure our school campus can reopen safely, and while we do not control that choice, we will be ready when we are granted permission. We know that we will begin online, as will most other schools in Phnom Penh, with our improved home-based learning approach. This includes new platforms and many upgrades from last year. We hope the situation regarding COVID-19 will allow us to have students to return to campus at some point this year (possibly as early as mid-September), while we are also preparing for a situation in which the Ministry of Education, Youth and Sport would require all schools to return to remote learning should that be in the best interests of everyone's health and safety.

Our health and safety policies and practices have been made in consultation with the Ministry of Education, Youth and Sport (MoEYS), the Ministry of Health (MoH), leading international schools, and the World Health Organization (WHO). We know that some of these changes are inconvenient and may take adjusting to, but all are made to keep our community safe.

## Three Operating School Schedules

We have developed three possible schedules to meet varying conditions:

- An upgraded home-based learning model (based on survey feedback from this spring and summer) should MOEYS officials decide that we must return to an online-only learning model for some period of time
- A hybrid model, where some learning is happening on campus and some is happening from home
- Our regular schedule, ready for the day we all look forward to when it is safe to be back at East-West in the way we have all come to know and love

## Remote Model: An Improved Version of Home-Based Learning

### *Technology*

In order to help students get the most from the home-based and hybrid learning experiences we expect to have this year, we are putting in place programs to ensure everyone has access to devices that will allow for excellent learning. All students from Grades 2 – 5 will be issued an East-West Google Chromebook, free of charge for use during the school year. This device will require parents to sign an agreement for proper use, and will have to be returned at the end of the school year.

All students in Grades 6 – 12 will be asked to have access to a computer while doing their online learning. When students are able to return to school, they will be asked to bring their own laptop to school. If this is an issue for any family, financially, please contact School Director Jeffrey Kane at [Jeffrey.kane@ewiscambodia.edu.kh](mailto:Jeffrey.kane@ewiscambodia.edu.kh).

All students in Grades 1 – 12 will be issued an email address with our new @ewiscambodia.edu.kh. This will allow them to access their online content through Google Classroom. All parents will be asked to provide the school an email address, or be given one through our domain as well. This will allow for improved communication, as well as allow parents to play a more active role in their children’s learning.

## Elementary Home-Based Learning only

If we are forced back into an online-only learning situation, we will have all students follow the schedule below. Students will connect with teachers through the following platforms: Class Dojo, Seesaw and Google Classroom

	All Days
7:30 – 8:00	Orientation, Connection, Attendance
8:00 – 9:00	Math <ul style="list-style-type: none"> <li>• 10/15 minutes skills intro</li> <li>• 30 minutes activity</li> <li>• 15 minutes wrap up</li> </ul>
9:00 - 9:10	Brain Break
9:10 - 10:10	Language Arts <ul style="list-style-type: none"> <li>• Half of the class will study English with their international teacher, while the other students will study Khmer with their Cambodian teacher</li> <li>• There will be synchronous and asynchronous components to most lessons</li> </ul>
10:10 - 10:30	Break
10:30 - 11:30	Language Arts <ul style="list-style-type: none"> <li>• The groups above will switch</li> </ul>
11:30 – 12:10	Lunch
12:15 - 1:15	Foundation Block <ul style="list-style-type: none"> <li>• 10/15 minutes topic/skills introduction</li> <li>• 45 minutes activity, related to social studies or science</li> <li>• Both teachers will be connected with learners at home</li> </ul>
1:15 – 1:25	Brain Break
1:25 – 2:15	Activity Specials <ul style="list-style-type: none"> <li>• Specialist teachers will create lessons for students at home: Art, Music, PE (twice), ICT</li> </ul>
2:15 – 3:00	Time for teachers and parents to connect, or for individual conferencing

## Secondary School Home-Based Learning Schedule

Our home-based learning schedule is designed to allow our students to have synchronous time with all of their teachers each day. Teachers will maximize their time together with learning activities that involve both being together in a digital classroom, as well as working on assignments away from a screen. This flexible approach will help students with their learning, with breaks built in between each class for a cognitive break. There is also time built into the schedule for advisory, reflection and connection with parents. More will be explained during orientation.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:15 - 7:30 am	Attendance Check-In with Advisor				
7:30 - 8:10 am	A	A	A	A	A
8:20 - 9:00 am	B	B	B	B	B
9:10 - 9:50 am	C	C	C	C	C
9:50 - 10:10 am	Break				
10:10 - 10:50 am	D	D	D	D	D
11:00 - 11:40 am	E	E	E	E	E
11:40 - 12:20 pm	Lunch				
12:20 - 1:00 pm	F	F	F	F	F
1:10 - 1:50 pm	G	G	G	G	G
2:00 - 2:50 pm	H	H	H	H	H
2:55 - 3:15 pm		Advisory			

\*Advisory is only for students who are on-campus that day.

These programs will remain in place for as long as East-West International School is asked to do its learning remotely. When on-campus learning begins again, we will adjust this schedule so that students who are unable to come to campus, or do not feel safe to be at school, are able to continue their learning virtually.

# Hybrid Model: Reducing the Number of Students on Campus

In a hybrid learning model, we will have students learning at school and at home on alternate days. In order to conform to health guidelines and meet our top goal of safety for the community, we will reduce the number of students on campus on any given day. The student body will be divided into two groups— we are calling them East and West —that will alternate days on campus. Over the course of a normal two-week rotation, each student will be on campus for five days and at home for five days.

If there are any holidays, the day is skipped and the East/West change just moves to the following school day.

If some families choose not to send their children to school, they will be allowed to learn exclusively from home. They will be able to participate in discussions, speak with their teachers, see and hear exactly what is happening in the classroom, and be seen and heard themselves. There is time specifically built into the schedule for students at home to have extra tutorial time with their teachers as well.

Our top priority is keeping siblings and extended families together in the same group, followed by balancing classrooms in terms of number, gender, etc. This may result in some disappointment for some students. We hope that you understand that we do not control all the variables in this less-than-ideal situation we all face.

Monday	Tuesday	Wednesday	Thursday	Friday
East - School West - Home	West- School East- Home	East - School West - Home	West- School East- Home	East - School West - Home
West- School East- Home	East - School West - Home	West- School East- Home	East - School West - Home	West- School East- Home

## Elementary School Hybrid Schedule (Grades 1-5)

We have prepared general schedules for our hybrid and home-based learning environments, depending on what we will be asked to follow. The schedule alternates between “East” (red) and “West” (yellow days). Students will learn at home or at school on alternating days.

**Please note that the times are subject to change to accommodate recess and lunch for each grade.**

Approximately	East Days	West Days
7:00 – 7:15	Orientation, Connection, Attendance (for all students)	
7:15 – 8:15	<b>Mathematics</b> (streamed to learners at home while being taught in class) <ul style="list-style-type: none"> <li>• 10/15 minutes skills intro</li> <li>• 30 minutes activity</li> <li>• 15 minutes connect with students at home</li> </ul>	<b>Mathematics</b> (streamed to learners at home while being taught in class) <ul style="list-style-type: none"> <li>• 10/15 minutes skills intro</li> <li>• 30 minutes activity</li> <li>• 15 minutes connect with students at home</li> </ul>
8:15 - 8:30	Brain Break	
9:30 - 10:30	<b>Language Arts</b> <ul style="list-style-type: none"> <li>• East students will study English at school with their international teacher</li> <li>• West students will study Khmer online with their Cambodian teacher</li> </ul>	<b>Language Arts</b> <ul style="list-style-type: none"> <li>• West students will study English at school with their international teacher</li> <li>• East students will study Khmer online with their Cambodian teacher</li> </ul>
10:30 - 10:50	Recess	
10:50 - 11:50	<b>Language Arts</b> <ul style="list-style-type: none"> <li>• East students will study Khmer at school with their Cambodian teacher</li> <li>• West students will study English online with their international teacher</li> </ul>	<b>Language Arts</b> <ul style="list-style-type: none"> <li>• West students will study Khmer at school with their Cambodian teacher</li> <li>• East students will study English online with their international teacher</li> </ul>
11:50 – 12:40	Lunch	
12:40 - 1:30	<b>Foundation Block</b> (streamed to learners at home while being taught in class) <ul style="list-style-type: none"> <li>• 10/15 minutes topic/skills introduction</li> <li>• 45 minutes activity</li> <li>• One teacher will be connected with learners at home, and one with learners in the classroom</li> </ul>	<b>Foundation Block</b> (streamed to learners at home while being taught in class) <ul style="list-style-type: none"> <li>• 10/15 minutes topic/skills introduction</li> <li>• 45 minutes activity</li> <li>• One teacher will be connected with learners at home, and one with learners in the classroom</li> </ul>
1:30 – 2:00	<b>Activity Specials</b> (students will only participate if they are at school, and will have each class one time in a 10-day rotation) <ul style="list-style-type: none"> <li>• Art, Library, PE, Music, ICT</li> </ul>	<b>Activity Specials</b> (students will only participate if they are at school, and will have each class one time in a 10-day rotation) <ul style="list-style-type: none"> <li>• Art, Library, PE, Music, ICT</li> </ul>
2:00 – 2:15	Prepare for the next day, prepare to go home	Prepare for the next day, prepare to go home

## Additional Notes re Elementary School Schedule

- We will split our classes in half, giving us no more than 12 children in each of the classes. These classes will attend school in East and West groups and attend school every other day. We will accommodate the children with consideration of a 1.5-meter physical distance between desks.
- Students will spend recess with their classmates and will not mix with other students. The school will not provide equipment to play with at recess. Students can bring equipment from home as long as they only play with the item on their own.
- Students will be required to use designated bathrooms - 1st & 2nd floor use 1st floor bathrooms, 3rd & 4th floor use 3rd floor bathrooms.
- Students will remain in one classroom for all learning experiences other than PE. Colored tape on the floor will help students know where to stand if they need to wait to enter a classroom.
- ICT and Art will be taught in the students' main classroom. The library and music program will be suspended pending approval from the MoEYS (read more below).
- A clear outline of each week's learning will be provided to parents in both English and Khmer at the start of each week. These will be simple but contain explicit links to C.L.E.A.R. Goals, and academic Learning Outcomes.
- Because play-based learning is so important to Early Years students, we will implement a rigorous routine for cleaning toys and hands-on learning materials.
- Reduction of Shared Materials
  - All soft furnishings (bean bags, cushions, carpet) will be removed from classes, washed/cleaned and stored. Foam mats will be considered if classrooms only have carpet as these can be easily cleaned and sanitized.
  - Balls will not be available at recess.
  - The use of actual reading books will be reduced to individual books which can be sanitized, online books will be utilized much more so that they will still be reading.
- Students will be provided with a clearly labelled individual zippered pouch which will contain all needed materials for leaning (pens, pencils, ruler, eraser, colored pencils, sharpener, scissors, glue stick, protractor (Gr 4 +) and drawing compass (Gr 4+).

## Secondary School Hybrid Schedule

The hybrid schedule —in which students alternate time on campus—is designed to be as clear and predictable as possible. It follows a similar model to the schedule we’ve had at East-West so that it is familiar to students, teachers and parents. This also incorporates feedback from stakeholders about what worked well, and what did not work so well last year. There will be asynchronous components and plenty of opportunities for personal tutorial structures as well.

Students will learn at school one day, and then at home for the next day. There will be no more than 15 students in a class on campus, and all students will be separated by 1.5 meters in class and on campus throughout the day.

Students in middle school will remain in the same classroom for the entire day.

There will be shorter classes and longer breaks between classes to allow for a break from screens at home, and plenty of time for students to use the bathroom or get water safely between classes.

There are new components to the school day to allow for better connection between teachers and families. Advisory will be held two afternoons per week, allowing students to connect in-person with their advisors weekly to ensure they are staying up-to-date with their work and emotionally well at this time. This will help continue to establish community relations and connections as a strength of East-West.

The “East” students would participate in learning activities at school during the first day of hybrid learning, while the “West” students would participate from home. On the second day, the “West” students would be at school, while the “East” students would be learning from home. Students are required to check in with their advisor between 7:15 – 7:25 am each day for attendance, whether they are at home or at school.

### Schedule for Grades 9 - 12

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:15 - 7:30 am	Arrival				
7:30 - 8:10 am	A	A	A	A	A
8:20 - 9:00 am	B	B	B	B	B
9:10 - 9:50 am	C	C	C	C	C
9:50 - 10:10 am	Recess: 9 - 10 Canteen; 11 - 12 Rooftop				
10:10 - 10:50 am	D	D	D	D	D
11:00 - 11:40 am	E	E	E	E	E
11:40 - 12:20 pm	Lunch - Grades 9 - 10 Canteen; 11 - 12 Rooftop				
12:20 - 1:00 pm	F	F	F	F	F
1:10 - 1:50 pm	G	G	G	G	G
2:00 - 2:50 pm	H	H	H	H	H
2:55 - 3:15 pm		Advisory*	Advisory*		

\*Advisory is only for students who are on-campus that day.

## Schedule for Grades 6 - 8

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:15 - 7:30 am	Arrival				
7:30 - 8:10 am	A	A	A	A	A
8:20 - 9:00 am	B	B	B	B	B
9:10 - 9:50 am	C	C	C	C	C
9:50 - 10:10 am	Recess Downstairs				
10:10 - 10:50 am	D	D	D	D	D
11:00 - 11:40 am	E	E	E	E	E
11:50 - 12:30 pm	F	F	F	F	F
12:30 - 1:10 pm	Lunch: Grade 6, 8 Canteen, Grade 7 Rooftop				
1:10 - 1:50 pm	G	G	G	G	G
2:00 - 2:40 pm	H	H	H	H	H
2:45 - 3:00 pm		Advisory*	Advisory*		

\*Advisory is only for students who are on-campus that day.

### Recess Schedule

Students will spend recess with their classmates and will not mix with other students. The school will not provide equipment to play with at recess. Students can bring equipment from home as long as they only play with the item on their own. Students will not be allowed on the playground equipment. There will be two teachers on duty for each recess period.

Secondary students will be able to retrieve their cell phones or devices from their lockers for use during recess and lunch periods. Phones will need to be locked away during all other times or risk being confiscated.

***Monday to Friday 9:00 - 9:20 am: Early Years and Grade 1 (Early Years Playground)***

***Monday to Friday 9:30 - 9:50 am: Kindergarten (Early Years Playground)***

***Monday to Friday 9:20 - 9:40 am: Grades 2 and 3 (Ground Floor)***

<b>Moto Parking</b> No playing	<b>Netted Area</b> Monday - 2AH Tuesday - 3BJ Wednesday - 3JL Thursday - 2HS Friday - 2AH
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<p><b>Grass Area #1</b>  Monday - 2HS  Tuesday - 2AH  Wednesday - 3BC  Thursday - 3JL  Friday - 2HS</p>	<p><b>Grass Area #2</b>  Monday - 3JL  Tuesday - 2HS  Wednesday - 2AH  Thursday - 3BC  Friday - 3JL</p>	<p><b>Playground</b>  Monday - 3BC  Tuesday - 3JL  Wednesday - 2HS  Thursday - 2AH  Friday - 3BC</p>
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**Monday to Friday 10:20 - 10:40 am: Grades 4 and 5 (Ground Floor)**

<p><b>Moto Parking</b>  No playing</p>	<p><b>Netted Area</b>  Monday – 4DH  Tuesday – 5BR  Wednesday – 5JH  Thursday – 4KK  Friday – 4DH</p>	
<p><b>Grass Area #1</b>  Monday – 4KK  Tuesday – 4DH  Wednesday – 5BR  Thursday – 5JH  Friday – 4KK</p>	<p><b>Grass Area #2</b>  Monday – 5JH  Tuesday – 4KK  Wednesday – 4DH  Thursday – 5BR  Friday – 5JH</p>	<p><b>Playground</b>  Monday – 5BR  Tuesday – 5JH  Wednesday – 4KK  Thursday – 4DH  Friday – 5BR</p>

**Monday to Friday 9:50 - 10:10 am: Secondary School**

- Ground Floor: Grades 6, 7, 8
- Canteen: Grades 9, 10
- Rooftop: Grades 11, 12

**Lunch Schedule**

Until we receive further notice, all staff and students will be required to bring food from home to eat on campus. There will be no sharing of food at any time, nor will food from outside be allowed onto campus. **Your child must bring their lunch with them to school when they arrive in the morning.** There will be no deliveries of food accepted during the day, per the requirements of the MoEYS. There is a ten-minute break between each group’s use of the space.

Please provide food that is not messy and does not have any strong smells that could disrupt the learning of other children.

**Monday to Friday 11:00 am - 11:40 am: Early Years, Kindergarten, Grade One**

<p><b>EY Playground  (eat lunch)</b>  Nursery/Preschool/Prekindergarten  Kindergarten/Grade One  <b>(play in zones)</b>  Kindergarten/Grade One</p>	<p><b>Mezzanine Floor</b>     <b>(play)</b>  Nursery/Preschool/Prekindergarten</p>
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**Monday to Friday 11:00 am - 11:50 am: Elementary Grades 2 – 3**

**Monday to Friday 11:50 am - 12:40 pm: Elementary Grades 4 – 5**

<b>Grades 2 and 3</b>	<b>Eat Lunch in Canteen</b> 11:00 – 11:20	<b>Play in Zones on Ground Floor</b> 11:30 – 11:50
<b>Grades 4 and 5</b>	<b>Eat Lunch in EY Playground</b> 11:50 – 12:10	<b>Play in Zones on Ground Floor</b> 12:20 – 12:40

**Monday to Friday 11:40 am - 12:20 pm: Grades 9 - 12**

<b>Canteen</b> Grades 9, 10	<b>Rooftop</b> Grades 11, 12
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**Monday to Friday 12:30 pm - 1:10 pm: Grades 6 - 8**

<b>Canteen</b> Grades 6, 8	<b>Rooftop</b> Grade 7
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## On-Campus Only Model

If the situation worldwide, regarding COVID-19 allows us to welcome all learners back to campus on a daily basis, we will ensure we are prepared to have everyone on campus in as safe a way as possible. We are currently looking at ways to have all of our students safely on campus.

## Other Notes for the 2020-2021 Academic Year

### Physical Changes to the Campus

The way we use and interact with our facilities next year will see some changes in order to keep our community safe.

- **Lowering Physical Density:** To comply with physical distancing, we will arrange to approximately halve the number of people in a given space at the same time, as compared to a typical year. This will allow everyone to maintain the minimum distance of at least 1.5 meters separation at all times. Measures to accomplish this include the East and West rotation schedule; the repositioning, removal, and changing of furniture; the repurposing of spaces to allow for different uses such as study space or childcare; and employing visual cues so everyone knows where they are supposed to be.
- **Cleaning the Campus:** We will be using the recommended disinfectants and hand sanitizers, as well as the latest cleaning technologies. We have also contracted an outside company, Gubot, to do a deep clean of the campus on a monthly basis. Our cleaning staff will be cleaning continuously throughout the school day. We are equipping both teachers and students with cleaning supplies, so they have the ability to disinfect as they see fit. Hand sanitizer stations will be present in every classroom and throughout many other areas of the campus.

- **Washing Stations:** We have installed more sinks and handwashing stations. These are located on the ground floor, and throughout the buildings.
- **Ventilation:** We are maximizing the percentage of fresh air in classrooms by having windows and doors remain open throughout the day. Air conditioners will be set to 24 degrees Celsius in compliance with the MoEYS requirements. It will be warmer in classrooms than before, so please make sure students dress comfortably.
- **Movement:** To facilitate safer movement around campus, the eastern staircases in each building will be used for going up and the western staircases will be used for moving down. In the case of a fire or emergency evacuation, both staircases will facilitate movement out of the building. In addition, movement in the hallways and between the buildings will be clearly delineated to avoid bottlenecks. As much as possible, students will remain in one classroom for the entire day, while teachers move in between.
- **Devices and Technology:**
  - Nursery to Grade 1 students are discouraged from bringing devices to school. Research shows that too much screen time affects the development of social and thinking skills. If you need to get a message to your child, this can be done through the school office.
  - Grade 2 to Grade 5 students have been issued school-owned Google Chromebooks that they are required to bring to school every day.
  - Grade 6 to 12 students are asked to bring their own laptop computer to school to support learning. Students are given access to the school's Wi-Fi system (which is monitored and censored) to enable research and communication that enhances their learning. If a device distracts from learning, this will be taken from a student and returned at the end of the school day.
  - Grade 6 to 12 students are allowed to bring phones and other devices for use during recess, lunch and after school. These devices must be safely locked away in their school lockers during other times. If students are not able to follow the policy of locking their devices away during class times, they will lose their privilege of being allowed to have a phone or device at school. This will be enforced strictly.
  - Any devices brought to school are at the risk of the student.
  - The school will not take responsibility for any loss or damage.

## Arrival and Dismissal

### *Arrival*

**Early Years students (Nursery to Kindergarten) and Grade One students** will be admitted onto campus from 7:00 to 7:15 am through the 360 Gate.

**Elementary Students (Grades 2 – 5)** will be admitted onto campus from 7:00 to 7:15 am through the 143 Gate.

- Each gate will be monitored by staff who will check temperature and make sure students use hand sanitizer/wash their hands upon arrival
- Students will go directly to class

**Secondary** students will be admitted onto campus from 7:15 to 7:30 am through the following gates:

- 360 Gate: Grade 9 – 12 students who do not drive to campus
- 143 Gate: Grade 6 – 8 students
- 368 Gate: Students who drive to campus
- Students will go directly to their advisory class for attendance, and then to their Period A class
- Siblings will enter together at the gate of the older child

- If secondary students drop off an elementary sibling before 7:15, they will be allowed to wait downstairs until 7:15 am
- Each gate will be monitored by staff who will check temperature and make sure students use hand sanitizer/wash their hands upon arrival.

### **Late Arrivals**

- Any student who arrives late will enter through the office. The wishes of the MoEYS are to reduce congestion throughout the day. Students who are regularly late are putting the health and safety of others at risk, and if late arrivals become frequent, parents might be asked to have their children return to home-based learning.

### **Dismissal**

**Early Years students (Nursery to Kindergarten) and Grade One students** will be dismissed from school at 2:00 pm from the 143 Gate.

**Elementary students in Grades 2 – 5** will be dismissed from school between 2:15 – 2:30 pm from the 143 Gate.

- They will be seated at a physical distance, with markers painted to show where they can sit.
- Younger siblings will be seated with and leave with older siblings
- One class teacher will be downstairs to help with dismissal
- Adults picking up children must have the child's Campus Exit card with them
- ***All Elementary students must be off campus by 3:00 pm unless they are leaving with a sibling in secondary***

**Secondary** students will have two dismissal times:

- Grades 6 – 8 will come downstairs at 2:40 pm (unless they stay for afternoon advisory periods)
- Grades 9 – 12 will come downstairs at 2:50 pm (unless they stay for afternoon advisory periods)
- Students will be asked to leave immediately (if given parent's permission)
- If not, they will wait at a socially distanced area and be dismissed at the 143 Gate when their parent or guardian arrives.
- Students must be picked up, or be allowed to leave on their own, no later than 4:00 pm.

**No students will be allowed to remain on campus after 3:30 pm.** This will allow us to clean the space properly ahead of the next day of school. Parents will be reminded about late pickup 1-2 times. ***After a third late pickup, parents will have to meet with the School Director to discuss how they can support their child's safe return home every day.***

***Parents are responsible for getting their children to and from school at the right time, as well as ensuring their children get enough sleep so that they are ready to start learning each day.***

### **Operations**

**Security:** East-West will continue to have security on campus at all times. They will perform their regular duties and assist in our new health screening process.

**Closed Campus:** On a regular basis, the only people allowed onto school campus will be staff and students. Parents will be able to visit the school on an appointment-only basis, or for scheduled events.

**Canteen:** We have been working closely with Hagar Catering, our food service provider, to create a meal program that not only meets the highest health and safety standards but offers nutritional, tasty offerings. The canteen will have Perspex screens set up so that every table will be divided into four separate seating areas. Secondary students will be allowed eat in the canteen or picnic-style downstairs

to ensure physical distance is respected. More details regarding lunch will be sent to you in early August. As of now, the MoEYS has indicated that students will have to bring their own food to school, and the canteen will open as soon as we are given permission.

**Transportation:** We have decided to suspend our home-to-school / school-to-home bus program. We could not continue to run the bus program and maintain social distancing.

## Health Care Services

We are working towards supporting the **Four Pillars of Health**, intended to work together to reduce the likelihood of spread of COVID-19 within the school setting:

1. Health and hygiene
2. Face coverings
3. Physical distancing
4. Limited gatherings

Essentially, we are being asked to have a new way of thinking about how we attend and come to school. Here's how those four pillars will look for the East-West community:

1. To be successful, we'll need our students, and employees to share the responsibility of keeping our campus community healthy and safe, to be alert for symptoms of fever, cough, shortness of breath, or other symptoms of Covid-19 and if feeling unwell in any way, to stay home. During the day, we will encourage increased handwashing, use of hand sanitizers, and covering coughs with elbows.
2. Everyone is required to wear cloth face coverings and should consider that they will be worn at least 90% of the time. Face coverings will be provided, but students can wear their own, as long as they are compliant with regulations and have no holes.
3. Physical distancing of 1.5 meters between individuals in classrooms and about campus will be the new norm.
4. Any assemblies or larger gatherings will be held virtually, when necessary.

Even with the best precautions, it is possible that members of our community may contract COVID-19 or be exposed to someone who has contracted the virus. If anyone in your household, or anyone who has had close contact with your child(ren), is diagnosed with COVID-19, please contact the School Director Jeffrey Kane immediately for contact-tracing purposes. We will:

- Report the illness to the proper authority for contact-tracing purposes.
- Require those who test positive to remain home for a 14-day quarantine period.
- Allow students or staff who test positive to return after the quarantine period and a negative test result.

The school will evaluate the amount of time a COVID-19 positive individual spent with people on campus to determine if any are deemed to be "close contacts." A close contact, according to the Center for Disease Control and Prevention (CDC), is any individual who was within 2 meters of an infected individual for at least 15 consecutive minutes. Parents will be notified if their children are determined to be close contacts of a positive COVID-19 individual. Upon exposure, close contacts will be required to stay home for 14 days after exposure based on the time it takes to be symptomatic.

As always, your confidentiality will be upheld and your health and medical information will be private.

Any parents who choose to send their children to school will be asked to sign a waiver that guarantees they will not hold the school or the MOEYS accountable for contracting COVID-19 should they fall ill.

Anyone who travels internationally, or has a family member travel internationally, must submit a record of travel to the school: [East-West Parent/Student/Staff Travel History Form](#). Failure to provide an accurate account of your family's international travel will result in disciplinary action

A few last notes:

- We have established a location separate from our main school office as an additional nurse's station. This will be a dedicated room for quarantining any students who show symptoms of COVID-19.
- Please make sure that your contact information is correct in our files in case we need to reach you during the day.
- No discrimination against a student, or family, who is diagnosed with Covid-19 will be tolerated. We prioritize ensuring that all students feel comfortable and not embarrassed if health concerns arise while on campus, while also maintaining their confidential medical information.
- We are all in this together, and together we can limit the spread of this virus!

## **Campus Technology Upgrades**

We've worked hard these past months to find technological solutions to help ensure students can experience the excellent teaching and learning experience they have come to expect from East-West. We are very confident that our new decisions will help deliver this experience both at school or virtually.

- We have been officially approved to be a Google G Suite for Education school. This will allow for more streamlined communication for students and staff, whether they are on-campus or at home.
- We will be offering students in Grades 2 - 5 the use of a school-owned laptop for the entire school year. This will allow them to work on 21st century skills in the classroom, while also being properly prepared for learning while they are at home.
- We are asking all secondary students to bring their own laptop to school. We have upgraded our lockers this year to include locking doors with keys, to ensure that their materials remain safe at all times.
- We have upgraded the school network to allow for the effective use of all of these devices.

## **School Calendar**

Though there is still much uncertainty about what the year will look like, we will have 181 school days as we do every year. The school year will end on Friday June 4, 2021. Please visit our website for the latest calendar updates.

## Communications, Webpage, and Your Questions

Similar to last year, you can expect regular communications to keep you informed and engaged with East-West. We will do our best to ensure these communications are made in English, Khmer and Korean, as often as possible. Your options for communication include:

- Visiting our school website, at [www.ewiscambodia.edu.kh](http://www.ewiscambodia.edu.kh)
- Subscribing to our Telegram News Channel, at <https://t.me/ewiscambodianewd>
- Subscribing to our email newsletter. We will no longer be sending information home via paper hard copies, both out of concern for health and safety, as well as the environment. Parents can subscribe with their own email addresses, or receive an email address through our @ewiscambodia.edu.kh domain

For those who wish to consult it, we will be continually updating our 2020-2021 Learning Handbooks with all of the latest updates to school policies and procedures at this time.

You can email School Director Jeffrey Kane with ANY question you have about our preparations for next year. Is there something you've been wondering about or that we haven't addressed that you'd like us to in future communications? Send any questions to [jeffrey.kane@ewiscambodia.edu.kh](mailto:jeffrey.kane@ewiscambodia.edu.kh)

## Athletics

Knowing athletics are essential to the physical, mental, and social well-being of students, we are dedicated to keeping Physical Education (PE) a crucial part of your child's East-West experience. We are closely following the government's determination of how we will be able to participate in sport this year. In August, we will do everything we can to ensure the safety of all participants and will not do anything that we think will jeopardize anyone's health. We will follow all Ministry guidelines and recommendations closely.

### *In the Elementary School:*

- PE classes will be scheduled so that students only have PE with the students in their own class.

### *In the Secondary School:*

- Under the Hybrid Learning model, students on campus will have PE as scheduled, while students off-campus complete asynchronous PE challenges and workouts for the week. Under the Home-Based Learning model, PE will be done virtually.
- We will wait to see for MoEYS guidelines regarding our first sports season. We are prepared to adjust, reduce, or add activities that can be played with proper social distancing standards.
- At this time, we don't know if we will be allowed to compete against other schools.

## Art and Music

Our Music and Art teachers have been researching physical distancing techniques in the classroom, blending the live experience with home-based learning. Keeping our community, students, faculty, and staff safe while sustaining the student experience is paramount. In the Creative Arts department:

- Our elementary music program will be temporarily suspended due to MoEYS directives. Secondary students will be able to practice instruments and vocals from home while studying music theory on campus. We still hope to have performances, and visual art presentations.
- We're preparing for a variety of streaming, pre-recorded, and live but physically-distanced performances.

## **Field Trips**

We will work under the guidance of the MoEYS and MoH as we plan field trips for this school year. We will carefully monitor the health and safety situation in Cambodia before offering any programming outside of our school campus. All trips will be optional, as always, and parents can make any decisions about what is in their family's best interest.

## **Patience and Understanding for Teachers**

Our wonderful and talented teachers have been working hard over the summer to prepare for the “new normal” that teaching and learning will look like this coming year. This includes participation in several professional learning courses through the Global Online Academy. As they adjust to the changes ahead, please know that we are all working hard and doing our best to ensure effective teaching and learning are happening. All our work together will be framed through the lenses of positive relationships and what is best for our students. At the same time, we need you to be aware that this “new normal” is something our teachers are learning to adjust to as we go. Our goal, as always, is to strive for excellence in a caring environment.

# Risk Management Matrix

<b>Risk Level 1 (Low Risk)</b>
<ul style="list-style-type: none"><li>• No cases in the Phnom Penh community of COVID-19</li><li>• Very few reported cases of COVID-19 in Cambodia</li><li>• Some regional countries declare public health crisis</li><li>• Airports implement informal screening mechanisms</li></ul>
<b>Risk Level 2 (Moderate Risk)</b> Cambodian infection rates approach a point where international convention, treaty, or binding restriction will preclude medical evacuation of affected persons or impact normal international travel routes.
<ul style="list-style-type: none"><li>• Limited number of cases of COVID-19 in the Phnom Penh community</li><li>• No students, families, faculty or staff identified with COVID-19 within the international school community</li><li>• Travel advisories exist for other countries in the region, as recommended by WHO, CD, government authorities</li><li>• Average student attendance drops by remains high – 75%</li><li>• COVID-19 behavior/contagiousness remains unchanged</li><li>• No advisories against non-essential travel to Cambodia</li><li>• WHO and regional health authorities declare pandemic</li></ul>
<b>Risk Level 3a (Medium Risk) – Close</b> Ability to arrange urgent medical travel into and out of country is compromised, or mail services are significantly disrupted, such that delivery of essential medications, medical supplies or equipment is impeded
<ul style="list-style-type: none"><li>• Some cases of COVID-19 within international school community</li><li>• Increased community spread of COVID-19 in Phnom Penh area</li><li>• Increasing evidence of potential restrictions on airline travel and other forms of international public transportation</li><li>• COVID-19 disease behavior/contagiousness changes to higher risk level</li><li>• Other international schools have made the decision to close</li></ul>
<b>Risk Level 3b (Medium Risk) – Close</b> The school is directly linked to a confirmed case, prior to spread in the international community.
<ul style="list-style-type: none"><li>• There is a confirmed case of an EWIS student, staff member or family member with COVID-19</li><li>• There are increased procedures needed if the virus hits EWIS first</li><li>• Collaboration with the CCDC is needed at this level</li><li>• Notification of confirmed case to other international schools in Phnom Penh</li><li>• Increased cleaning protocols in place</li></ul>
<b>Risk Level 4 (High Risk) – Remain Closed</b>
<ul style="list-style-type: none"><li>• Spread of COVID-19 within the international school community rapidly increasing</li><li>• Some cases of COVID-19 within the East-West community</li><li>• COVID-19 cases quickly increasing in Phnom Penh</li><li>• Government declares that schools must close</li><li>• Evidence that hospitals are unable to manage or meet needs related to COVID-19</li><li>• Restricted airline travel or other travel restrictions</li><li>• Staffing and attendance issues at East-West</li></ul>

# EWIS Norms of Engagement for Online Learning

At East-West International School, relationships are at the forefront of everything we do and try to achieve. Developing meaningful relationships is part of our vision, mission statement, and school goals. It is even more critical to keep this our focus in an online-only or hybrid learning environment. With proper use of some technological apps and platforms, we can encourage the growth and fostering of positive community relationships and connections in safe and appropriate ways in order to enhance student learning.

All East-West community members are expected to follow the EWIS Norms of Engagement for Online Learning. These are in effect for all digital platforms in both hybrid or home-based learning periods. We expect all East-West community members to engage online in a way that values and honors our similarities and differences as human beings while working towards empathetic understanding of each other. When in doubt, it is good to ask, "Would my current behavior be acceptable in public?"

Norms of Engagement for all Community Members – Students, Teachers, Staff, Parents, Administration

1. East-West community members are not to use obscene, profane, threatening, or disrespectful language or images in any communications. These actions are prohibited as indicated in the **Academic Integrity Policy**.
2. Cyberbullying of any kind will not be tolerated by and may result in disciplinary action and/or removal from our program. Cyberbullying is willful and repeated harm inflicted on an individual (or group of individuals) through the use of computers, cell phones, and other electronic devices (*See EWIS's Cyberbullying Policy for more details*).
3. East-West community members are expected to conduct themselves online in a manner in which would be expected of them in person.
4. During synchronous learning lessons, all community members must have their cameras turned on. This is to ensure that we know who is participating in classes, and to foster a sense of community.
5. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet may result in disciplinary action.
6. Students must complete their own work. Parents, friends, or other family members may not login to a student account and complete coursework on behalf of the student.
7. Students and teachers are not permitted to "friend" each other through social media apps. Communication must be through approved platforms only, including Google Classroom, Seesaw, Class Dojo or through official @ewiscambodia.edu.kh email accounts.
8. All teacher communications with students must be of a course-related nature. Any sending of unsolicited emails to students is prohibited.
9. All communications, in any form, course-related email, discussion post, etc., must be polite, courteous, and respectful.

## Online Learning Habits (In Four Animals)



### Be active.

**Habits:** Don't lurk! Leave an artifact every time you check into your course: post an idea, reply to someone else's idea, share a resource, submit an assignment. Small and frequent contributions are more effective than big and sporadic ones.

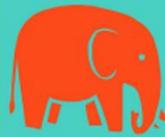
**Tools:** Download mobile versions of course technology to communicate on the go. Use browser bookmarks to make your course easily accessible.



### Be steady & reliable.

**Habits:** Prioritize responsiveness. Check-in daily for a few minutes to keep up with conversations. Designate longer chunks of time for deeper work. It's important that online learning be a visible part of your schedule.

**Tools:** Set regular "dates" with your course on your calendar. Make sure course notifications go to the device you use most (email, phone, tablet).



### Be resilient.

**Habits:** Identify and use multiple modes of support: online resources, your online classmates, and on-campus support. Make a sincere attempt to solve a problem yourself before asking others.

**Tools:** Find and bookmark online support resources for technology in your course. Don't be afraid of a Google search. Identify a "course buddy," someone who knows you're in this course and can provide both personal and technical support.



### Be playful.

**Habits:** Communicate in many ways (text, video, image, emoji, etc.). Use humor and warmth. Try to do something surprising or creative with routine interactions.

**Tools:** Learn how to use your smartphone or mobile device to capture and upload video and images that show your life and location. Learn the technology in your course: how many different ways are there to interact? Learn how to add multimedia elements to your posts.

