



Dorado Academy

"An Advanced Learning Community"

School Continuation Plan

FAMILY QUICK GUIDE



SCHOOL CONTINUANCE PLAN STAFF

Celia Busquets Schroeder, Headmaster
Jadyrah Vega Serrano, Communications Specialist
Milagros Gaud Carrión, Senior Accountant
Evelyn Olivieri Muriel, Human Resources Manager
Francisco J. Marrero Rodríguez, IT Support Technician
Ana R. Velázquez Valdés, Computer Teacher
Félix Marcel Torres Alcalá, Elementary School Principal
Enid Rodríguez-Laureano, MS/HS Principal
Ángel L. Torres Ramos, Dean of Students
Tatiana Pagán Rivera, Elementary School Counselor
Alberto De La Torre Cruz, MS/HS Counselor

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Yadira Rolón Colón, MS - Epidemiologist

IMPORTANT CLARIFICATION

Keep in mind that this is a summary of the School Continuation Plan. The plan is what we anticipate and have outlined for August 2020 and on, but it will be an active document that will feed on the input of the entire school community (Parents, Students, and Staff) and the experiences we will live during the teaching and learning process.

Despite any protocol established by the institution, and all we can aim to foresee and prevent, the possibility of contagion or going through an atmospheric event is beyond our control.

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School Continuanace Plan

FAMILY QUICK GUIDE

This is a summary of the School Continuanace Plan that we created in response to the COVID-19 pandemic in 2020. The complete School Continuanace Plan is available in detail on Dorado Academy's website. This quick guide aims to highlight the points that have shown to be of greatest interest to our parents through the Distance Learning process and ahead of the start of the new School Year 2020-2021.

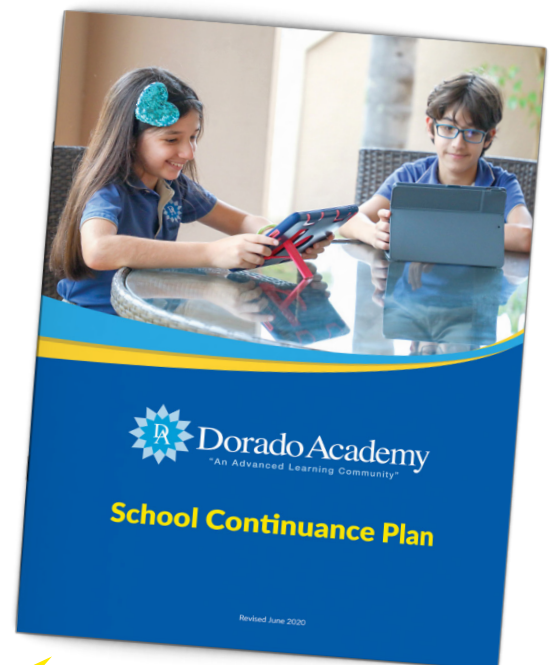
As an academic institution, understanding that each emergency scenario is different, we strive in our School Continuanace Plan to provide a framework with guidelines that can be implemented in a variety of circumstances. Possible circumstances can be atmospheric and health events like hurricanes, earthquakes, flu, mycoplasma, and other disease outbreaks.

Therefore, Dorado Academy has designed a new educational alternative where students can continue in a learning environment even when a situation requires the school to close its campus for an extended period.

As a learning community, our main purpose continues to be providing an exceptional education for every child, improving their academic skills, and now creating opportunities for them to continue their educational process whether on campus or through Distance Learning.

If Dorado Academy's campus is closed and this School Continuanace Plan is implemented, the Headmaster will send email communications to both parents and faculty/staff making this announcement and delineating a timeline for implementation. Students will not attend school or be required to begin Distance Learning until this date.

During the preceding workdays, Principals will prepare to share more specific information and guidelines with parents, while teachers will arrange to relaunch their classes.



To access the full version of the Plan visit:
www.doradoacademy.org/school-continuanace



Foreseen scenarios during an extended campus closure

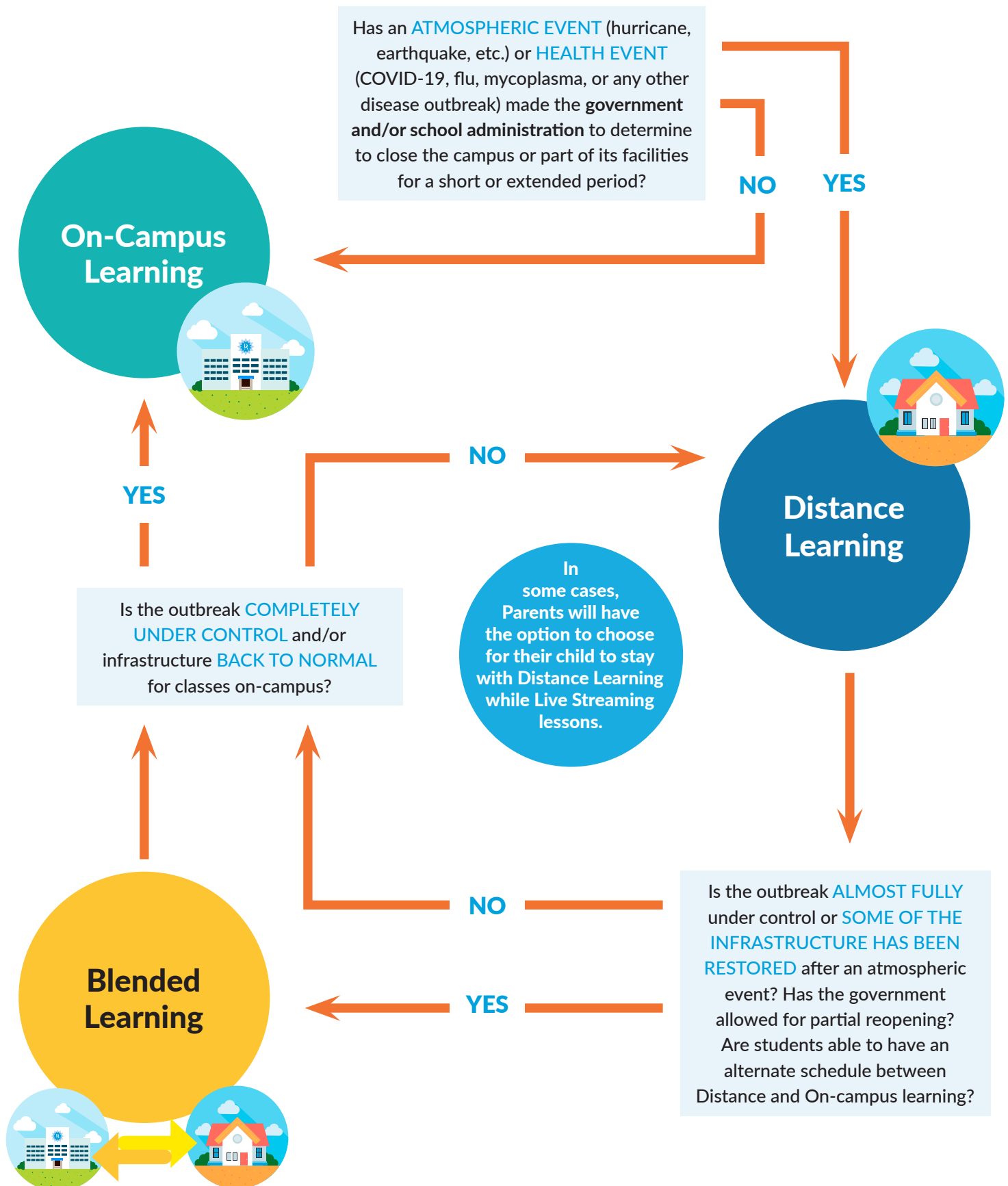
Should circumstances require Dorado Academy to toggle from On-Campus, to Distance Learning or a Blended Learning scenario during the 2020-2021 school year, the transition will benefit from the experience teachers gained March-May 2020.

Accordingly, there are three learning models:



In all three instances, Dorado Academy's Headmaster designates when each will begin for students. If appropriate, the two school days preceding this designated date will be classified as work days for Dorado Academy's faculty and staff, who will be expected to be on duty, either physically on campus or remotely, depending on circumstances and safety conditions. Parents and students need to understand that teachers need time to adjust their lessons and units to effectively teach within the scenario presented, although they will continue using all platforms and software resources to maintain the technological fluidity.

LEARNING MODEL DECISION MAKING FLOWCHART



Disease Exposure Control Plan

Dorado Academy, following the provisions of the Occupational Safety and Health Administration (OSHA) and the CDC Guidelines, has prepared its Disease Exposure Control Plan. Seeking to ensure a safe and healthy environment for all students, teachers and staff, taking the necessary measures to prevent COVID-19 (along with also preventing Mycoplasma, Flu and other infectious diseases¹) among the entire school community based on traditional industrial hygiene and infection prevention practices in the face of this pandemic.

Protecting everyone's safety and health is our priority. We have focused on implementing engineering controls, administrative and work practice controls, and the use of personal protective equipment.

Coronaviruses are a wide family of viruses between humans and animals that can cause respiratory illnesses ranging from the cold to more serious illnesses. This virus is transmitted from an infected person to another through the air by coughing and sneezing, by touching or shaking the hand of a sick person, or by touching an object or surface with the virus and then touching the mouth, nose or eyes before washing hands.

The most common symptoms are fever, tiredness, sneezing, dry cough, restlessness, headache, difficulty breathing (more severe cases). Some patients may experience pain, nasal congestion, runny nose, sore throat, or diarrhea. These symptoms are usually mild and appear gradually. Some people become infected, but do not develop any symptoms and are not ill. In more severe cases, they can cause pneumonia, severe acute respiratory syndrome, kidney failure, and even death.

For the purposes of COVID-19, four levels of risk are identified based on the closeness of each person to someone infected or the level of contact with possible sources of contagion depending on the type of activity. In addition, it provides elements to identify the vulnerable population due to conditions other than occupational risk.

Level of Risk	Activity description	Type of People Exposed
Very High	Those with a high potential for exposure to high concentrations from known sources or with suspected contagion.	Doctors, Nurses, Dentists, Laboratories, their patients and clients.
High	Those with a high potential for exposure to known sources or with suspected contagion.	Doctors, Nurses, Paramedics, Medical Technicians, Forensic Doctors, Persons who work in morgue, Drivers and ambulance personnel, Hospital staff and/ or Patients.
Moderate X	Those that involve frequent and close contact of exposure to sources with the possibility of contagion.	Persons with highly frequent contact with the general public, school-age people, coworkers, clients, and other individuals or groups.
Low X	Those that do not imply frequent contacts and close exposure to sources with the possibility of contagion.	People who have minimal contact with the general public and other coworkers.

1 For protocols on Mycoplasma, Flu and other infectious diseases, please refer to the Dorado Academy *First Aid Guide*.

COVID-19 PRINCIPLES TO KEEP IN MIND

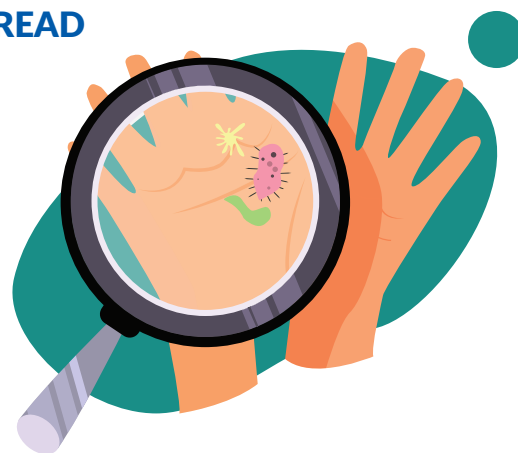
The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of its spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., blended virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

GENERAL CONTROLS TO PREVENT COVID-19 SPREAD

Preventive measures

- Promote frequent and thorough hand washing and/or use 70% alcohol-based gel solutions.
- Using disposable tissues to cover your nose and mouth when coughing or sneezing.
- Use of masks at all times.
- Avoid contact with infected people.
- Separate shared work areas.



Protection measures

- Perform Covid-19 Test to teachers and staff and wait for results to allow entry to school.
- Students, teachers, and staff must answer the contact tracing questionnaire before entering the first time, and all the following times it is randomly administered. It asks:
 - Have you had no fever for at least three days without taking medication to reduce fever?
 - Have you had any of these symptoms: fever, cough, shortness of breath or difficulty breathing, shaking chills, repeated tremors with chills, muscle pain, headache, sore throat, the recent loss of sense of smell or taste?
 - If you had any of these symptoms, have at least ten days passed since symptoms began?
 - Have you recently been in close contact with anyone who has exhibited any of these symptoms or who has tested positive for COVID-19?
 - Have you or a house member recently traveled outside of Puerto Rico in the last 14 days?
- Students, teachers, or staff who present symptoms of the virus or some respiratory disease, or who have been in contact with an infected person, must inform the nurse and will be sent to receive a medical evaluation and get a Covid-19 Test. (Also, must self-quarantine for 14 days).
- To return, you must present a medical evaluation certification and bring evidence of two negative Rapid Test results with at least 24 hours between each test.
- The school nurse will keep records of students, teachers or staff with symptoms and evaluate possible cases of infection.
- All cafeteria employees have been ServSafe (reopening post-COVID-19) certified in *reopening*, *take out* and *delivery*. Upon arrival, the employee will have their temperature taken and follow our hand washing protocol. Each one will have their mask, gloves and face shields.

Signs and Messages

- Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- We will broadcast regular announcements on reducing the spread of COVID-19 on PA system.
- We will include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

Control Measures to Achieve Physical Distance

- We will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., all service counters including reception, libraries, security area, Registrar, Accounts Payable and First Aid offices).
- We will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).
- We will determine which stairways are going to be used for going up and which for coming down to limit the shared space when arriving or exiting the building.
- The number of people in the areas of: office, library, and cafeteria will be limited..
- There is a limit of a maximum of two (2) people in the use of the elevator.
- School access is also limited to Students, Teachers and Staff. Parents can only drop off or pick-up students on the roundabouts.
- If a parent needs assistance from a teacher or has business to do at the administration office, they must notify them in advance.

Adequate Supplies

- We will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 70% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and no-touch/foot-pedal trash cans.
- It is the responsibility of anyone entering the building to wear face mask at all times but cloth face coverings and disposable gloves will be provided to our maintenance staff to clean and disinfect.
- We will install high efficiency air filters as a measure to provide adequate air quality.

Water Systems

- Fountains will be cleaned and sanitized, but we encourage staff and students to bring their own water to minimize use and touching of water fountains.
- Water fountains will be changed to include a bottle filling system.



Exposure control when in Blended and On-Campus Learning

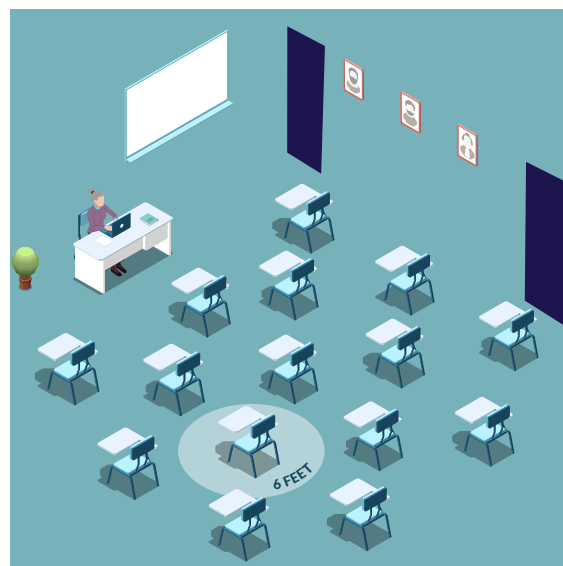
In the event that government authorities orders that schools can open, we will make sure that Dorado Academy is ready to protect children and employees at higher risk for severe illnesses. These are the health and safety actions that will be put in place.

Protocol when Entering the School

- Students entry will be staggered by groups and using the designed staircase.
- The temperature of all Students, Teachers and Staff will be taken with an infrared thermometer at the school entrance every day. Hand sanitizer will be provided immediately at entry.
- School access is limited to Students, Teachers and Staff who have taken the COVID-19 screening test and have answered the contact tracing questionnaire. Parents can only drop off students on the roundabouts.
- If a parent needs assistance from a teacher or has business to do at the administration office, they must notify them in advance.
- Students, teachers or staff whose temperature is greater than 100°F (37.8°C) will be sent to receive a medical evaluation and in turn perform the COVID-19 screening tests.
- Upon return you must:
 - Submit two negative results to the Covid-19 Test.
 - Not have a fever without the use of fever-reducing medications.
 - Improvement in respiratory symptoms (cough, difficulty breathing, etc).

Modified Layouts and Class sizes

- We will space desks at least 6 feet apart.
- We will turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Each student will have an assigned seat to prevent contagion and aid in contact tracing.
- Whether in Blended or On-Campus Learning, teachers will rotate classrooms while students remain in the same classroom and their assigned seat.
- An exception is made with students that are part of the SUNRISE Student Support program while on campus or blended learning because they will be able to go there to receive services. At the SUNRISE program classroom they will also have assigned seating to aid in contact tracing.
- Throughout the day, our School Nurse will visit different classrooms to randomly check their temperature.
- Recess times will be staggered to prevent contact with large groups of students and to maintain the recommended 6-foot distance between people.



On Elementary School a delimited 6 ft. area square will be taped on the floor as a visual guide for our younger students.

Cleaning and Disinfection

- We developed a schedule for increased routine cleaning and disinfection.
- We will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, fountains, light switches, telephones) within the school every two hours.
- After the school is empty at the end of the day, the maintenance staff will do a thorough cleaning of the entire school.
- Each student has to have wipes, Kleenex and hand sanitizer in their assigned personal desk.
- Each teacher and student must clean their work area every two hours.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) are limited to each student.
- If transport vehicles (e.g., buses) are used by the school, drivers must practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). Buses must also be cleaned and disinfected.
- We will ensure a safe and correct use and storage of cleaning and disinfection products (following the EPA disinfection criteria), including storing products securely away from children.
- Cleaning products must not be used near children, and staff must ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. If intoxication occurs, we will follow the protocol established in our First Aid Manual.
- We will ensure that an inventory of products is maintained for cleaning and disinfection tasks.

Shared Objects

- We will keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas. Lockers will not be used.
- We will ensure that each student brings the adequate supplies so that no one has to share and avoid any possible means of contagion.
- Students must avoid sharing electronic devices, toys, books, and other games or learning aids.

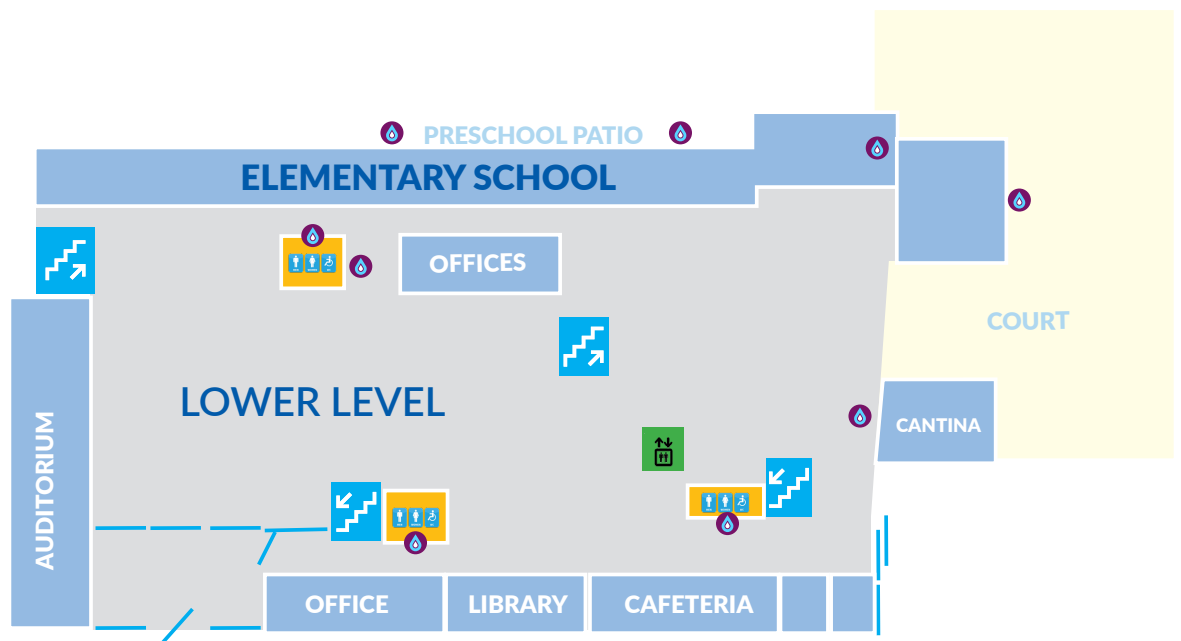
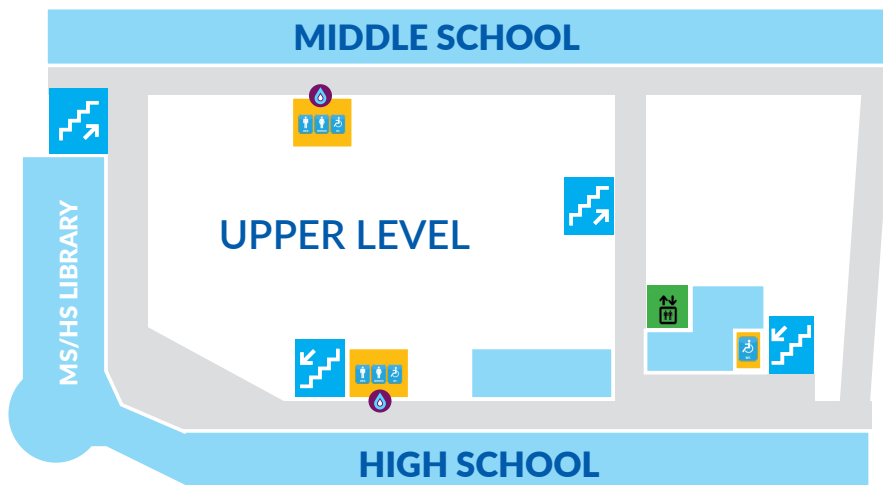
Food Service

- Children may bring their food from home in a thermos to minimize the use of the microwave and protect others. In this same regard, please abstain from bringing seafood for lunch to avoid allergic reactions in other students.
- If you want to purchase food from the cafeteria (snack or lunch), the monthly menu will be sent previously to the parents via email.
- Parents must make sure their child's account has enough balance for purchases. Deposits to your child's account will be done Online.
- Upon arrival in the classroom, students will have the option to choose their snack and lunch. The food order list will be collected by a cafeteria employee.
- During their snack or lunch period, they will be able to pick up their food in a carryout manner. Meals will be consumed in their classroom.
- The cafeteria will use disposable food service items (e.g., utensils, dishes) and follow all strict CDC recommendations for food handling and serving.



Hand Hygiene

- We will teach and reinforce hand washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- Additional Hand washing Stations will be installed throughout the school. (See *diagram*).
- If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- We will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues must be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.



Cloth Face Coverings and Face Shields

- We will teach and reinforce the use of cloth face coverings. Face masks may be challenging for students (especially younger students) to wear in all-day settings such as school.
- Face shields and or masks must be worn by staff and students and are most essential in times when physical distancing is difficult.
- Everyone will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
 - **NOTE: Cloth face coverings should not be placed on:**
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- A face shield must be used instead and the person must remain at least 6 feet apart.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

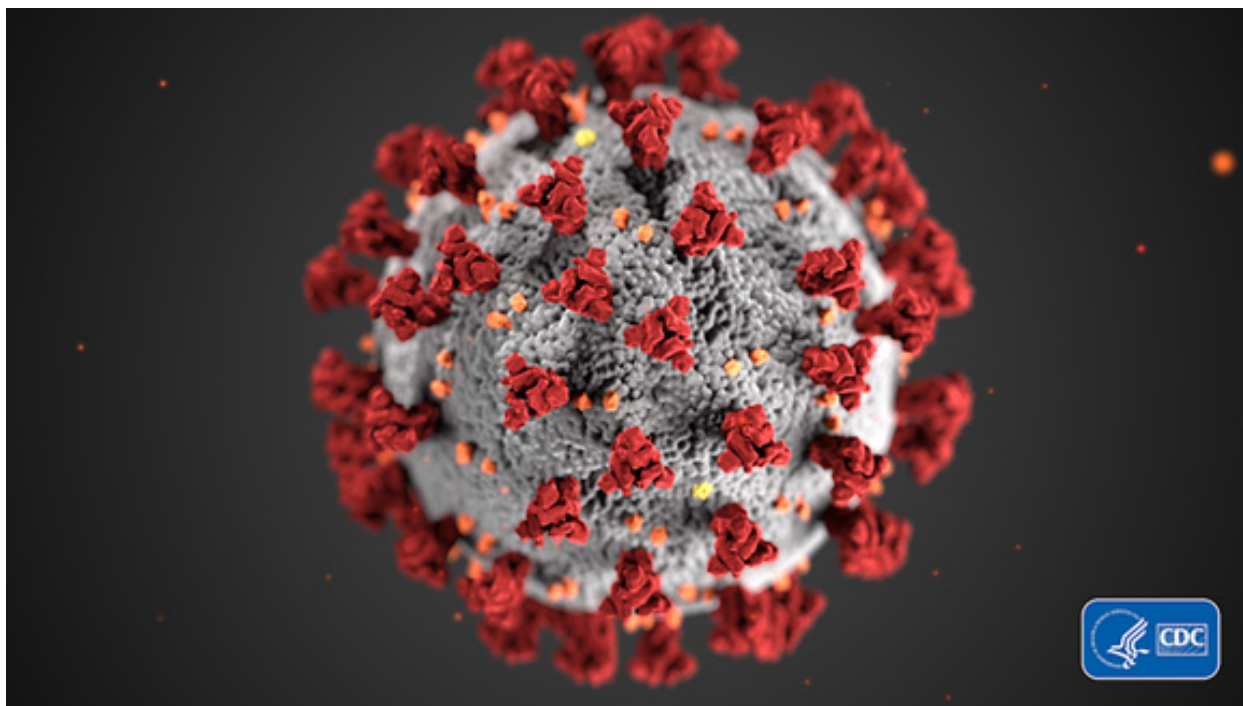


Communal Spaces

- We will control the entrance to communal use shared spaces such as cafeterias, courts and playgrounds with shared playground equipment; otherwise, we will stagger use and clean and disinfect between use.

Protocol when exiting the School at the end of the day

- Students exits will be staggered by groups and using the designed staircase.
- Special attention must be taken to keep 6 feet distance while walking.
- Parents or Guardians must wait for their child in their car and must not get out to prevent possible infection of other children exiting the school. (If for any special reason, Parents or Guardians need to enter the premises, they must consult their child's teacher, tutor or call the administration office. Masks must be worn at all times).
- Children that are part of the After School Program or Supervised Studies will be taken care of by their tutor who will pick them up at their classroom to begin the after school service.
- When picking up children from the After School Program and/or Supervised Studies, parents must call the tutor for the child to be taken outside to meet them. As before, the parent must not get out of the car if there are other children nearby.



PROCEDURE TO FOLLOW IN CASE OF DETECTION OF A STUDENT, TEACHER OR STAFF MEMBER WITH SYMPTOMS OR POSITIVE

If a student, teacher or staff has COVID-19 symptoms, they must report it to the teacher, nurse or immediate supervisor. They will be isolated in the First Aid Office and sent immediately for a medical evaluation and a contact trace analysis will take place to assess possible infection. The areas used by the sick person will be closed.

The CDC disinfection method that will be used is:

- Open exterior doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting.
- Clean and disinfect all areas used by the sick person.
- Once the area has been disinfected it can be opened for use.

In those cases, in which the students, teachers or staff of several areas of the institution have been exposed to someone with COVID-19, the Headmaster will make the decision to announce the quarantine even though the student, teacher or staff member has not presented symptoms. Since people who fall ill with COVID-19 can infect others immediately, quarantine can prevent some infections from occurring. Sick students, teachers or staff must follow the steps recommended by the CDC. Students, teachers or staff must not return to school until they meet the criteria for suspending isolation at home, with the advice of healthcare providers.

Monitoring of COVID-19 related absences, to follow up and evaluate the number of infected staff, will be documented through an electronic database created for these purposes. This database will be updated daily based on referrals and the number of forms to withdraw people with positive COVID-19 received. This monitoring will be carried out considering the confidentiality of the protected information.

Preschool Priorities & Considerations

- After receiving initial notice from the Headmaster about school closure and timelines, families will receive an email from the Elementary School Principal with specific information.
- The primary tools for communication between teachers and families will be email, Microsoft Teams, and the Plus Portals app.
- Distance learning for Preschool children will remain sensitive and respectful of the needs of young children and of the range of realities our families will experience.
- Dorado Academy believes that small class sizes during Distance Learning are essential to the provision of quality education, and for this reason the school will set limits on the number of students in core academic virtual classes. Groups will be divided into subgroups of no more than 10 students for purposes of discussions, collaboration and group activities.
- Recommended experiences will be holistically focused on broad language, cognitive, physical and social-emotional development.
- Learning activities and experiences will emphasize interaction and open-ended creativity. These activities will require minimal technology or screen time.
- The Preschool team will provide parents with opportunities to holistically maintain and develop social emotional skills, foundational literacy and numeracy skills, fine and gross motor skills through:
 - daily connections in the form of pre-recorded or live sessions;
 - guided activities, experiences and challenges;
 - recommendations for enhancement and extension to meet the range of interests and capacities among our families.

Preschool: Approximate Time Frames for Learning

Approximate Time per Day	Subject Area
25+ minutes	Emergent Literacy Activities, Games & Challenges focused on language development, vocabulary, comprehension, and phonological awareness.
25+ minutes	Emergent Numeracy Activities, Games & Challenges focused on counting, sorting, and patterning.
25+ minutes	Holistically-Focused Activities, Games & Challenges to support cognitive, physical, and social emotional development.
Flex Learning	Extended time offers opportunities to explore and develop new skills or pursue sustained or extended projects. • Learning new board game or skill • Practicing mindfulness/yoga/breathing exercises • Exploring a new interest or passion

Elementary School Priorities & Considerations

- After receiving initial notice from the Headmaster about school closure and timelines, families will receive an email from the Elementary School Principal with specific information.
- The primary tools for communication between teachers and families will be Plus Portals, newsletters via email, and/or Microsoft Teams.
- Students will have both off- and on-screen learning activities designed to engage Elementary School learners in experiences that connect to current curriculum.
- Dorado Academy believes that small class sizes during Distance Learning are essential to the provision of quality education, and for this reason the school will set limits on the number of students in core academic virtual classes. Groups will be divided into subgroups of no more than 12 students for purposes of discussions, collaboration and group activities.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades 1-2 will need higher levels of support than students in grades 3-5.

Elementary School: Approximate Time Frames for Learning

First to Second Grade	
35-40 minutes	Reading/Writing (Science/Social Studies connections as appropriate)
35-40 minutes	Mathematics
35-40 minutes	Science/Social Studies related experiences and/or integrated projects
35-40 minutes	Spanish (Grades 1-2)
Third to Fifth Grade	
35-40 minutes	Reading (Science/Social Studies connections as appropriate)
35-40 minutes	Writing (Science/Social Studies connections as appropriate)
35-40 minutes	Mathematics
35-40 minutes	Science/Social Studies related experiences and/or integrated projects
35-40 minutes	Spanish
All Elementary School Students	
Approx. 30 minutes every 3 days	Art, Music, Theater, PE and Reading teachers will provide a range of activities that continue to support the current program
Flex Learning	Reading aloud and independent reading: (reading times) K: 10 mins 1st: 10 mins 2nd: 15 mins 3rd: 20 mins 4th: 20 mins 5th: 20 mins Independent learning time: Design Thinking, Passion Projects Board games & challenges with math/strategy/critical thinking

Middle School Priorities & Considerations

- After receiving initial notice from the Headmaster about school closure and timelines, families will receive an email from the Middle School Principal with specific information.
- The primary tools for communication between teachers and families will be Microsoft Teams and email.
- Teachers will either link materials in Microsoft Teams class pages or share materials directly to each student's Plus Portal Account.
- Distance learning for our early adolescent learners will focus on having a balanced, holistic learning experience. Students will have both off and on-screen learning activities designed to engage the Middle School learner.
- Dorado Academy believes that small class sizes during Distance Learning are essential to the provision of quality education, and for this reason the school will set limits on the number of students in core academic virtual classes. Groups will be divided into subgroups of no more than 15 students for purposes of discussions, collaboration and group activities.
- Learning experiences are designed to be completed independently or in collaboration with other students. Tutoring is not recommended, nor should a parent/guardian be too involved.
- Resources vary by class and lesson, but examples include, links to videos, graphic organizers, scanned material to read and engage with, independent research material, reading materials.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or assignments are unclear.
- Counselors and advisors are always available to support students with academic, social, or emotional needs.



Middle School: Approximate Time Frames for Learning & Resources

All Middle School Students (Grades 6, 7 & 8)	
60 minute, per class (6 classes per day)	Middle School Classes
Flex Learning • Independent & self-directed • For the sake of learning • No time limit/requirement • Learning will be shared in advisory	• Read for pleasure • Be active • Explore personal interests/passions • If safe... • Explore local sights • Seek out social interaction

High School Priorities & Considerations

- After receiving initial notice from the Headmaster about school closure and timelines, families will receive an email from the High School Principal with specific information.
- The primary tools for communication between teachers and families are Microsoft Teams, Plus Portals and email.
- Teachers will either link materials linked in Microsoft Teams class pages or share materials directly to each student's Plus Portal Account.
- Learning experiences are designed to be completed independently or in collaboration with other students.
- Dorado Academy believes that small class sizes during Distance Learning are essential to the provision of quality education, and for this reason the school will set limits on the number of students in core academic virtual classes. Groups will be divided into subgroups of no more than 15 students for purposes of discussions, collaboration and group activities.
- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material, reading materials including ebooks and audiobooks.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or assignments are unclear.
- Counselors and advisors are always available to support students with academic, social, or emotional needs.
- Students are encouraged to utilize Office Hours for teacher and counselor meetings.



High School: Approximate Time Frames for Learning & Resources

All High School Students (Grades 9, 10, 11 & 12)	
60 minute, per class (6 classes per day)	High School Classes
Flex Learning • Independent & self-directed • For the sake of learning • No time limit/requirement • Read for pleasure	• Be active • Explore personal interests/passions • If it is safe... • Explore local sights • Seek out social interaction

STUDENTS EXPECTATIONS AND RESPONSIBILITIES

Dorado Academy students in Distance Learning courses are expected to maintain an on-going course engagement to uphold positive academic standing with the school. They are expected to ensure a safe, orderly climate for both students and faculty by promoting responsible behavior. Dorado Academy encourages a positive and safe learning environment. Students are responsible for their actions and self-discipline is encouraged among them.

Students in Distance Learning are expected but not limited to:

- Attend live virtual classes using the camera and be visible to facilitate social and learning interactions.
- Connect to recorded virtual classes.
- Be actively engaged in the Online learning process and interact regularly with the teachers and classmates.
- It is highly encouraged to post questions and respond to comments and questions from the teachers and classmates.
- Students will strictly follow their teacher's guidance for a class discussion
- Work in team-based assignments and projects as requested by teachers.
- Use time adequately for Online meetings with other classmates.
- Engage in self-reflection, self-assessment, and evaluation as part of course work.
- Use common sense and good judgment in the learning behavior.
- Contribute to a positive learning environment by respecting the rights of others.
- Respect teachers in the teaching process and allow classmates to fully engaged in their learning process as well.



TIME MANAGEMENT

Distance learning classes require as much time and effort as traditional seated classes. It is important to work daily on classwork or assignments to avoid last-minute difficulties. Plan your time to include any potential technical difficulties in software, hardware, or Internet connections. Be aware that points might be taken off if your work is handed in late. These details about grading will be posted in the course syllabus. Use the class planning and your daily calendar as a guide to better help you manage your time. Elementary school parents are encouraged to help their children manage the time dedicated to classwork, assignments, and projects.



Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experiences (e.g. 7:30am start)
- Identify a comfortable, quiet space in your home where you can work effectively
- Regularly monitor Online platforms (Microsoft Teams, Plus Portals, email, etc.) to check for announcements and feedback from your teachers
- Complete assignments with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate and support your Dorado Academy peers in their learning
- Comply with Dorado Academy's Acceptable Use Policy, including expectations for Online etiquette
- Proactively seek out and communicate with other adults at Dorado Academy as different needs arise (see below)

For questions about ...	Contact
a course, assignment, or resource	the relevant teacher
a technology-related problem or issue	the tech assistant through Dorado Academy's email-based support ticketing system https://doradoacademy.zendesk.com/
a personal or social-emotional concern	your assigned counselor
other issues related to Distance Learning	the principal from your level

COMMUNICATION BETWEEN TEACHERS AND STUDENTS

Successful distance students interact frequently with teachers and fellow students during class activities. As an Online student, effective communication is the key but can be difficult. Without the face-to-face contact of a traditional classroom, written communication becomes paramount. Please refer to the following suggestions when using written communications.

Communication by Microsoft Teams

This is a formal communication to clarify doubts about classes or works. Teachers and students can use Microsoft Teams to communicate through a private chat or post in the class team for the benefit of the complete group. As a reminder, Teams and channels are public, so anything posted here will be visible to anyone who has access to the Team in which they reside. Naturally, this means you should exercise more caution when sharing information than you would in private one-on-one with teacher and student.

Communication via School Email

Teachers and students will use Plus Portals as the platform to communicate. This is a formal communication and it is used to express any concern about academic progress, specific evaluation, missing works or scheduling a meeting with the teacher or student. Follow these steps:

- Identify the student's name, class and group in the subject line of the email.
- When asking a question, be specific and provide details about your doubts, what you need to do or understand.
- Keep it simple - be clear and concise.
- Use concrete, specific words rather than vague or general words.
- Avoid "texting", slang or foul language.
- Write in a positive tone.
- Always edit and proofread your work before you submit it.
- Check spelling and grammar.
- Make sure you cite or use proper quotations when using other peoples' words in your written work. AVOID plagiarism.

Communication to Submit Work or Assignments

Plus Portals will also be the used to post all assignments and receive them. This type of communication will help to keep track of all works assigned in the Distance Learning. Teachers will upload specific works and assignments and the parents and students must submit them only through Plus Portals accounts. Follow these steps:

- Open Plus Portals. Go to E-locker.
- Assignment Tab press *Upload*.
- Select student's name.
- Select *Class*.
- Select *Assignment*.
- Describe what assignment is being submitted.
- You can also write a comment to the teacher.
- Enter assignment - You can directly answer the assignment in the text editor or Upload a document or photo by pressing *Attach File From...* to select the location of the file. It could be in your computer, Google drive or One Drive (School) Cloud.
- Press *Submit*.

The system will keep a copy of your submitted assignment in your E-locker. You can access or review the assignment but also can delete it and upload again if needed. **To review the steps in video, use the following link:** <https://docs.rediker.com/interactive/plusportals/homework.htm>

PARENTS EXPECTATIONS AND RESPONSIBILITIES

The best way to predict student success is the extent to which their families encourage learning at home and involve themselves in their child's education. When parents are engaged in their children's school lives, students have the home support and knowledge they need to not only finish their assignments but also develop a lifelong love of learning.

Teachers who focus on parent engagement often see a profound change in their classrooms. The more parents involved in their children's education, the better their entire class's motivation, behavior, and grades become.

We can define parent engagement as parents and teachers sharing a responsibility to help their children learn and meet educational goals. In Distance Learning the parent's engagement plays an important role in the success of the students and good communication with the teachers.

10 Guidelines for Dorado Academy's Parents

The transition to Distance Learning will be challenging for families, as we learned in the last semester of School Year 2019-2020. Parents will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with Distance Learning, while others may struggle. The ten guidelines provided below are intended to help parents think about what they can do to help their children find success in a Distance Learning environment.

1 Establish (or review) routines and expectations

In March 2020, parents were encouraged to establish routines and expectations as Dorado Academy implemented this Distance Learning Program for the first time. Many parents did so, which was critically important to their children's success as the school's closure extended for the final three months of the school year.

Some parents did not establish routines, leaving their children to figure out Distance Learning on their own. Should Dorado Academy again close its campus in the 2020-2021 school year, it is important that families do not simply default to the routines established from March through June. Rather, parents and students should have a conversation about what worked, what didn't, and what needs to change. It is important that parents set expectations for how their children will spend their days starting as soon as Distance Learning restarts, not several days later after it becomes apparent a child is struggling with the absence of routine.



2 Define the physical space where your child will learn

Your child should have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time, as will be the case if this Distance Learning Program is implemented. We encourage families to establish a space where their children will learn most of the time. It should be a place that can be quiet at times and have a strong wireless Internet signal, if possible. Above all, it should be a space where parents or family members can be present, if possible, and are able to engage with their children's learning.

3 Monitor communications from your children's teachers

Teachers will communicate with parents through email, when and as necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. Dorado Academy wants parents to contact their children's teachers. However, we ask parents to remember that teachers will be communicating with dozens of other families and that communication should be essential, brief, and self-aware. We also encourage parents to have their children explain the Learning Management Systems teachers are using.

4 Begin and end each day with a check-in

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a Distance Learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

5 Help your children process and own their learning

In the course of a regular school day at Dorado Academy, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others.

Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child owns their work; don't complete assignments for them, even when they are struggling.

6 Establish times for quiet and reflection

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones (no music necessary!) to block out distractions.

7 Encourage physical activity and/or exercise

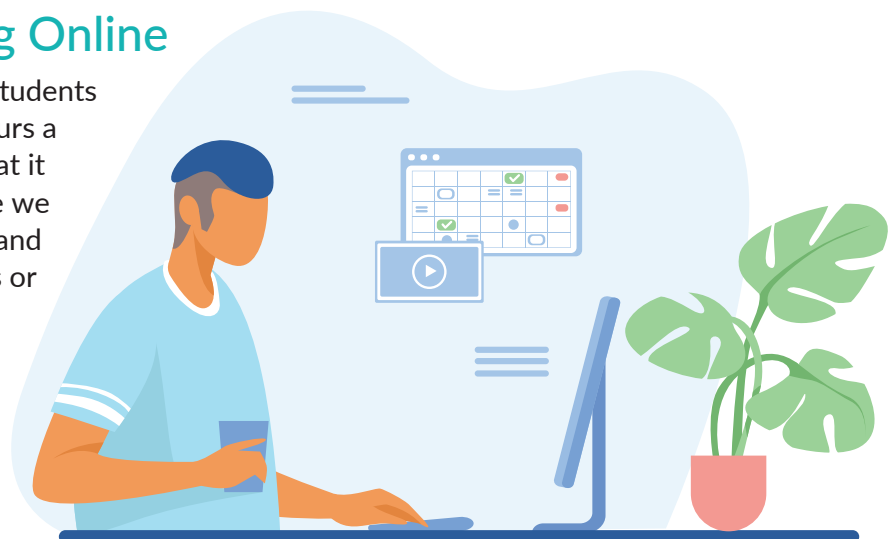
Make sure your children remember to move and exercise. This is vitally important to their health, well-being, and to their learning. Dorado Academy's physical education teachers will recommend activities or exercises, but it is important for parents to model and encourage exercise! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in!

8 Remain mindful of your child's stress or worry

One thing is for certain: Dorado Academy will only implement this Distance Learning Program if a serious emergency has occurred. Should this happen, it is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide.

9 Monitor how much time your child is spending Online

Dorado Academy does not want its students staring at computer screens for 7-8 hours a day. We ask that parents remember that it will require some trial-and-error before we find the right balance between Online and off-line learning experiences. Principals or teachers will periodically check in with you to assess what you're seeing at home and what we need to adjust. We thank you in advance for your patience and partnership!



10 Keep your children social, but set rules around their social media interactions

There's always excitement when we suspend classes for hurricane warnings. If Dorado Academy implements a Distance Learning Program, the initial excitement of school being closed will fade quickly when students start missing their friends, classmates, and teachers. Help your children maintain contact with friends and see them in person when circumstances permit. Please also monitor your children's social media use, especially during an extended school closure. Older students will rely more on social media to communicate with friends. Social media apps such as SnapChat, Instagram, WhatsApp, or Facebook are not official, school-sanctioned channels of communication. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others.

Parent/Guardian Roles & Responsibilities

- Provide support for your children by adhering to the 10 Guidelines for Dorado Academy's Parents as well as you can.
- Establish routines and expectations.
- Define the physical space for your child's study and won't be disrupted for the duration of the Distance Learning.
- Monitor communications from your children's teachers.
- Students should still be monitored when Online whenever possible in Distance Learning.
- Create a daily checklist for work that is due.
- Begin and end each day with a check-in.
- Take an active role in helping your children process their learning.
- Have a timer available for students to set for each block of time to help manage daily learning and break times for getting a glass of water or taking a walk outside.
- Establish times for quiet and reflection.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Monitor how much time your child is spending Online.
- Keep your children social, but set rules around their social media interactions.
- Parents or guardians that are helping students during a virtual class are always expected to dress modestly and act correctly during class.

For questions about ...	Contact
a course, assignment, or resource	the relevant teacher
a technology-related problem or issue	the tech assistant in your child's school through Dorado Academy's email-based support ticketing system https://doradoacademy.zendesk.com/
a personal or social-emotional concern	your child's assigned counselor
other issues related to Distance Learning	the principal of your child's level

PARENT-TEACHER CONFERENCES

- Parent/Teacher conferences may be requested by parents/guardians, teachers, counselors, or principals.
- Parents are encouraged to meet with their child's teacher(s) periodically throughout the school year.
- All conferences must be scheduled with the teacher via email.
- Conferences may be held virtually on Microsoft Teams through the student school email.
- Parents are encouraged to meet with the teacher first regarding all concerns. The Counselor and/or Principal will be in on a conference upon request.
- All conferences will be documented and could be recorded as requested.

DISTANCE LEARNING SEEKING HELP/COMMUNICATION

- Parents should also regularly check email for school communications and remind students to check their email for messages from the school and teachers.
- Parents are invited to take advantage of teachers' virtual "office hours" to connect, ask questions, and check in on student progress. Outside of office hours, any message will be promptly responded next workday.
- Counselors will be available for any student or parent who wishes to talk. Students or parents should contact their counselor, who will calendar a meeting.
- If you have questions or concerns about technology, please contact IT by submitting an email through Dorado Academy's email-based support ticketing system <https://doradoacademy.zendesk.com/>. Please include a phone number in case a member of the IT team has to call you back, student's name, grade and a brief description of your concern.
- If you have questions or concerns about coursework, please follow the normal process by contacting the individual teacher first. If the situation is not resolved with the teacher, you may contact the principal.



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