



# Quartzsite School District #4

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Quartzsite Elementary: 928-460-5405  
[www.qsd4.org](http://www.qsd4.org)

## **Distance Learning Plan**

August 12, 2020- October 21, 2020

As we navigate the unprecedented circumstances surrounding the mandated school closure. We know our students are anxious to get back to school. The intent of Quartzsite School District #4 is to reopen instruction when it is safe for our students and staff. We will use Distance Learning as our alternative form of instructional delivery until schools reopen.

Below, we have detailed what you can expect through the QSD#4 Distance Learning Plan. We have provided a general plan and protocols. Your child's teacher will provide more detail for you and your child with information that is specific to their grade level. Beginning the week of Aug. 3, 2020, your child(ren)'s teachers will contact you.

We understand that some families do not have access to a device or internet. We are currently working on providing students in need with these resources. As soon as we have the equipment available, we will notify parents of how to check out a device. For our 6<sup>th</sup> -7<sup>th</sup> grade students chrome books will be checked out through the district office. For our K-5<sup>th</sup> grade students we will be using a combination of digital instruction and hardcopy instruction. As we get chrome books you will be notified when to pick them up.

Thank you for your patience and support through these challenging times.

Sincerely,

Raquel Burton Superintendent, School Board and QSD#4 Staff

## **General Information:**

Our goal is to continue to provide learning opportunities for all our students through distance learning in grades K-8<sup>th</sup> grade. Teacher will share distance learning opportunities such as hardcopy material and/or instruction through Google Classroom. You will be receiving information from teachers on the use of such platform and hardcopies for delivery of instruction.

## **Delivery of Instruction:**

During distance learning the district will use Google Classroom to provide instruction. Teachers will provide direct instruction via Google meets/YouTube. Teachers will also use supplemental programs such as Acellus, Khan Academy, worksheets, and other activities teach concepts. Instructional videos will include actual teaching/modeling of standards and new concepts.

## **Attendance Requirements**

Your child will need to participate in the District's distance learning in order to be counted as present and attending. The District's distance learning plan requires the following minimum level of contact:

Attendance will be determined by students logging on to live lessons (am/pm) and the submission of work set forth by their teachers. We will be running attendance report through Google Classroom platform.

Please note that state law (A.R.S. § 15-802) requires as follows:

- Every child between six and sixteen years of age must attend a school and be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science.
- The child's parent or guardian must enroll the child in a school and ensure that the child attends the school for the full time that school is in session. Our District is currently anticipating conducting 180-days of instruction during the 2020-21 school year.
- Certain exceptions apply to these attendance requirements, such as medical necessity. If you believe your child qualifies for such an exception, please contact your local school's attendance clerk.

## **Assessments:**

Teachers will conduct formative and summative assessments during distance learning. Benchmarks are given 3 times a year using Galileo. Sample of assessments may include but are not limited to, DIBLES, class quizzes, teacher observations, Read Naturally, etc.

## **Sample Class Schedule:**

<b>Time</b>	<b>Teacher Daily Schedule</b>	<b>Student Daily Schedule</b>
<b>8:00 a.m- 9:00 a.m</b>	<b>Grading/Lesson Creation/Uploading Lessons</b>	<b>Eat breakfast, get dressed, get ready to learn</b>
<b>9:00 a.m- 10:30 a.m</b>	<b>ELA: Live Lesson/Available to help students</b>	<b>ELA</b>
<b>10:30 a.m- 11:30 a.m</b>	<b>Science</b>	<b>Science</b>

<b>11:30 a.m- 12:00 p.m</b>	<b>Lunch</b>	<b>Lunch</b>
<b>12:00 a.m- 1:00 p.m</b>	<b>P.E/Health/ESP: While students are working online via Acellus, teachers can be creating lessons, grading lessons, and uploading videos/ material (worksheets etc)</b>	<b>P.E (play, move, be active), Health/ESP (Acellus)</b>
<b>1:00 a.m- 2:30 p.m</b>	<b>Math: Live Lesson/Available to help students</b>	<b>Math</b>
<b>2:30 a.m- 3:00 p.m</b>	<b>Social Studies</b>	<b>Social Studies</b>
<b>3:00 a.m- 4:00 p.m</b>	<b>Office Hours: Teacher is on call to answer questions form students/parents</b>	<b>My teacher is available to help me if I have any questions</b>

**Special Education:**

All special education services will be implemented virtually, in real-time, within inclusion and self-contained programs as appropriate to the student’s IEP. Sped. Teacher will provide additional support work for students.

Related services will be provided virtually through online instruction. Student IEPs can be amended to reflect student needs during this time.

**English Language Learners**

Teacher will use the Individual Language Learning Plan (ILLP) to drive instruction for ELL students. Translation services will available for students and parents.

**Roles and Responsibilities During Distance Learning**

<b>Role</b>	<b>Description of Roles and Responsibilities</b>
Administration	<ul style="list-style-type: none"> <li>• Develop systems and structures to support teachers/staff with planning and developing standards-based lessons for distance learning</li> <li>• Ensure teachers/staff adhere to schedule of delivery and guidelines for instruction for mandated content instruction</li> <li>• Monitor progress and make adjustments to meet the needs of students and staff to ensure continuity for learning: weekly check-ins, virtual observations,</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• Review Distance Learning Plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate with students and parents about their classroom platform</li> <li>• Develop a schedule with times and dates they will deliver instruction, virtual meetings, and office hours</li> <li>• Deliver standards-based lessons to deliver distance learning</li> <li>• Communicate classroom expectations as it relates to distance learning and digital citizenship</li> <li>• Communicate with related services (ELL, Special Education)</li> <li>• Review assignments and input grades weekly</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Establish daily routines for learning</li> <li>• Identify a space at home where you can participate in distance learning</li> <li>• Regularly check google classroom or other platform your teacher is using (such as YouTube) and email for updates</li> <li>• Communicate with your teacher and parents/guardians if you do not have the resources to participate in distance learning</li> <li>• Submit assignments on time</li> <li>• Be a good digital citizen</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Establish routines and expectations</li> <li>• Identify a space at home where your child can participate in distance learning</li> <li>• Check your email frequently to monitor district and individual teacher communication</li> <li>• Stay contact with your child's teacher</li> <li>• Support your child with digital citizenship skills</li> </ul>

## **Health Protocols (when school reopens)**

QSD#4 will continuously monitor the use of spaces at each school to reduce exposure to risk. Some areas, including playgrounds, cafeterias, and libraries will be closed until risk of infection diminishes. QSD#4 will supply hand sanitizers throughout common areas and in classroom, cleaning sprays, wipes, and masks.

### **Face Coverings:**

- Students, staff, visitors will be required to wear face masks where 6 feet of social distancing between staff and students is not possible.
- Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear face coverings, and alternative methods of protection will be discussed by parents and staff. Mask should not be worn when students are engaging in physical activity.

### **Hand Hygiene:**

- Frequent hand washing/cleaning will be encouraged at regular intervals throughout the day with both soap and water or hand sanitizer. Instructions for hand washing include:
  - Using soap and water, scrubbing for 20 seconds, and rinsing.
  - Using paper towels to dry hands, turn sink handles, and open doors, then safely discarding
- Using alcohol-based hand sanitizer.

### **School Sites and Classrooms:**

- Where possible, student seating will be arranged to maintain social distancing. Desks will be faced in the same direction, rather than facing each other or students will site on only one side of tables, spaced apart.
- Each student's belongings will be separated from others and in individually labeled containers, cubbies, or areas.
- Assigned seating in classrooms will be implemented to assist with contact tracing.
- Where possible, social distancing will be maintained in open areas, such as gyms, playground, walkways.
- Students will be encouraged to bring their own water to minimize use and touching of water fountains.
- To limit exposure to other students and staff, recess will be separated by classes and grade levels.
- Signage will be posted in all rooms and common areas explaining hygiene practices to prevent spread.
- Where possible, adjustments to drop-off and pick-up routines will be made to facilitate social distancing. Staff will escort young students into and out of the building. Families are asked to remain in their vehicles or wait outside.

### **Heath Screening:**

- Students should stay home if they feel ill or are exhibiting symptoms of respiratory infection.
- Parents/guardians should assess their child's health daily prior to heading to school or the bus stop
- At the beginning of each day as students enter the school, staff will informally screen students for symptoms. If the staff has concerns, they will contact the school secretary. A call will be placed home to arrange student pick up.

### **Visitors on campus:**

- All visitors will be required to wear masks and must follow all posted safety protocols.
- To the extent possible, access on campus for outside visitors except for the safety and well-being of students will be limited.
- All visitors or parents/guardians are required to report to the front office and not go beyond unless it is for the safety or well-being of their child.

### **Enhanced Cleaning:**

- Cleaning staff will routinely cleaning restrooms, drinking fountains, lunchrooms, and common areas throughout the school day

### **Response to Reported Cases:**

- CDC protocols regarding reported cases and specific guidance from La Paz County Department of Health will be followed.
- School secretary will follow established screening protocols, and will consult with public health officials to determine how best to handle students and staff who display or develop COVID-19 symptoms.
- Isolation rooms will be set up for students or staff who may be sick.

### **Nutrition and Wellness:**

- When possible, procedures for lunch will be adjusted to allow for social distancing, greater spacing, and to reduce interactions, including possibility of adding additional lunch periods and staggering lunches.
- Schools will continue to follow practices and procedures that comply with public health guidelines such as food handling, food preparation, cleaning and disinfecting, and food and drink dispensers.

### **Transportation:**

- Buss staff and students are required to wear masks on buses.
- Visible signage will be placed at the entry to each bus and students will be reminded not to ride if they are symptomatic. Staff will check for symptoms prior to boarding the bus.
- Students will be asked to comply with social distancing guidelines when waiting at the stop, during boarding, and while exiting the bus.

- Seating charts will be utilized, seating siblings together implementing “neighbor” seating to provide consistency in seating and minimize movement within the bus.
- Bus will be sanitized between runs and at the end of the day.
- Families are encouraged to transport their children to school to reduce the number of students on the bus.

### **Social-Emotional Well-Being:**

- Students’ social emotional well-being will be assessed when schools reopen, with additional support provided for students showing signs of mental health concerns, including trauma.
- School will incorporate trauma-informed practices and social-emotional learning into classroom instruction in a manner that supports equity and inclusion and reflects cultural responsiveness.

### **Events/Sports/Field Trips:**

- Large group gatherings, such as school assemblies, sports, open house will be suspended until further notice and resumption will be reevaluated regularly.
- Field Trips will be suspended until further notice. Opportunities for virtual field trips will be explored.

The details of these services may be modified based on additional guidance from ADE. Updates will be posted on the District website.