



# **Distance Learning Plan**

## **2020-2021**

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## **KMS Instructional Service Planning Committee Members (ISC)**

Gwenda Williams	5 <sup>th</sup> grade teacher
Jolene Smith	5 <sup>th</sup> grade teacher
Joycetta Yazzie	6 <sup>th</sup> grade teacher
Edwin Saganey	7 <sup>th</sup> grade teacher
Patricia Saganey – Wayne	8 <sup>th</sup> grade teacher
Veronica Baker	Guidance Counselor
Jack Gilmore Jr	Principal

Students and Parents,

Kayenta Middle School (KMS) believes that health and safety is the top priority for students, parents, staff and visitors. We are an important part of every student's educational success. In this partnership, communication is a key element in the success of each student. We encourage parents to communicate with staff and teachers. It is an honor to serve and provide the best education possible within the current circumstances.

Presently, the educational system at KUSD is facing a crisis in providing the best education possible for each student. Our community and Navajo Nation have been affected by many challenges so that that our trust in the education system is questioned. We are a resilient people and know how to adapt to challenges. Since the end of spring break in March 2020 the Corona Virus (COVID-19) Pandemic has changed the way of living and specifically, will how KMS delivered the best instruction strategies and practices for our students.

As we face the extremely contagious COVID-19, we have adjusted our educational process to meet the educational needs of each student. KMS will start school in August 2020 with two plans, either a Distance Learning plan or a Hybrid plan.

Our Distance Learning plan is designed to provide an educational process where each student will be provided a laptop and instruction will be given through Canvas, a learning management system adopted by KUSD for all schools. Students will stay at home.

The Hybrid plan is designed to have half of our students in the building at one time. The other half of the students will be doing distance learning through Canvas from home. The students will enter the building at two locations. Before the students enter the building, they will have their temperature screened, and all students are to wear masks and sanitize their hands. Each student will immediately go to their scheduled classroom.

We strongly encourage parents to work closely with their children, communicate with their teachers in providing guidance and encouragement on a daily basis. Parents are to initiate communication with the teachers if there are any concerns or questions.

The KMS Vision and Mission Statements state that we strive to make our school a safe and secure environment for kids. We believe that all students can learn and be successful in school. It is our professional responsibility to provide the best learning opportunities for students in a safe and healthy environment. Our teachers have high expectations for our students and we will do everything possible to ensure that all students are served by the school staff.

Welcome to Kayenta Middle School! Home of the COLTS!

Sincerely,

*Jack Gilmore Jr.*

KMS Principal



## **NONDISCRIMINATION/EQUAL OPPORTUNITY**

Kayenta Unified School District (the District) does not discriminate on the basis of race, color, national origin, pregnancy, sex (including, but not limited to, sexual orientation, gender identity or expression), disability, or age.

Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Human Resources Director:

Executive Director of Human Resources  
Kayenta Unified School District  
PO Box 337 Kayenta, AZ 86033  
Telephone: (928) 697-2026  
Fax: (928) 697-2013

## **Kayenta Middle School**

### **Vision**

Kayenta Middle School students will be recognized and respected for instructional excellence, academic success, and life-long learners.

### **Mission**

Kayenta Middle School will provide each student with an education that encourages them to develop strategies, knowledge and skills for life long success.

### **Philosophy**

Kayenta Middle School provides academic and extra-curricular programs at the middle school . students who have broad and changing levels of maturity with intellectual, physical, social, and emotional needs. To meet those needs the total school staff, along with students, parents, and community must function as a collaborative team.

Kayenta Middle School will provide programs designed to meet these changes by recognizing needs that students at the middle level have broad and changing ranges of maturity levels with distinct intellectual, physical, social, and emotional needs. To meet these needs the total school staff, along with students, parents, and the community must function as a collaborative team.

## **KUSD Mission and Belief Statement**

It is the individual's responsibility to attain a successful life

Thinking

Planning

Learning

Working Together

This what we what through guidance,

We will get there together

**Kayenta Middle School  
2020-2021 School Year**



**DISTANCE LEARNING SCHEDULE**

Your schedule will look different depending upon your family dynamics and your personal learning needs.

<b>5<sup>th</sup> and 6<sup>th</sup> Grade</b>	
<b>Time</b>	<b>To Do</b>
7:55—8:05 AM	<ul style="list-style-type: none"><li>• Organize learning space, turn on computer/device, log into Gmail</li><li>• Review daily Gmail announcement from teacher(s) and get necessary learning materials (books, workbooks, etc.)</li></ul>
8:05-10:00 AM	<ul style="list-style-type: none"><li>• Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day</li><li>• Begin assignments</li></ul>
10:00-10:15 AM	<ul style="list-style-type: none"><li>• Take quick stretch and nutrition break</li></ul>
10:15-11:55 AM	<ul style="list-style-type: none"><li>• Return to assignments, keep working, document learning in whatever way is required</li></ul>
11:00 AM	<ul style="list-style-type: none"><li>• Check Gmail for any additional announcements</li></ul>
11:15 AM- 12:00 PM	<ul style="list-style-type: none"><li>• Lunch and movement (Take a walk. Dance. Do jumping. Run. Follow an online workout routine. Just move!)</li></ul>
12:00-1:00 PM	<ul style="list-style-type: none"><li>• Return to assignments, keep working, document learning in whatever way is required</li></ul>
1:00-1:45 PM	<ul style="list-style-type: none"><li>• Engage in second virtual session or chat session or video tutorial or whatever you know you've been asked to do</li></ul>
1:45-2:00 PM	<ul style="list-style-type: none"><li>• Take a quick stretch and nutrition break</li></ul>
2:00-3:00 PM	<ul style="list-style-type: none"><li>• Return to assignments, keep working, document learning in whatever way is required</li></ul>
3:00-3:30 PM	<ul style="list-style-type: none"><li>• Summarize your learning in whatever way your teacher(s) have requested, and submit your evidence online</li></ul>
3:30 PM	<ul style="list-style-type: none"><li>• Pat yourself on the back for a full day of remote learning</li></ul>



<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>	
Time	To Do
8:00-8:20 AM Breakfast & Study Hall	<ul style="list-style-type: none"> <li>• Organize learning space, turn on computer/device, log into Gmail</li> <li>• Review daily Gmail announcement from teacher(s) and get necessary learning materials (books, workbooks, etc.)</li> </ul>
8:20-10:00 AM 1 <sup>st</sup> & 2 <sup>nd</sup> Periods	<ul style="list-style-type: none"> <li>• Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day</li> <li>• Begin assignments</li> </ul>
10:00-10:10 AM	<ul style="list-style-type: none"> <li>• Take quick stretch and nutrition break</li> </ul>
10:10-11:50 AM 3 <sup>rd</sup> & 4 <sup>th</sup> Periods	<ul style="list-style-type: none"> <li>• Engage in virtual session or chat session or video tutorial or whatever the topic is for the day</li> <li>• Begin assignments</li> </ul>
11:50 AM- 12:25 PM	<ul style="list-style-type: none"> <li>• Lunch and movement (Take a walk. Dance. Do jumping. Run. Follow an online workout routine. Just move!)</li> </ul>
12:25-2:20 PM 5 <sup>th</sup> & 6 <sup>th</sup> Periods	<ul style="list-style-type: none"> <li>• Engage in virtual session or chat session or video tutorial or whatever the topic is for the day</li> <li>• Begin assignments</li> </ul>
1:15-1:30 PM	<ul style="list-style-type: none"> <li>• Take quick stretch and nutrition break</li> <li>• Check Gmail for teachers' announcements</li> </ul>
2:20-3:30 PM 7 <sup>th</sup> Period	<ul style="list-style-type: none"> <li>• Engage in virtual session or chat session or video tutorial or whatever the topic is for the day</li> <li>• Begin assignments</li> </ul>
3:00-3:30 PM	<ul style="list-style-type: none"> <li>• Summarize your learning in whatever way your teacher(s) have requested, and submit your evidence online</li> </ul>
3:30 PM	<ul style="list-style-type: none"> <li>• Pat yourself on the back for a full day of remote learning</li> </ul>



## **Distance Learning**

Distance learning means that students will not be physically inside KMS; rather, instruction and services will be provided to students online. The goal for all students to reach their potential remains the same; the expectation is that instruction and learning will not diminish in any way. Prior to the start of the school year, KMS will:

- Create the scope and sequence for each class.
- Identify the “Essential” standards that are critical for mastery of course content.
- Use previous district assessments or design pre-tests to determine the learning level in reading, writing and math (identifying potential learning gaps that need to be addressed at the beginning of the school year).
- Develop lesson plans that incorporate a variety of ways for students to equitably demonstrate mastery of assigned work.

## **Office Hours:**

The KMS administration and office staff will be available in the building as follows:

Office Hours:	8:00 a.m. to 5:00 p.m.	
Contacts:	Anna Deal, Administrative Assistant	928-697-2200
	Deonna Dayzie, Administrative Assistant	928-697-2204
	Cassandra Parrish, Student Support	928-697-2201
	Jack Gilmore Jr, Principal	928-697-2203
	Cecelia Bailey, Dean of Students	928-697-2202

## **Counselors/Social Worker Hours:**

Office Hours:	8:00 a.m. to 5:00 p.m.	
Contacts:	Veronica Baker (5 <sup>th</sup> and 6 <sup>th</sup> grade)	928-697-2207
	Pamela Franklin (7 <sup>th</sup> and 8 <sup>th</sup> grade)	928-697-2206
	Ann Young-Talker, Social Worker	928-697-2214

## **Social/ Emotional Services:**

The KMS Counselor/Social Work team will continue to provide services for the social and emotional well-being of students. We will reach out to students and parents to ensure that two-way lines of communication are developed. Students and parents are encouraged to contact the counseling/social work team or school administration for information pertaining to services provided.

## **Teacher Schedule:**

Teachers will provide instructional services and maintain contact with students and parents/guardians from 7:45 a.m. to 3:45 p.m. daily. Parents and students who have questions for teachers about assignments should contact the respective teacher through the teacher’s email account or as instructed by the individual teachers. Note: It is expected that there will be teacher and student contact daily. KMS teachers will provide face to face instruction/upload instructional videos/contact students through Canvas/Zoom or other means.

## **What is the Online Distance Learning Management System (LMS)?**

All KUSD students will be using Canvas, a learning management system that helps provide an organized web-based instructional program for students. Canvas gives students and parents all the tools and information needed for the online portion of our educational program. Students will be given a Canvas user name and password so that they can interact with their teachers, complete assignments, and access all materials online. KUSD will provide an orientation to parents and students about how to use Canvas.

All students will be using Google Classroom to start the 2020-21 school year. The students are familiar with this learning platform because some of the teachers use this during their instruction. Presently, Canvas is not available to have full access to use for distance learning.

### **Digital Citizenship:**

Digital Citizenship is a term used to describe the appropriate behaviors associated with doing online learning. It includes:

- Privacy and security issues while online.
- Positive interactions using media or online communications.
- Protocols to prevent cyberbullying.

### **Virtual Orientations/ Informational Meetings/ Meet the Teacher Meetings:**

It is not safe to have large parent or student meetings within the school. Therefore, teachers, counselors, and administrators will hold these meetings and events online. These virtual meetings are designed to disseminate information, seek input, or do “meet-and-greet” activities. They will be advertised and invitations will be sent to parents and students to join in.

### **Parent/Student Surveys:**

The District understands that parent/student input is critical to the success of the programs. Surveys will be conducted prior to school and during school to get feedback from stakeholders. Your responses to District surveys are appreciated.

### **Responsibilities of Guardians/Parents:**

- Ensure their child(ren) complete and submit all assignments on time.
- Determine the best connectivity/internet access for their child(ren).
- Contact the school should they have any questions.
- Identify and organize a learning environment within the home so that their child(ren) have a place to work. With your child(ren)’s input, create a schedule for them to follow at home while engaged in distance learning

### **Responsibilities of Students:**

- Be in attendance/check-in daily with your teachers Monday through Friday. Contact your teachers if you are absent or if you are unable to log in to Canvas.
- Review Canvas daily. Note each teacher’s calendar of assignments, assessments, and supporting activities. Upload appointment or parent notes to document absences.
- Complete and submit all assignments on time, while adhering to your teachers’ expectations for each assignment.
- Engage in live classroom/instructional meetings when presented by the teacher.
- Ask your teachers if you have any questions or concerns.
- With your parents/guardians’ input and approval, create a schedule to follow at home while engaged in distance learning.
- Students are expected to be active participants in their learning.

### **Responsibilities of Teachers for Online Distance learning Instruction:**

- Upload a statement of class expectations, course syllabus, and grading policy into Canvas account. Input grades for a minimum of two assignments per subject per week. **All grade level are to be teaching the same standards and objectives.**
- Upload a course curriculum map/outline of course content (standards based).
- Upload a monthly calendar, including all assignments and weekly assessments.
- Upload and regularly update instructional materials, lesson materials, and curricular materials. These include but are not limited to videos, class notes, supporting reading material, research material, lab materials, lesson templates, and examples of work.
- Upload links to programs you may use, such as Khan Academy.
- Create an assignment drop box or method to collect work.

- Create a place to chat or give feedback and use it regularly.
- Maintain daily contact hours, share contact information with students and parents, and communicate with students and parents on a regular basis.
- Input attendance daily for students engaged in distance learning.
- Notify students and their parents/guardians of plans for interventions and/or tutoring.

**Interventions/Parent Contact:**

1. Tutoring or intervention will be planned between the student and respective teachers.
2. It is expected that the student will contact his/her teacher when he/she needs help.
3. Ongoing communications via email will occur between students and teacher.
4. Parents are welcome to communicate with teachers via email.

**Grading:**

1. The grading policy will continue as outlined in the Parent/Student Handbook.
2. Teachers will outline their grading policies in their course syllabus and place the document on Canvas.
3. Two assignments per week (minimum).

**Assessments:**

State mandated testing and local progress monitoring assessment are being planned. “Online Learning” assessments would be administered in the online format. More details will be communicated as we near the testing dates.

**Chromebook/IPAD Distribution:**

To increase success during distance learning, KMS will distribute a Chromebook or iPad to each student.

Information for picking up the device will be shared with parents/guardians prior to the first day of school. Every student and parent will complete and submit an Electronic Use and Distance Learning Agreement form, in which they take responsibility for any loss or damage to the device or other components issued by KUSD.

**Technical Support:**

Because student success is determined by the completion of lessons and assignments, it is imperative that students contact their teachers immediately if they encounter any problems with the technology they are using, whether personal or issued by KUSD. The Technology Department will establish a hotline for tech support. Students cannot use “broken technology” as an excuse for not submitting assignments; alternate means of submission will be discussed when the student contacts his or her teacher.

**Student Class Schedules:**

Students will attend seven classes per day, as usual. However, students will remain in one classroom to limit exposure to COVID. Teachers will change classrooms, not students. Student schedules will be completed by counselors, as per the student enrollment form completed during the summer. If the enrollment form was not returned, classes will be scheduled as per promotion requirements. Schedules can be seen on StudentVue and ParentVue in Synergy.

**Food Distribution:**

KUSD will communicate plans for food distribution while students are participating in distance learning.

**Plan “B”**  
**Hybrid model to re-open Kayenta**  
**Middle School**  
**2020-21**

**Plan B – Hybrid**  
**Half of students in building, half on Distance Learning**



**HYBRID LEARNING SCHEDULE**

7th and 8<sup>th</sup> Grade Hybrid Schedule (Sample B: 50-minute classes)

Period		Time	
Home Room	Breakfast/Study hall	8:00-8:20	20 minutes
1 <sup>st</sup>		8:20-9:10	50 minutes
2 <sup>nd</sup>		9:10-10:00	50 minutes
	Break	10:00-10:15	15 minutes
3 <sup>rd</sup>		10:15-11:05	50 minutes
4 <sup>th</sup>	Break included	11:05-12:00	55 minutes
Lunch	Lunch/Exercise/Study Hall	12:00-12:45	45 minutes
4 <sup>th</sup>		12:45-1:35	50 minutes
	Break	1:35-1:50	15 minutes
5 <sup>th</sup>		1:50-2:40	50 minutes
6 <sup>th</sup>		2:40-3:30	50 minutes

5<sup>th</sup> and 6<sup>th</sup> Grade Hybrid Schedule (Sample B)

Period		Time	
Home Room	Breakfast/Study hall	8:00-8:20	20 minutes
1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup>	ELA: Spelling	8:20-8:40	20 minutes
	ELA: Reading	8:40-9:45	65 minutes
	ELA: Writing	9:50-10:55	65 minutes
4 <sup>th</sup>	Break/Math	10:55-12:00	65 minutes
Lunch	Lunch/Exercise	12:00-12:40	40 minutes
5 <sup>th</sup>	5 <sup>th</sup> Grade Elective/Science	12:40-1:30	50 minutes
6 <sup>th</sup>	6 <sup>th</sup> Grade Elective/Science	1:30-2:20	50 minutes
	Break	2:20-2:35	15 minutes
7 <sup>th</sup>	Social Studies	2:35-3:25	50 minutes

## **Plan B – Hybrid Model** **Half of students in building, half on Distance Learning**

### **Plan B-Hybrid:**

Students are in the building four days each week. Each school day, half of the student body will come to KMS for instruction, and the other half will engage in distance learning. This means that no more than approximately 250 KMS students will come to school each day. Students will be divided into two groups: Group A and Group B.

- Monday and Wednesday:      Group A students attend class at KMS. Group B students on distance learning.
- Tuesday and Thursday:      Group B students attend class at KMS. Group A students on distance learning.
- Friday:                              Building closed for sanitizing. Online distance learning continues for ALL students.

### **Distance Learning:**

Distance learning means that students will not be physically inside KMS; rather, instruction and services will be provided to students online. The goal for all students to reach their potential remains the same; the expectation is that instruction and learning will not diminish in any way. Prior to the start of the school year, KMS will:

- Create the scope and sequence for each class.
- Identify the “Essential” standards that are critical for mastery of course content.
- Use previous district assessments or design pre-tests to determine the learning level in reading, writing and math (identifying potential learning gaps that need to be addressed at the beginning of the school year).
- Develop lesson plans that incorporate a variety of ways for students to equitably demonstrate mastery of assigned work.

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	Cecelia Bailey, Dean of Students	928-697-2202

### **Counselors/Social Worker Hours:**

Office Hours:	8:00 a.m. to 5:00 p.m.	
Contacts:	Veronica Baker (5 <sup>th</sup> and 6 <sup>th</sup> grade)	928-697-2207
	Pamela Franklin (7 <sup>th</sup> and 8 <sup>th</sup> grade)	928-697-2206
	Ann Young-Talker, Social Worker	928-697-2214

### **Social/ Emotional Services:**

The KMS Counselor/Social Work team will continue to provide services for the social and emotional well-being of students. We will reach out to students and parents to ensure that two-way lines of communication are developed. Students and parents are encouraged to contact the counseling/social work team or school administration for information pertaining to services provided.

### **Social/Emotional Services:**

The KMS Counselor/Social Worker team will provide services for the social and emotional well-being of all students. Students and parents are encouraged to contact counselors, social workers, or school administration for information pertaining to the services provided.

### **Teacher Schedules:**

Teachers will provide instructional services and maintain contact with students and parents/guardians from 7:30 a.m. to 3:45 p.m. daily. It is expected that there will be contact with all students every school day, including those engaged in distance learning. Parents and students who have questions, comments, or concerns should contact teachers via email or make an appointment through the office staff.

Note: Attendance of all students will be taken daily (all students meaning those physically present at KMS and also those students engaged in distance learning).

### **KMS Student Parent Handbook:**

The KMS Handbook policies and regulations remain in place. Additionally, the KMS Re-Opening Plan “B” Handbook includes specific changes designed to increase the safety of all students and staff due to COVID-19.

### **Bus Riding/Student Drop-Off Procedures:**

1. Parents are asked to take their child’s temperature and check for illness prior to leaving home for school.
2. Students who are feeling ill, or have a cough or a fever should stay home. Parents should notify the school as soon as possible to document for attendance purposes.
3. Students who have been exposed to others who have had the COVID-19 virus should quarantine for fourteen days. Parents should notify the school immediately for attendance purposes.
4. All students must have their temperature taken at the bus stop prior to boarding the bus. Social distancing guidelines will be used to seat students after they get on the bus.
5. Students who are ill will not be allowed to get on the bus. Parents are required to wait at the bus stop until their children are approved to get on the bus. Should a student be ill, that student and his/her siblings must be taken home by the parent/guardian.
6. Students being dropped-off at KMS will have their temperature taken before exiting their vehicle. Parents will stay in the vehicle at all times. If the student does not have a temperature and is not sick, he/she will be approved to enter the school building through two designated doors. All other gates and doors will be locked.
7. Students who walk to school will have their temperature taken at the designated door before entering the building. If a student has a temperature, the student’s parent will be called to pick up their child.

### **Building Protocols (COVID-19 CDC Guidelines):**

The health and safety of all staff, students, and visitors at KMS is our top priority. COVID-19 is an extremely contagious virus. All staff, parents, students and visitors are asked to abide by the following safety precautions as outlined by the CDC, Navajo Nation health officials, and the staff/administration of Kayenta Middle School.

### **Personal Protection:**

There is currently no vaccine to prevent COVID-19; the best way to prevent getting ill is to avoid exposure. The virus appears to spread mainly from close, person-to-person contact through droplets produced when an infected person (who might not even feel sick) coughs, sneezes, yells, sings, or even talks. These droplets can then be inhaled by anyone nearby, including classmates, friends, teachers, relatives, the elderly, and others. Keep in mind a person with Covid-19 can spread the virus before developing symptoms. You should therefore assume that everyone around you may be infected, including yourself. To help contain COVID:

1. Stay at least 6 feet away from people around you. Avoid any large gatherings.

2. Stay away from people who are sick. Do not come to school if anyone in your home is sick or quarantined.
3. Shelter in place when not attending school.
4. Wear a face mask in public spaces.
5. Wash your hands for at least 20 seconds frequently.
6. Avoid touching your eyes, nose, and mouth, even after washing your hands.
7. Use hand sanitizer only if soap and water are not available.

### **Wearing a Face Mask:**

Wearing a face mask helps to protect you and others. You should keep the covering on your face (including your nose) the entire time you are in public places. To put on and wear a mask:

1. Wash your hands before touching your face mask.
2. If wearing a commercial disposable mask, the white side always goes next to your face.
3. Put it over your nose and mouth, and pull it in place under your chin.
4. Make sure you can easily breathe.
5. Don't put your mask around your neck or up on your forehead or hang it from one ear.
6. Don't touch your mask (if you touch it by accident, wash your hands).
7. If your mask gets wet or becomes soiled, replace it with a clean mask.
8. When removing your mask:
  - Handle your mask only by the ties or ear loops.
  - Fold your mask so the outside stays outside and the face side stays on the inside.
  - Place your mask in the washing machine, laundry, or throw the mask away.
  - Wash your hands with soap and water.

### **Hand Washing:**

Handwashing helps prevent infections. People often touch their eyes, nose, and mouth without realizing it, allowing germs into their bodies. Germs from unwashed hands may get into foods and drinks when people prepare, eat, or drink them. Germs from unwashed hands can be transferred to other objects such as door knobs, tables, phones, pencils, toys, etc. These actions transfer germs from one person to another. To wash your hands:

1. Wet your hands with clean running water.
2. Apply enough soap to cover all surfaces of your hands and wrists.
3. Lather and rub your hands together briskly and thoroughly. Make sure to scrub all surfaces of your hands, fingertips, under your fingernails, and wrists.
  - a. Rub hands palm to palm in a circular motion.
  - b. Clean the back of each hand with the palm of your opposite hand.
  - c. Scrub between your fingers by interlocking your fingers and rubbing back and forth.
  - d. Clean the back of your fingers by rubbing your interlocked fingers into your palm. Repeat for both hands.
  - e. Clean around each thumb with your opposite hand.
  - f. Rub your fingertips into the palm of your opposite hand. Repeat for both hands.
  - g. Wash each wrist with your opposite hand
4. Scrub your hands and wrists for at least 20 seconds. Count "one-one-thousand, two-one-thousand, three-one-thousand, ...to twenty-one-thousand." Or, you could sing the "Happy Birthday to You" song twice.
5. Rinse your hands and wrists under clean, running water.
6. Dry your hands with a clean paper towel, air dryer, or let them air dry. Do not wipe your hands on your clothing to dry them.
7. If you need to turn off the faucet, do not touch it with your hands; use a paper towel.



### **When to wash your hands:**

1. Before leaving your house (keep your household germs at home).
2. After arriving at your destination (get rid of the germs you collected while traveling).
3. Before, during, and after you prepare food.
4. Before and after you eat.
5. Before and after you touch your face (such as when brushing your teeth or using eyedrops).
6. After you cough, sneeze, or blow your nose.
7. After you touch dirty surfaces.
8. After you have used the restroom.

### **Using hand sanitizer (if you cannot wash your hands)**

1. Make sure the hand sanitizer is at least 60% alcohol.
2. Put about one teaspoon in your palm.
3. Rub well, making sure to rub the sanitizer over all the surfaces of both your hands and between your fingers.
4. Rub for about 25 to 30 seconds, until your hands are completely dry. To time yourself, you could sing the “Happy Birthday to You” song three times.

**Note:** Hand sanitizer is not as effective as washing your hands with soap and water.

### **Students in Hallways:**

1. All hallways will be marked with “one direction” walking.
2. Social distancing X’s, six feet apart, will be in locations where needed: restrooms, attendance window, and entering classrooms.
3. The school building will open at 7:30 a.m. Students may not enter before 7:30.
4. Upon entering the building, students will report directly to their first hour classroom.
5. Breakfast and lunch will be served in the students’ classroom.
6. Students will not be allowed to congregate in the cafeteria or outside areas. Also, students will not be allowed to walk around in the hallways.
7. At the end of the school day, students will be escorted by their teacher to the appropriate exit door, and will exit the building using social distancing. Students will go straight to their bus. Students who do not ride a bus home will exit the campus immediately. Students will not be allowed to loiter or congregate in groups, whether inside or outside.
8. Restrooms will be monitored with social distancing in place. Only one student may be in the restroom at a time. Social Distancing X’s will mark the 6-foot minimum spacing to enter a restroom. Students will return immediately to their classroom once finished.
9. Students will not use lockers until further notice.

### **Students in Classrooms:**

1. A maximum of 10-12 students will be allowed in a classroom.
2. Desks in each classroom will be six feet apart (social distancing).
3. Students will be given assigned seats in each class.
4. Teachers will be following CDC guidelines for classroom instruction and students’ working environment.

### **Visitors to School:**

For the safety of all staff and students, the front door of KMS will be locked at all times.

Visitors will not be permitted in the building. Parents who want to meet with teachers or administrators must make appointments. Meetings will be held via phone calls or Zoom.

### **Student Checkouts:**

Checkouts are not permitted due to limited teacher-to-student face time. Exceptions will be made for extreme emergencies. Should a parent need to check out a student, the parent will call the school and make arrangements. Parents will remain in their vehicle and the student(s) will be escorted to the vehicle.

### **Student Illness:**

- Should a student become ill at school he/she will be isolated in the nurse's office.
- The parent will be called and asked to pick up their child.
- The parent will stay in their car and the student will be escorted to the vehicle.
- It is essential that students' parents/guardians take a student's temperature at home and ask the student if they are feeling healthy before coming to school.
- Do not mask illness or a fever by administering Tylenol or other pain reliever and then sending a student to school. The lives of our elderly and others are at stake; they are counting on you to keep them safe!

### **Canvas:**

All KUSD students will be using "Canvas," a learning management system that helps provide an organized web-based instructional program for students. Canvas gives students and parents all the tools and information needed for the online portion of our educational program. Students will be given a Canvas user name and password so that they can interact with their teachers, complete assignments, and access all materials online. KUSD will provide an orientation to parents and students about how to use Canvas.

### **Digital Citizenship:**

Digital Citizenship is a term used to describe the appropriate behaviors associated with doing online learning. It includes:

- Privacy and security issues while online.
- Positive interactions using media or online communications.
- Protocols to prevent cyberbullying.

### **Virtual Orientations/Informational Meetings/Meet the Teacher Events:**

It is not safe to have large parent or student meetings within the school. Therefore, teachers, counselors, and administrators will hold these meetings and events online. These virtual meetings are designed to disseminate information, seek input, or do "meet-and-greet" activities. They will be advertised and invitations will be sent to parents and students to join in.

### **Parent/Student Feedback Surveys:**

The District understands that parent/student input is critical to the success of the programs. Surveys will be conducted prior to school and during school to get feedback from stakeholders. Your responses to District surveys are appreciated.

### **Responsibilities of Guardians/Parents (for both in-school and distance learning):**

- Ensure their child(ren) are in school on the assigned days.
- Ensure their child(ren) complete and submit all assignments on time.
- Determine the best connectivity/internet access for their child(ren).
- Contact the school should they have any questions.
- Identify and organize a learning environment within the home so that their child(ren) have a place to work.
- With your child(ren)'s input, create a schedule for them to follow at home while engaged in distance learning.

### **Responsibilities of Students (for both in-school and distance learning):**

- Be in attendance/check-in daily with your teachers Monday through Friday. Contact your teachers if you are absent (including being absent from home on days that you are scheduled to do distance learning) or if you are unable to log in to Canvas.
- Review Canvas daily. Note each teacher's calendar of assignments, assessments, and supporting activities. Upload appointment or parent notes to document absences.
- Complete and submit all assignments on time, while adhering to your teachers' expectations for each assignment.
- Engage in live classroom/instructional meetings when presented by the teacher.
- Ask your teachers if you have any questions or concerns.
- With your parents/guardians' input and approval, create a schedule to follow at home while engaged in distance learning.

### **Responsibilities of Teachers (for both in-school and distance learning):**

- Upload a statement of class expectations, course syllabus, and grading policy into Canvas account. Input grades for a minimum of two assignments per subject per week.
- Upload and regularly update instructional materials, lesson materials, and curricular materials. These include but are not limited to videos, class notes, supporting reading material, research material, lab materials, lesson templates, and examples of work.
- Upload links to programs you may use, such as Khan Academy.
- Create an assignment drop box or method to collect work.
- Create a place to chat or give feedback and use it regularly.
- Maintain daily contact hours, share contact information with students and parents, and communicate with students and parents on a regular basis.
- Input attendance daily for students physically present and also those engaged in distance learning.
- Notify students and their parents/guardians of plans for interventions and/or tutoring.

### **Assessments:**

State-mandated testing and local progress monitoring assessments are being planned. Assessments will be scheduled for the days students are in the building or through online means. More details will be communicated as we near the testing dates.

### **Chromebook/IPAD Distribution:**

To increase success during distance learning, KMS will distribute a Chromebook or iPad to each student. Information for picking up the device will be shared with parents/guardians prior to the first day of school. Every student and parent will complete and submit an Electronic Use and Distance Learning Agreement form, in which they take responsibility for any loss or damage to the device or other components issued by KUSD.

### **Technical Support:**

Because student success is determined by the completion of lessons and assignments both in class and online, it is imperative that students contact their teachers immediately if they encounter any problems with the technology they are using, whether personal or issued by KUSD. The Technology Department will establish a hotline for tech support. Students cannot use "broken technology" as an excuse for not submitting assignments; alternate means of submission will be discussed when the student contacts his or her teacher.

**Student Class Schedules:**

Students will attend seven classes per day, as usual. However, students will remain in one classroom to limit exposure to COVID. Teachers will change classrooms, not students. Student schedules will be completed by counselors, as per the student enrollment form completed during the summer. If the enrollment form was not returned, classes will be scheduled as per promotion requirements. Schedules can be seen on StudentVue and ParentVue in Synergy.

**Food Distribution:**

While at school, meals will be brought to students in their classrooms. KUSD will communicate plans for food distribution when students are participating in distance learning.

**Athletics:**

Decisions about athletics will be determined by the KUSD Governing Board, after receiving guidance from the AIA, the Arizona Governor's Office, the Navajo Nation President's Office, and the Arizona Department of Education. No decision will be made until further notice.