Distance Learning Program - PAD

The **PAD** is the result of the work of our experts in learning, pedagogy and technology. This program is custom made to the needs that are specific to the age of the students and its objective is that the learning continues to be meaningful, challenging and amazing regardless of the distance. This is achieved through synchronous and asynchronous classes, activities that the students follow to reinforce the contents of the classes and the delivery of evidence of learning that our teachers use to give feedback to the students.

Synchronous classes: Live classes that are taught using Google Meet. The students must attend these sessions following the dress code established in the Student Code of Conduct. The use of the School's uniform is suggested during synchronous classes.

Asynchronous classes: Recordings of the live classes and tutorials made by the teachers explicitly to be used outside the synchronous classes.

We will follow at all times the guidelines established in the **Distance Learning Safeguarding Guide.**

PAD KINDER

ACADEMIC GUIDELINES

Virtual Classroom	• **GSites** - Access with School email parents###@itjqro.edu.mx
Synchronous Sessions	• **GMeet** - Link is sent to School email parents###@itjqro.edu.mx minutes before the session
	• **Twelve** 30-minute group sessions per week
	• **One** 30-minute individual session per week
	• All the synchronous sessions are recorded and posted in the Virtual Classroom for the students who were not able to attend them in real time. The individual sessions are recorded but not posted.
Asynchronous Sessions	• Recordings of Synchronous Sessions and Tutorials that are posted on the Virtual Classroom.
Delivery of Evidence of Learning	• They are turned in directly in the student's folder in Class Dojo.
Schedule for Sessions	• The synchronous sessions will be programmed between 08:20 and 13:30 hrs.

HEALTH AND SAFETY AND SAFEGUARDING GUIDELINES

Virtual Classroom	• All the materials and links that are posted on the Virtual Classroom are constantly monitored by the Project Leader and by the Kinder Principal to ensure their proper functioning.
Synchronous Sessions	• The student must not log onto a virtual learning session unless a parent or responsible adult is present.
	• All the Synchronous Sessions will be recorded, monitored and supervised by the Project Leader.
	• The teacher will monitor that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent when conducting a synchronous or an asynchronous session.
	• The teacher will be the first to enter and the last to leave the session and the link to the session will be disabled after the session is finished.
Schedule for Sessions	• The schedule and length of the sessions take into consideration the amount of screen time that is recommended for the student's age as well as the time they need to rest in order to ensure that the student makes the most of the sessions.
School Devices and Accounts	• The use that is given to School devices and accounts will be constantly monitored by the Teachers, Project Leader and the Kinder Principal.

PAD ELEMENTARY

ACADEMIC GUIDELINES

Virtual Classroom	• **PF to Year 4 GSites** - Access with School email parents###@itjqro.edu.mx • **Year 5 Google Classroom** - Access with School email student###@itjqro.edu.mx
Synchronous Sessions	• **PF to Year 4 - GMeet -** Link is sent to School email parents###@itjqro.edu.mx minutes before the session. • **Year 5 - Google Classroom -** The teachers post the link to Classroom minutes before the session. • **PF and year 1 - Fourteen** 45-minute group sessions per week, one 45-minute small group session per week. • **Year 2 - Sixteen** 50-minute group sessions per week, one 50-minute small group session per week. • **Years 3 and 4 - Eighteen** 50-minute group sessions per week, one 50-minute small group session per week. • **Year 5 - Twenty** 50-minute group sessions per week, one 50-minute small group session per week. • All the synchronous sessions are recorded and posted in the Virtual Classroom for the students who were not able to attend them in real time. The small group sessions are recorded but not posted.
Asynchronous Sessions	• Recordings of Synchronous Sessions and Tutorials that are posted on the Virtual Classroom.
Delivery of Evidence of Learning	• **PF to Year 4-** Se entregan en el portafolio del alumno en Class Dojo. • **Year 5 -** Evidence is turned in directly at Google Classroom.
Schedule for Sessions	• The synchronous sessions will be programmed between 08:00 and 13:50 hrs.

HEALTH AND SAFETY AND SAFEGUARDING GUIDELINES

Virtual Classroom	• All the materials and links that are posted on the Virtual Classroom are constantly monitored by the Project Leaders, Academic Leaders, and by the Elementary Principal to ensure their proper functioning.
Synchronous Sessions	• The student must not log onto a virtual learning session unless a parent or responsible adult is present. • All the Synchronous Sessions will be recorded, monitored and supervised by the Project Leader. • The teacher will monitor that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent when conducting a synchronous or an asynchronous session. • The teacher will be the first to enter and the last to leave the session and the link to the session will be disabled after the session is finished.
Schedule for Sessions	• The schedule and length of the sessions take into consideration the amount of screen time that is recommended for the student's age as well as the time they need to rest in order to ensure that the student makes the most of the sessions.
School Devices and Accounts	• The use that is given to School devices and accounts will be constantly monitored by the Teachers, Academic Leaders, Project Leaders and the Elementary Principal.

PAD MIDDLE SCHOOL

ACADEMIC GUIDELINES

Virtual Classroom	• Google Classroom - Access with School email student###@itjqro.edu.mx
Synchronous Sessions	• Google Classroom - The teachers post the link to Classroom minutes before the session. • Twenty five 50-minute sessions per week. • All the synchronous sessions are recorded and posted in the Virtual Classroom for the students who were not able to attend them in real time.
Asynchronous Sessions	• Recordings of Synchronous Sessions and Tutorials that are posted on the Virtual Classroom.
Delivery of Evidence of Learning	• Evidence is turned in directly at Google Classroom.
Schedule for Sessions	• The synchronous sessions will be programmed between 08:00 and 14:00 hrs.

HEALTH AND SAFETY AND SAFEGUARDING GUIDELINES

Virtual Classroom	• All the materials and links that are posted on the Virtual Classroom are constantly monitored by the Leader of Academy and by the Middle School Principal to ensure their proper functioning.
Synchronous Sessions	• The student must not log onto a virtual learning session unless a parent or responsible adult is present. • All the Synchronous Sessions will be recorded, monitored and supervised by the Leader of Academy. • The teacher will monitor that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent when conducting a synchronous or an asynchronous session. • The teacher will be the first to enter and the last to leave the session and the link to the session will be disabled after the session is finished.
Schedule for Sessions	• The schedule and length of the sessions take into consideration the amount of screen time that is recommended for the student's age as well as the time they need to rest in order to ensure that the student makes the most of the sessions.
School Devices and Accounts	• The use that is given to School devices and accounts will be constantly monitored by the Teachers, the Leader of Academy and the Middle School Principal.

PAD HIGH SCHOOL

ACADEMIC GUIDELINES

Virtual Classroom	• Google Classroom - Access with School email student###@itjqro.edu.mx
Synchronous Sessions	• Google Classroom - The teachers post the link to Classroom minutes before the session. • Twenty five 50-minute sessions per week. • All the synchronous sessions are recorded and posted in the Virtual Classroom for the students who were not able to attend them in real time.
Asynchronous Sessions	• Recordings of Synchronous Sessions and Tutorials that are posted on the Virtual Classroom.
Delivery of Evidence of Learning	• Evidence is turned in directly at Google Classroom.
Schedule for Sessions	• The synchronous sessions will be programmed between 08:00 and 14:00 hrs.

HEALTH AND SAFETY AND SAFEGUARDING GUIDELINES

Virtual Classroom	• All the materials and links that are posted on the Virtual Classroom are constantly monitored by the Leader of Academy, Academic Leader and by the High School Principal to ensure their proper functioning.
Synchronous Sessions	• The student must not log onto a virtual learning session unless a parent or responsible adult is present. • All the Synchronous Sessions will be recorded, monitored and supervised by the Leader of Academy and Academic Leader. • The teacher will monitor that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent when conducting a synchronous or an asynchronous session. • The teacher will be the first to enter and the last to leave the session and the link to the session will be disabled after the session is finished.
Schedule for Sessions	• The schedule and length of the sessions take into consideration the amount of screen time that is recommended for the student's age as well as the time they need to rest in order to ensure that the student makes the most of the sessions.
School Devices and Accounts	• The use that is given to School devices and accounts will be constantly monitored by the Teachers, the Leader of Academy and the High School Principal.