AL-IKHLAS TRAINING ACADEMY

Roles and Responsibilities for ATA Students

E-Learning Platforms

Dear Respected Students:

In light of the recent announcement made by our Governor, our school building will be closed for the remainder of this school year, 2019-2020. So, we will be transitioning to E-Learning or distance learning, as it is commonly called, for our last marking period. Though we know this will be challenging for many of you, we are confident that you have the ability to be successful. We, the administration and staff will be with you every step of the way. The many questions that you have will be answered as we progress through this journey, so have no fear. We will be hear for you!

Listed below are a few guidelines that will help you as you go forward into the next few weeks of this school year. They are designed to make your online experience as painless as possible. Please review and apply them in your daily learning experiences.

- Establish daily routines for engaging in the learning experiences (e.g. 9:30am start of classes)

- Identify a comfortable, quiet space in your home where you can work effectively and successfully, if possible.

- Regularly monitor online platforms and email to check for announcements and feedback from your teachers.

- Complete assignments with integrity and academic honesty, doing your best work. Know that Allah is always seeing, hearing, and knowing!

- Do your best to meet timelines, commitments, and due dates.

- Communicate proactively with your teachers if you cannot meet deadlines or if you require additional time and support.

- Collaborate and support your ATA peers in their learning.

- Comply with ATA's dress code policy and acceptable expectations for online etiquettes.

- Proactively seek out and communicate with teachers and administrators at ATA as different needs arise.

Nadir S. Ahmad, *Director*

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