

Kayenta Elementary School

2020-2021 Re-Entry Handbook For Distance Learning

For Parents, Students, and Staff

Kayenta Elementary School
PO Box 337
Kayenta, AZ 86033
(928) 697-2300/2301

Dear Parents,

Kayenta Elementary School (KES) would like to thank you for entrusting us with your child(ren). It is an honor to be able to work with your child at KES.

While we are facing an unusual time in education, we want to assure you that we are taking all precautions very seriously. Our school is following Center for Disease Control's (CDC) guidelines in dealing with this pandemic. The health and safety of all staff, students, and parents continues to be our top priority. COVID-19 is an extremely contagious virus and to protect the entire KES community, **KES will start the school year 2020-2021 via Distance Learning.**

Kayenta Elementary School will continue to provide an exceptional educational program and provide all regular services, only in a different format - **Online and through specific appointments to the school.**

This handbook guide is intended to outline how instructional and extended services will continue to be provided at the highest level possible.

On behalf of the Kayenta community we are all asked to continue to abide by the safety precautions as outlined by the CDC and Navajo Nation health officials.

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Thank you,

Dr. Carmen Moffett
Principal

Distance Learning

“Distance Learning” means that students will not be physically in the KES building. KES will be providing instruction and services **online** to students.

Kayenta Unified School District will be using Canvas Learning Management Platform, which allows students chat accessibility, conferencing, and discussion function for online learning. To learn more about Canvas Learning Management Platform, you can visit their website at <https://www.instructure.com/canvas/k-12/platform>

Students will be given a password and access to Canvas Learning Management Platform so that they can interact with their teachers, complete assignments and access all materials online. In addition to Canvas Learning Management Platform, teachers may use instructional videos to deliver instruction to students, as needed.

KUSD will provide an orientation to parents and student about the Canvas Learning Management Platform

KES Office Staff Hours:

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

- Office Hours: 8:00 a.m. to 5:00 p.m.
- Contacts: Elvita Tsosie-Clark, Administrative Assist.
928-697-2300
- Rosenda Slivers, Registrar
928-697-2301
- Dr. Maria del Carmen Moffett, Principal
928-697-2303
- Rebecca Gilmore, Dean of Students
928-697-2304

Counselors Hours:

- Office Hours: 8:00 a.m. to 5:00 p.m.
- Contacts: Genevieve Young, Counselor 928-697-2305
Helena Botone, Counselor 928-697-2315

Social/ Emotional Services:

The KES Counselor team will continue to provide services for the social emotional well-being of students. Part of this plan will be to reach out to students and provide communication tools to have two way communications.

Students and parents are always encouraged to contact the counseling team or school administration for information pertaining to services provided.

Teacher Schedules:

KESteachers will be providing instructional services and maintaining contact hours. Parents and students who have questions about course work, assignments, teacher access 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 daily contact during the online instructional program.

A. Teacher Contact Hours:

Monday-Friday 8:00 am-2:45 pm

B. Teacher Direct Instruction/Student Contact:

KES teachers will provide face to face instruction/upload instructional videos/make contact with students through Canvas, Zoom, and/or teleconferences.

Monday-Friday 8:00-2:45 pm

C. Teachers Direct Instruction/Tutoring:

Teachers will have 1 hour available after instruction for tutoring students who may not have access to direct instruction to follow up with pre-recorded lessons/videos.

Monday-Friday 2:45-3:45 pm

Digital Citizenship:

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

This includes discussion and training with teachers about:

- 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:

With online learning it is impossible to have large parent or student meetings within the school. In order to communicate information to students the MVHS administration, counselors and teachers will have meetings online. These virtual meetings will be designed to disseminate information, seek input or to do “greet and meet” activities.

The meetings will be advertised by the responsible persons at KES 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.

ELEMENTARY DISTANCE LEARNING SCHEDULE

Individualized student schedules may be different due to scheduled elective classes, ESS services, and/or counseling services. The following schedule is a student sample.

1st – 4th Grades	
Time	To Do
7:45—8:00 AM	<ul style="list-style-type: none">• Organize learning space, turn on computer/device, log into Gmail and Google Classroom/Canvas• Review daily Gmail announcement from teacher(s) and get necessary learning materials (books, workbooks, etc.)
8:00-8:45 AM	Reading Language Arts <ul style="list-style-type: none">• Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day• Begin assignments or instructions by teacher
8:45-9:30 AM	Reading Language Arts or Elective Class <ul style="list-style-type: none">• Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day• Begin assignments or instructions by teacher
9:30-10:15 AM	Reading Language Arts or Elective Class

	<ul style="list-style-type: none"> Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day Begin assignments
10-15-10:30 AM	<ul style="list-style-type: none"> Take a Break – Stretch – Brain snack
10:30-11:15 AM	<p>Mathematics</p> <ul style="list-style-type: none"> Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day Begin assignments or instructions by teacher
11:15-12:00 PM	<p>Mathematics</p> <ul style="list-style-type: none"> Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day Begin assignments or instructions by teacher
12:00-12:30 PM	<ul style="list-style-type: none"> Lunch and movement (Take a walk. Dance. Do jumping. Run. Follow an online workout routine. Just move!)
12:30-1:15 PM	<ul style="list-style-type: none"> Interventions/Additional Support for Selected Students/Tutoring
1:15-2:00 PM	<p>Science/Social Studies</p> <ul style="list-style-type: none"> Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day Begin assignments or instructions by teacher
2:00-2:45 PM	<p>Science/Social Studies</p> <ul style="list-style-type: none"> Engage in first virtual session or chat session or video tutorial or whatever the topic is for the day Begin assignments or instructions by teacher
2:45 PM	<ul style="list-style-type: none"> You are done for the day of distance learning! Way to go!
2:45-3:45 PM	<ul style="list-style-type: none"> Tutoring for selected students, as needed. Parent/student contact time, as needed.

Note: In the event the Canvas is not available, teachers and students at KES will use Google Classroom to conduct direct instruction.

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 (or Google Classroom) 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 and grading policy into Canvas account. Input grades for a minimum of one assignment per subject per week.
- Submit daily/weekly standards-based lesson plans to review.
- Upload a monthly or daily calendar of class schedule.
- 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 Zoom links or resources
- 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. Teachers are required to submit grades for work completion and tests/exams. More information will be share regarding grades and how you can access your child's work completion.
2. One assignments per week (minimum) for ELA, Math, Science and Social Studies will be graded and entered as grades.

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, KES 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 classes daily. Your child's teacher will provide you with a class schedule, as well as login information to access the face-to-face online instruction.

Food Distribution:

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