



# MAZAPAN SCHOOL

La Ceiba, Honduras  
Accredited by Southern Association of Colleges and Schools  
And Honduran Ministry of Education  
Phone: +(504) 2443-2716 Fax: +(504) 2443-3559  
[www.mazapanschool.org](http://www.mazapanschool.org)



La Ceiba, Atlantida  
March 13, 2020

Dear Mazapan Community,

We recognize the importance of ensuring learning and business continuity in the event of a campus closure. We appreciate the support of our community as we work together to mitigate and slow the spread of the COVID-19 virus while focusing on maintaining a healthy community. We are prepared to continue to offer high-quality education you have come to know and expect through our distance learning platforms. Our goal is to continue our students' education, uninterrupted, and with the same level of excellence, we have always maintained, just through a different medium. While nothing can entirely replace the value of face to face learning, we are confident that we have the tools and committed staff, parents, and students to guide and support our students during this unusual time.

## Activities Postponed

With the campus closure, the following will be postponed until further notice:

- Father's Day Celebration- will be rescheduled
- Report Card Conferences- please visit the Parent Portal to monitor your child's progress and contact teachers directly via email with any concerns.
- Extracurricular Activities and Practices

## Distance Learning Process

During the distance learning process, we are collaborating in the triangle of support between school, home, and the student. Teachers and staff have been working to prepare to continue to deliver instruction, activities, and assessment through the use of technology. All distance learning tools may be accessed through a mobile device, laptop, or computer.

On our website, beginning on **Monday, March 16 at 8:00 AM**, you will find a page dedicated to digital learning which includes:

- Distance Learning Guidelines
- Divisional Plans
- Communications regarding distance learning/ COVID-19
- Technology support tools and tutorials
- COVID-19 Information
- A FAQ tab will be updated as we go along

As we implement our digital learning classes, please familiarize yourself with our Distance Learning Website, particularly the Student and Parent Roles and Responsibilities and ensure that each student has a space where they may work and is prepared to engage daily in distance learning.





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On Monday at 8:00 AM, teachers will be sharing information through their specific websites (Nursery-2nd grade) or Google Classroom (3rd-12th grade) and will be introducing you to the digital learning process for their class. **Students must be engaged every day in their daily classes (as defined by their regular schedule) and should work based on the schedule outlined below:**

## Schedule

7:00-8:00	Lessons will be uploaded to Google Sites/ Google Classroom for the day
8:00-12:00	Teachers and students will be engaged in their classes for that day with students and available for help/ providing feedback/ and synchronous class meetings (if applicable)
12:00-12:30	Lunch Break
12:30-3:00	Students Independent Work on assignments* Teachers preparation, planning, and meetings

\*We recognize that during the day parents have varying levels of obligations. During distance learning, students should be engaged in their class during the regular school day from 8:00-12:00, but assignments will not be due within that same day to allow time for independent work to take place later in the day as determined by each family's technology abilities/ accesses/ and support structures in place.

## Absences/ Illnesses or Electricity and Internet Problems

*In the case that your child is unable to attend digital school for the day due to illness or an extenuating circumstance (such as a power outage or internet failure), the same procedures outlined for absences will be followed by sending and requesting an excuse to [asistencia@mazapanschool.edu.hn](mailto:asistencia@mazapanschool.edu.hn) to allow for any work to be made up.*

## Communication

During distance learning, communication will take place through websites and email. In the case that you would like to speak directly with a teacher or staff member, please email them and a google meeting can be scheduled for you to talk during a scheduled meeting time within school hours. This process will be enriched through two-way communication and we request that you allow 24 hours for a response to any inquiries.

We will also continue to share an update of our learning process via email with general announcements and reminders through our weekly bulletin.





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As we embark upon this process, we know that you may have many questions and will do our best to direct and respond within the 24-hour timeframe. While Ms. Yisell will be answering the school's cell phone and redirecting questions to the appropriate channel, we ask that you please utilize the following methods of communication as your initial contact:

For a question about...	Contact
A piece of work, resource, learning activity or class	The teacher of the class
A technology-related question or issue	IT Department: <a href="mailto:support@mazapanschool.edu.hn">support@mazapanschool.edu.hn</a>
A personal or social concern	Counseling Department: <a href="mailto:lastenia.godoy@mazapanschool.edu.hn">lastenia.godoy@mazapanschool.edu.hn</a> <a href="mailto:jose.orellana@mazapanschool.edu.hn">jose.orellana@mazapanschool.edu.hn</a> <a href="mailto:martha.garcia@mazapanschool.edu.hn">martha.garcia@mazapanschool.edu.hn</a> <a href="mailto:claudia.martinez@mazapanschool.edu.hn">claudia.martinez@mazapanschool.edu.hn</a>
Other issue related to distance learning	Administration <a href="mailto:administration@mazapanschool.edu.hn">administration@mazapanschool.edu.hn</a>
Payments or billing	Julia Medina <a href="mailto:julia.medina@mazapanschool.edu.hn">julia.medina@mazapanschool.edu.hn</a>
Absences/ Illness/ or Electricity and Internet Outage	<a href="mailto:asistencia@mazapanschool.edu.hn">asistencia@mazapanschool.edu.hn</a>

We ask for your cooperation in also taking time to encourage and practice the healthy habits of handwashing and prevention of the spread of germs within your own home. Please also check your email frequently for further information.

Once again, we thank you, parents and students, for your support, as we take these measures to protect our Mazapan School family. We understand the challenges that this virus has caused for us as a school, as individuals, and as a community and we are so appreciative of your flexibility. Indeed, it will take collaboration, grace, and to be empathetic to each other, understanding that we are all working through this challenge together for the benefit of our students' health and learning. We're confident we have the commitment, the resources, and most importantly the Pelican Spirit to persevere through this challenging time together!

In Pelican Spirit,

  
Courtney Cullum Brandel  
Superintendent

