



Dover American International School

Return to School September 2020

August 19th, 2020

Dear Parents and Students,

On behalf of staff at DAIS, we hope all our families, regardless of the challenges of COVID-19 had a relaxing and restful summer. It should be noted that our school hours have been reduced to 7:30 am – to 1:00 pm. All students from Kindergarten to Grade 5 will attend school each day. Students from Grade 6 to Grade 12 will experience a ‘hybrid’ schedule attending school every second day.

Restructuring of the school divisions has also taken place to provide improved delivery of program and communication. Please note leadership will be provided by the following:

- Early Years - Pre-Kindergarten to Grade 2 – Ms. Rania Badgat – Vice Principal
- Elementary - Grade 3 to Grade 5 – Ms. Shahira Ramadan – Principal (new to DAIS)
- Middle School- Grade 6 to Grade 8 - Ms. Heba Ayoub – Vice Principal
- High School - Grade 9 to Grade 12 – Ms. Reham Adly – Vice Principal
- DSDC – Ms. Marwa Gabr – Principal

DAIS administration has been preparing to establish a conducive environment in which our students can safely return to school. To this end, DAIS has created a COVID-19 Health and Safety Protocol that you will find posted on our website, and attached to this introductory letter. Our measures are varied and cover many areas; they align with Ministry direction and world scientific research.

The purpose of this update is to provide a brief overview of our procedures for September re-entry. School personnel will be reviewing reputable literature and following Ministry guidelines to ensure our practices are effective throughout the year as relevant new information becomes available. Changes in procedures may occur if review of practices demonstrates alternative actions to be more effective in creating a healthy and safe environment. We seek your cooperation in this challenging and uncertain time to ensure Dover maintains a safe environment for all children and employees.

Please note the following process for DAIS school September orientation. Each of these messages will be communicated to parents on-line, on the following dates:

Orientation Series

- August 30th to September 3rd, 2020 – Families will be contacted by email concerning Google Classroom
 - All students in the school will be assigned a Google Classroom Account.
 - Each student will receive an email address and password for their Google Classroom account.
 - Students will be receiving information on their Google Accounts from teachers via Google Classroom starting September 7th, 2020

- September 6, 2020 – Introduction and Overview – Mr. Chuck – Posted on Renweb
 - Information that will be received during the week of September 6, 2020
 - Protocol for COVID-19
 - First Day Procedures
 - Entry / Exit of the Building
 - Highlights of new Teacher Profiles
 - Google Classroom

Postings and Presentations by each school stage – Posted on Google Classroom

- September 7, 2020 –
 - Teacher Profiles – teachers will introduce themselves
 - Review of Updated Student Handbook
 - Supply Lists – collected each semester
- September 8, 2020 –
 - Code of Conduct – Class Expectations and Routines
- September 9, 2020 –
 - Overview of Classroom Program and Syllabus (middle and high school)
- September 13, 2020 –
 - Student Schedules
- September 14, 2020
 - Teachers will provide a visual tour of the classrooms

Wednesday, September 15th – As determined by the Ministry, this will be the first OFFICIAL day of the 2020-2021 school year.

- September 15th -Early Years (Pre-K to Grade 2) will have a staggered start.
 - Pre – K, Grade 1 & 2 – 7:30 a.m. – student arrival time for the first day
 - KG 1 – 8:30 a.m. student arrival time for the first day
 - KG 2 – 9:30 a.m. student arrival time for the first day
- Middle and High School will attend every other day according to their schedule.
 - September 15th - Students in A/C classes, first day of school
 - September 16th – Students in B/D classes, first day of school
- As in past years, student attendance is very important, thus the school will be applying its student attendance policy through the academic year.
- Staggered lunch breaks will be assigned to each division, Early Years, Elementary, Middle School and High School to reduce numbers on the playgrounds and fields.
- **Special Note:** All students are to arrive by family transportation at the beginning of the first day. Students who receive busing, will be transported home at the end of the first day. Full transportation services will begin on September 16th, 2020.

Schedule for Attending School

Pre-K to Grade 5

- Students in grades Pre-K to grade 5 will attend school each day.
- School hours will be from 7:30 a.m. to 1:00 p.m.
- Students will be assigned homework and home projects as has been past practice.

- Google Classroom will be used to enhance home and school communication and program delivery. For health and safety reasons, channel books will not be utilized.

Grade 6 to Grade 12

- Students in grades 6 to grade 12 will attend school on alternative days. Parents and students will receive a schedule highlighting when students attend in-school classes. Questions for clarification can be directed to stage supervisors.
 - Each student will be assigned a grade and class placement.
 - Each grade will have four classes. For example, grade 6 will be divided between 6A; 6B;6C & 6D.
 - Please note the sample middle school and high school calendar below:

September 2020 - Note Middle and High School have a modified schedule.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 7:30 a.m. – Pre-K; Grade 1 to 5 – begin regular schedule 8:30 a.m. – KG 1 9:30 a.m. KG.2 7:30 – Middle and High School A/C according to schedule	16 Pre- K to Grade 2 – begin regular schedule 7:30 – Middle and High School B/C according to schedule	17 A/C	18	19
20 B/C	21 A/C	22 B/C	23 A/C	24 B/C	25	26
27 A/C	28 B/C	29 A/C	30 B/C			

- With students in middle and high school attending every second day, a ‘flipped classroom’ will be put in place.
- Zoom lessons will not be a regularly scheduled event, this form of on-line communication will be used from time to time when assignment clarification becomes necessary. Students will be given proper notice when a Zoom session will take place.
- Google Classroom will continue to be an on-line academic support platform to be used for assigning student work and strengthening home and school communication.

Daily Operations

Limited contacts:

In order to limit student social contact, the following has occurred:

- Adherence to Ministry of Education directive to have a maximum of 20 per class will take place. Dover has added several classes to facilitate this requirement.
- **It should be noted that NO request for a change in class of a student will be considered.**
- Students will not rotate to other classrooms. Students will be assigned to a specific room and teachers will rotate.
- In order to accommodate the revised schedule, a shortened day has been required (7:30a.m. – 1:00 p.m.). Students will be assigned Project Based Learning to make up for the reduction in instructional time. A rigorous project will be assigned and graded each term.
- Parents and other adults will not be permitted in the building unless an emergency appointment has been determined to be necessary. Communication with administration will be via zoom conferences, email, google classroom or telephone.

Health and Safety Procedures:

It should be noted that our health and safety procedures are demanding but exist for the well-being of all school staff and students. Health and safety must be our first consideration to avoid transmission of COVID 19 in our school. We request that parents comply thoughtfully if specific requests are made such as student isolation, COVID-19 tests etc. Safety cannot be compromised or negotiated in the midst of a pandemic.

- Parents are the primary first health check, please do not send your children to school if they are ill.
- **SHIELDS /MASKS MUST BE WORN.** All staff and students from grades 4 to grade 12 must wear a mask. KG and students up to grade 3 will be required to wear a clear shield.
- Temperature checks will occur during school entry. Students presenting with a temperature or other COVID-19 symptoms will be isolated and parents will be required to immediately pick up their child. A COVID-19 clear test will be required to re-enter. Students who arrive without the required face covering will not be allowed to enter classes and will be sent home.
- Temperatures will be checked by matrons before entry onto the bus. Those presenting with a high temperature will not be permitted on the bus. Parents will be called to take their child. A COVID-19 clear test will be required to re-enter.
- Students will be assigned a desk. This desk will be their assigned seat for the month. There will be no swapping of desks permitted.
- Classrooms will be sanitized twice a day, before school and during Break time.
- Hand sanitizer will be available in numerous locations in our hallways.
- If a case of COVID-19 is determined contact tracing and notification will occur.

- Lines will denote separate directions in all hallways.
- The Mosque will be closed until further notice due to sanitizing issues that would need to occur throughout the day.
- Proper ventilation will take place throughout the school.
- Lockers will NOT be available to ensure physical distancing. Students MUST have a backpack to carry school supplies and food.
- One cafeteria will sell water and juice only. Food must be brought from home. Students may not share food.
- There will be NO MICROWAVE available in the KG area. Students are only to touch their own food. Please ensure food is easy to unwrap and container lids can be removed by the child with ease.
- Special note: students who arrive at school without lunch will have their parents notified. It will be the parent's responsibility to bring their child(ren) a lunch.

Educational Strategies:

- Teachers will review the social distancing procedures necessary and encourage positive compliance. Students not following safety direction will be excluded from school to ensure the safety of all.
- Speciality subjects such as music, art and PE will advise students of curriculum alterations.
- Students in Middle School and High School will be required to bring a laptop each day. All school supplies must be retained by the students personally.
- Our teachers will post curriculum overviews, expectations and relevant information on Google classroom.

Parent Assistance:

Parent support is critical to our success. You can help us by:

- Reinforcing and supporting our school procedures.
- Encouraging and reminding your child (of any age) to wash their hands frequently during the school day.
- Sending your child with masks, wipes and sanitizer so they are available at all times.
- Ensure your child is picked up promptly at school dismissal (1:00 p.m.)
- Leaving the gates immediately after you drop your child(ren) off.
- Reacting in a calm, respectful manner when engaging staff.

We are "in this together" and together we can hopefully mitigate COVID-19 transmission and return to normal one day. As information becomes available, it will be shared with you. You can refer to the Health and Safety Protocol posted on our website for further specifics.

On behalf of the DAIS Board, I would like to thank you all for your continued patience and support of a safe and positive learning environment.

Mr. Chuck Reid
Director