

# Monument Valley High School



## 2020-2021 Distance Learning Handbook

For:  
Parents, Students, Staff

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## Glossary:

Assessments/Pre-Assessments	Testing for knowledge and progress in a content area
Block Schedule	Four class periods of equal time in a school day
Brick and Mortar	Classes conducted in the MVHS school building
Congregating	Gathering of a group of students, staff, teachers and/or visitors
Chromebook	A laptop
Digital Citizenship	The appropriate behaviors associated with doing online learning
Hybrid	A blend of brick and mortar, in a building, and on-line learning
Instruction	The action of teaching
Instructional Planning	The preparation of the action of teaching
Learning Management System	A system that tracks, reports and delivers instructional material ( <b>Canvas</b> )
Power Standards	Identifies a critical area of the highest priority for students to learn
Quarantine	To isolate from normal relations or communications
Quadrants	Any of the four <b>parts</b> into which something is divided
Scope and Sequence	Structure for learning by helping educators present the learning material in a logical order
Social Distancing	Keeping a safe distance between you and others (6 feet or two arms lengths).
Social/Emotional Services	Resources that help students and parents manage their emotions, build healthy relationships and feel empathy with different life situations
Thermal Temperature	A system in which a student, staff, teacher and/or visitors temperature is taken
Traffic Flow	The direction in which a student will walk
Virtual Contact Hours	Online hours in which a teacher may be reached
Distance Learning	Occurring primarily online/not in the school building
Distance Learning Orientation	Online meetings to disseminate information, seek input or to do “greet and meet” activities
Zoom	Virtual meeting with students, staff, teachers and parents/guardians

## Welcome to MVHS Distance Learning

### **“All Students Will Be Doing Distance Learning”**

“Once a Mustang Always a Mustang”

Dear Parents,

The administration and staff at Monument Valley High School would like to thank you for entrusting us with your child during his/her high school years. It is an honor to be able to work with your child at MVHS.

We are excited for the upcoming school year and know you are as well. We know we are facing an unusual time in education. Since March 2020 the COVID-19 pandemic has changed the way we all have lived and more specifically, how Monument Valley High School has delivered instruction to its students. This year we know that with everyone working together (guardians and school staff) for our children the school year will bring a fruitful learning experience for your student.

The 2020-2021 school year will start with all teachers teaching online and all students doing their learning online.

Monument Valley High School will continue to provide an excellent educational program; only in a different format. The interaction between your child and his/her teacher will be **Online**.

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

It is important that students, parents, teachers, administration, and staff continue to work together to make the online experience a positive experience for all involved. More specifically, a productive learning experience for your child.

#### **Community Togetherness:**

The staff at Monument Valley High School is proud to have the opportunity to work with your child. Thank you so much for helping us in the venture. Please contact the school anytime you have questions or concerns at 928-697-2100.

Thank you,

*Blane Baker*

MVHS Interim Principal

## **What does it mean to have all students engaged in “Distance Learning”?**

“Distance Learning” means that students will not be physically in the MVHS building. MVHS will be providing instruction and services online to students. Students will be doing their work from home and submitting it to their teacher.

Note: Parents, if you want to talk about connectivity at home, internet issues or alternative ways to receive assignments (or how the teacher can contact your child) please call the school for assistance.

### **MVHS Vision for Distance Learning:**

While the delivery of instruction and materials may change due to COVID-19, and the mode for learning may have changed, the MVHS goal, “that all students will learn” remains the same.

**The expectation is that both instruction and learning shall not diminish with distance learning.**

Prior to the start of the school year the MVHS departments will be:

- Outlining the course material for each class within the department for the purpose of online instruction.
- Defining the course content that is critical for mastering each course’s objectives during online learning.
- Reviewing district assessments/ designing pre-course assessments to test students to determine online learning readiness.
- Designing lesson plans that incorporate a variety of ways for students to demonstrate mastery of assigned work: **Equity for all students and flexibility in assignments.**

### **MVHS Office Staff Hours:**

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

(Note: due to the safety of all concerned visitors will not be allowed in the buildings. Parents can contact the school and we will make appointments for parent meetings).

Office Hours:	8:00 a.m. to 5:00 p.m.	
Contacts:	Cheryl McKerry, Administrative Assistant	928-697-2100
	Rowena White-Claw, Administrative Assistant	928-697-2102
	_____, Principal	928-697-2103
	Blane Baker, Assistant Principal	928-697-2105
	Shannon Young, Registrar	928-697-2106
	Marita Platero, Attendance Clerk	928-697-2107

**MVHS Counselors/Social Worker Hours:**

**Office Hours:** 8:00 a.m. to 5:00 p.m.

**Contacts:**

Brian Bradley, 12 <sup>th</sup> Grade and 9 <sup>th</sup> Grade-Q-Z Counselor	928-697-2109
Marita Draper, 11 <sup>th</sup> Grade and 9 <sup>th</sup> grade G-P Counselor	928-697-2110
Michell Todacheene, 10 <sup>th</sup> Grade and 9 <sup>th</sup> Grade A-F Counselor	928-697-2111
Jacqueline Knight, Social Worker	928-697-....

**Social/ Emotional Services:**

The MVHS Counselor Team/Social work team will continue to provide services for the social emotional well-being of the MVHS 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 MVHS counseling/social work team or school administration for information pertaining to services provided.

**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.

## **MVHS Student/Teacher Schedules:**

**Students will be assigned to four classes. The time for the distance learning classes are listed below.**

Note: It is expected that there will be teacher and student daily contact during the distance learning instructional program. Attendance will be taken every period each day during direct instruction.

### **Monday, Tuesday, Wednesday and Thursday:**

**Distance Learning Class Period 1- 8:00 a.m. to 8:55 a.m.-** (Direct Instruction Online - contact between teacher and student /video , Zoom, Canvas, Google Classroom, Video Lessons, video conferencing, message board). Attendance will be taken by the teacher during Direct Instruction.

**Distance Learning Class Period 2- 9:15 a.m. to 10:10 a.m.-** (Direct Instruction Online - contact between teacher and student /video , Zoom, Canvas, Google Classroom, Video Lessons, video conferencing, message board). Attendance will be taken by the teacher during Direct Instruction.

**Teacher Prep 10:10 a.m. to 11:00 a.m.** (Parent/Student communications/Upload lessons/materials/videos into Canvas/planning and collaborating with peers/department members)

**Teacher Contact (office) Hours (for students) 11:00 a.m. to 12:00 p.m. -** (Explanation of material, online messaging/questions/Tutoring/intervention)

**Teacher Lunch 12:00 p.m. to 12:50 p.m.**

**Distance Learning Class Period 3- 1:00 p.m. to 1:55 p.m.** (Direct Instruction Online - contact between teacher and student /video , Zoom, Canvas, Google Classroom, Video Lessons, video conferencing, message board). Attendance will be taken by the teacher during Direct Instruction.

**Distance Learning Class Period 4- 2:10 p.m.- 3:05 p.m.** (Direct Instruction Online - contact between teacher and student /video , Zoom, Canvas, Google Classroom, Video Lessons, video conferencing, message board). Attendance will be taken by the teacher during Direct Instruction.

**Teacher Preparation/Collaboration Time: 3:05 p.m. to 3:45 p.m.**

### **Friday (distance learning work –no direct instruction or class periods):**

Attendance will be taken by the teacher through observation that the student logged in to do work. Attendance by log in is required by the student in order to be counted as present in school on Friday. Friday is a day for students to work on class assignments, make contact with their teachers, and prepare for the following weeks lessons.

Teachers will be messaging with students/parents, uploading materials in Google, Canvas, planning, grading, and contacting parents and students, providing intervention /additional academic support for students, tutoring as designed by individual teachers for their classes. Having additional Zoom meetings as needed. Interaction with students will be scheduled by the individual teacher.

### **Friday Teacher Distance Learning Contact (office) Hours (for Students):**

**10:00 a.m. to 11:00 a.m. and 1:00 p.m. to 2:00 p.m.**

Specific questions about course work, assignments and teacher contact can be made through the each individual teacher's Canvas, Google, or Email accounts, or as instructed by the individual teachers.

### **What is the KUSD/MVHS Distance Learning Management System?**

Kayenta Unified School District/ Monument Valley High School will be using a Learning Management Systems called "Canvas". Teachers will also be using Google Classroom and Google Suit.

Teachers will be using "Canvas"/Google Classroom/Google Suit as a tools to provide a web based instructional program for students. Each teacher will use these tools to give students the materials/lessons needed for an online educational program.

Students will be given access to these programs so that they can interact with their teachers, complete assignments, and access all materials online.

### **Distance Learning Communication/ Informational Meetings:**

In order to communicate information to students the MVHS administration, counselors and teachers will use phoning, texting, online message boards, Zoom, Canvas, and Google online.

These communication methods will be designed to disseminate information, seek input, or to do "greet and meet" activities.

These meetings will be advertised by the responsible persons at MVHS and invitations will be sent to parents and students to join in.

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

KUSD/MVHS understands that parent/student input is critical to success of all programs.

Surveys will be conducted periodically to get feedback for stakeholders.

Support of responding to the KUSD/MVHS surveys is appreciated.



### **How can you help as a parent? Support of Guardians/Parents for Distance Learning:**

1. Please have your child engaged in online class activities/instruction as assigned by teachers. Contact MVHS if you do not have online connectivity.
2. Please have your child log in online (or use Email/Phone/Text to communicate to the teacher if you do not have connectivity) for attendance daily throughout the week.
3. Please contact the school should you have questions about online learning or have a need to discuss alternative ways to get lessons to your child.
4. Please organize a learning environment within the household so that you child will have a place to do assignments at home.
5. Please contact the school should you have any questions or concerns.

### **Expectations of Students (Distance Learning):**

1. Students are expected to attend all distance learning instructional blocks as scheduled, or check in daily (online/or other method) with each teacher/and each class period.
2. Students will use alternative ways to contact their teachers if they do not have access to distance learning instruction (phone, text, email).
3. Students will review due dates for assignments and adhere to the teacher expectation for assignments. Engage in live classroom/instructional meetings when presented by the teacher, or do assignments as assigned through an approved alternative method.
4. Students are expected to be in attendance/check in with their teachers on a daily basis as for the scheduled period's above-Monday, Tuesday, Wednesday, Thursday and Friday.
5. Students are expected to work on line or submit assignments as assigned by all their teachers to the best of their ability.
6. Students are expected to communicate with their teachers should they have questions or need additional support on assignments. They will contact their respective teacher regularly during office hours or via Email.
7. Students are expected to schedule a daily time at home to do assignments while in online instruction.
8. Students are expected to communicate with their respective teacher should they have appointments, unable to attend scheduled instruction or unable to connect to the internet.
4. Upload appointment notes/or parent notes to document absences.

## **Expectations of MVHS Teachers for both Distance Learning Instruction (Use of Canvas/Google Instructional Programs):**

1. Teachers will communicate with their students regularly.
2. Teacher will have weekly lesson plans prepared based on AZ Standards.
3. Teachers will regularly upload and update/maintain instructional materials//lesson materials/curriculum materials/videos into their “Canvas”/Google accounts, or prepare alternative learning packets to distribute to students. This may include;
  - a. Teacher videos, class notes, supporting reading material, research material, lesson templates, examples of work, and lab materials.
  - b. Important supporting links (Alek, Khan Academy, and ICEV) related to course content/assignments when needed.
4. Teachers will maintain daily contact hours per the instructional schedule included in this handbook so that students/parents can make contact with them. Contact information will be shared by the teacher to students/parents.
5. Teachers will upload class expectations for learning.
6. Teachers will upload a course syllabus.
7. Teachers will include their grading policy in the course syllabus.
7. Teachers will have an assignment drop box/method to collect work.
8. Teachers will have a student “Chat” or “feedback” component to online learning.
9. Attendance: Teachers will take student attendance daily for each class through daily direct Instruction (M-Thurs.) or by students logging online/communicating with them (Friday). Attendance is critical for a student’s classroom performance in each class no matter whether in an online instructional format or in a building instructional format. Students who are not able to connect online can use alternative daily methods to contact the teacher for attendance purposes.

## **Interventions/Parent Contact:**

- a. Tutoring or intervention will be planned between the student and respective teacher/classroom.
- b. It is expected that the student will contact his/her teacher when he/she needs help.
- c. Ongoing communications via Email (or other means) will occur between students and teacher to check on mastery of course material.
- d. Parents are welcomed to communicate with teachers via Email/phone/or online communications when needed.

### **Grading:**

- a. The grading policy will continue as outlined in the respective teacher's syllabus and the MVHS Parent/Student Handbook.
- b. Teachers will outline their grading policies in their course syllabus and upload the document in Google Classroom/CANVAS. Alternative communication methods may be used.
- c. Two assignments on average per week (minimum) is required.

### **Assessments:**

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

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

Monument Valley High School is committed to getting a Chromebook/IPAD into the hands of every student enrolled in Kayenta Unified School District/Monument Valley High School.

A schedule and directions will be sent out to all parents/students for picking up the device on campus prior to the start of school.

Part of the KUSD plan for online instruction includes distributing Chromebooks or IPADS to every student who enrolls at MVHS for the 2020-2021 school year. The purpose of getting the electronic devices into the hands of students is so each student will have a device to interact with their teachers, engage in online learning and to do assignments.

1. Every student and parent will complete an annual "Electronic Use Form" and return the form to the MVHS administrative staff.
2. Parents and students will be asked to sign off on a form that documents responsibility for the equipment that they have checked out.
3. MVHS will document the identification number for the device received by each student.
4. Included in the distribution will be the AC cord.
5. Distribution of the Chromebooks/IPADS will occur prior to the start of the 2020-2021 school year in a "drive up" method in front of the main entrance of MVHS.

6. Notifications will be sent out to parents/students through the MVHS webpage, parent/student all calls, text messages, call, on the specific dates and times, for specific student groups (grade levels/alphabetically)for the distribution of the Chromebooks/IPADS.
7. Parents/students will stay in their vehicle and not exit the vehicle.
8. MVHS staff will greet parents/students at their vehicle.
9. MVHS will be following the safety precautions of: social distancing, wearing face coverings and gloves, and restraining from contact with individuals and devices.

### **Technical Support:**

Students who are having trouble with their Chromebook/IPAD should immediately communicate that to the school administration, counselor, or classroom teacher.

### **Student Class Schedules:**

Monument Valley High School will continue a “block Schedule” format. This means that each student will be assigned four classes.

The schedules will be completed by each student’s counselor per the student registration form that he/she completed during the summer of 2020. If the enrollment form was not completed and returned by a student to their counselor, the counselor will schedule classes as outlined in the MVHS graduation requirements.

Students and parents will be able to view schedules on their “Parent/Student View” account in Synergy.

All questions about schedules can be directed to the student’s respective counselor.

### **Graduation Requirements:**

Graduation requirements have not changed because MVHS is doing online learning. Students are expected to meet the requirements as outline by the MVHS Parent/Student Handbook and approved by the KUSD Governing Board.

Currently 28 credits are required for graduation.

Please see the 2020-2021 Parent/Student Handbook or contact the student’s counselor about graduation/ graduation credits or should you have questions.

**Food Distribution:**

KUSD's administration/ Food Service program will continue to advertise and communicate the district's plan for food distribution.

**Athletics:**

Fall sports have been canceled for the safety of all staff and students.

A Determination about athletics will continue to be reviewed throughout the fall for consideration about winter sports.

**Monument Valley High School  
Parent, Student and School Compact 2020-2021  
(RETURN TO MONUMENT VALLEY HIGH SCHOOL)**

My child and I have read and understand the information about the online learning program as outlined in the MVHS 2020-2021 "Distance Learning" Handbook.

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_