

# Start of School Year

(Everything is subject to change)

## Expectations for Students

### Students Intro to Distance Learning

August 6<sup>th</sup>

- Log in to your Hornetland Email
- Sign up for Google Classroom using the invitation link sent by your teachers
- View your teachers' introductory videos in Google Classroom
- Go to YouTube to watch the Welcome video.
  - Type in "Ganado Schools" to find the YouTube video
  - Teacher Welcome Video - Kim and Sarah G.
- Log in to FamilyLink to view your class schedule.

August 7<sup>th</sup>

- Read and Review Class Syllabus for each period
- Read and Acknowledge Student Handbook
- Read and Acknowledge Student Expectations for Distance Learning
- View videos on how to have a successful learning experience. Review these videos over the next couple of weeks
  - Search "Ganado Schools" in YouTube
    - How to turn in assignments to Google Classroom
    - How to log in to Family Link
    - How to Use Zoom
    - How to Use Google Meets
    - How to use the Remind App
    - How to use Edgenuity
    - How to use iCEV for CTE Students
    - Time Management
    - Online Etiquette
    - Minimize distractions
    - School Social Worker content

- Student Training for Google Suit

### **Student Expectations for Participation in Class**

- ❖ Communicate and check in with your teachers regularly
  - o Daily bellwork assignments
  - o Teacher Office hours
  - o Remind App
  - o Email
  - o Google Classroom comments
- ❖ Regular Attendance and Grades
  - o Attend Live Lessons on Schedule Day
  - o Complete daily bellwork assignments
  - o Log in and complete Edgenuity assignments
  - o Log in to Google Classroom and complete assignments
  - o Complete homework assignments outside of school
  - o Follow rules on due dates, late work, and make up work as outlined in Syllabus.
  - o **IMPORTANT: Unlike the Spring, this school year, grades are based on you completing assignments, participating in class, and how well you perform on the assignments.**
- What to do if you are having difficulties
  - o Communicate with your teachers.
    - If you need help with school work
    - If you cannot attend class
    - If you need technology help
    - If you need supplies
    - If you are falling behind
  - o Communicate with Academic Counselors
    - If you need help managing your schedule
    - Grades
    - Credit toward Graduation
    - Career and College questions
    - Study Skills
    - Academic Topics
  - o Communicate with School Social Worker

- If you are experiencing issues outside of schoolwork
  - Relationships
  - Stress/Anxiety/Fear
  - Family conflict
  - Personal Needs
  
  - Mental Health needs

## Expectations for Parents:

Your role as a parent is so important in this time of change. Here are some ways that you can engage in the learning of your child and assist in ensuring that your child is meeting expectations for their classes.

1. Update contact information to stay informed. Phone calls and email messages are used to communicate with parents. If your contact information changes, inform the school right away.
2. Email addresses for the staff can be found on each school's website.
3. Phone calls may be made to the school at: (928)755-1500 (Highschool) 928-755-1300 (middle school) 928-755-1300 (Intermediate School) 928-755-1200 (primary school) from 8:00 - 5:00 Monday to Thursday.
4. Ensure your child can access the internet and has a computer to work on. Smartphones will work for most learning platforms that the school will use, but some platforms work best on a computer. Smartphones also are very small and lack a proper keyboard.
5. GUSD offers options if you do not have internet access at home. Communicate with your school to learn more.
6. Ensure your child attends all live lessons, logs in to Edgenuity, and completes daily assignments. Assignments will help the school record attendance each day.
7. Open up an email account to receive invitations to Google Classroom and other communication tools the school may use.
8. Sign up for FamilyLink. This portal will allow you to see your child's grades on a weekly basis.
9. Sign up for the Remind App. This messaging system uses text messaging to communicate with teachers.
10. Accept your child's teachers' invitations to join Google Classroom. You will be able to see all of the assignments that are assigned by teachers, missed work by the student, and upcoming assignments.

11. Set up designated areas for study. A desk/table with good lighting, comfortable seating, and access to school supplies is helpful. Using headphones or earbuds during live lessons or when watching instructional videos will help to block out distractions while they are working.
12. Live lessons are held daily during regular school hours from Monday to Thursday. Parents should ensure that students have plenty of rest at night to be alert and ready to learn the next day.
13. Communicate with teachers and the school about any concerns you may have for their learning or social/emotional health.

## **Expectations for Teachers:**

### **Teachers Responsibility and Instructional Plan Guidelines** **Intermediate, Middle and High School**

- **Teacher Set Up – Ready to go by August 6.**
- Google Classroom set up with rosters
  - Recommendation is to set up separate classrooms for each period that you teach.
- Video Intro – Name, Interesting facts about you, classroom photo, etc.
- Syllabus posted in Google Classroom with acknowledgement by student (first assignment in google forms)
  - Include Office Hours in Syllabus.
- Join the Teacher Google Classroom “Hornet’s Nest” and submit lesson plans weekly. Will join as a student. Teachers will be Mrs. Sidney, Mr. McNabb, and Mrs. Nelson.
  - Submit Syllabus in Hornet’s Nest
  - Submit Opening Lesson Plan
- GSuite Training
- Edgenuity Training – August 3
- iCEV Training (CTE) – August 4 & 5

### **Weekly Lesson Plans**

- Submitted to “Hornet’s Nest” (Staff Google Classroom) on Sunday for the upcoming week.
- Lesson Plans shall be titled in the following format:
  - Teacher Last Name (include first name initial if there is another teacher with same last name).
  - Monday’s Date of Lesson Plan

- Name of Course and Period
- Example: Hornet, H. 7.31.20 Math P1
- Weekly Lesson Plan shall be posted to Google Classroom on Monday Morning to share with students/parents.
- **Do not post content beyond the week we are working in.**
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- **Assignment policy**
- 2 graded assignments minimum per week
  - Bellwork shall not be included as part of this grade.
- 5 Bellwork assignments per week
  - You may schedule bellwork activities in Google Classroom to “pop up” when it is time to do the bellwork.
  - See Video/Powerpoint in Hornet’s Nest Classroom
  - Daily Bellwork assignment required for attendance
  - There shall be no late bellwork. The only exceptions would be due to absences.
  - Not counted as the 2 minimum
  - Not to exceed 10 minutes of time needed for completion
- **Do not post content beyond the week we are working in.**
- Due dates for all work for classes will be at the end of each week. This includes late work. This is to maintain uniformity among classes for students to better manage their work week. Make up work shall follow the same policy: student has the same number of days he/she was absent to make up work). Include in Syllabus.
- ❖ 2 new grades and 5 bellwork assignments shall be entered into Web Classroom (SchoolMaster) weekly by Friday at 3:00 p.m.
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- **Delivery of Instruction**
- ❖ Live Lessons held with students once a week according to the schedule.
  - Zoom or Google Meets
- Additional assignments shall continue to be given to students to work on throughout the week. (2 new grades per week minimum)
- Office Hours 3 times a week on days you are not assigned to do a live lesson.
  - Availability for 2 hours
    - 1 hour in the morning and 1 hour in the afternoon
    - Include Office Hours in Syllabus.
    - Students can attend office hours by
      - Email
      - Zoom, Google Meets, etc.
      - Phone conference
      - Facetime

- Google Hangouts
- Remind

## **Ganado Primary School**

### **Teachers Responsibility and Instructional Plan Guidelines**

#### **Teacher Set Up – Ready to go by August 6.**

- Google Classroom set up with rosters
  - Recommendation is to set up separate classrooms for each subject that you teach.
- GSuite Training
- Edgenuity Training – August 3

#### **Weekly Lesson Plans**

- Submitted to Principal and Lead Teacher on Sunday for the upcoming week. (Email or Google Classroom, I will share more information soon)
- Lesson Plans shall be titled in the following format:
  - Teacher Last Name (include first name initial if there is another teacher with same last name).
  - Monday's Date of Lesson Plan
  - Grade Level
  - Example: Burns, J. 8.6.20 Kinder
- Weekly Lesson Plan shall be posted to Google Classroom on Monday Morning to share with students/parents.
- **Do not post content beyond the week we are working in.**

#### **Assignment policy**

- 2 graded assignments minimum per week
- **Do not post content beyond the week we are working in.**
- Due dates for all work for classes will be at the end of each week. This includes late work. This is to maintain uniformity among classes for students to better manage their work week. Make up work shall follow the same policy: student has the same number of days he/she was absent to make up work).
- 2 new grades for each subject/class shall be entered into Web Classroom (SchoolMaster) weekly by Friday at 3:00 p.m.

## Delivery of Instruction

- Live Lessons or recorded lessons to be provided to students according to the schedule.
  - Zoom or Google Meets
- Additional assignments shall continue to be given to students to work on throughout the week. (2 new grades per week minimum)

Office Hours have been assigned

- Students can attend office hours by
- Email
- Zoom, Google Meets, etc. (set up an appt.)
- Phone conference (set up a time)
- Facetime (set up a time)
- Google Hangouts (set up a time)
- Remind

## Attendance

- Teachers will continue to maintain an attendance ledger for accountability purposes.
- Teachers will continue to receive attendance verification sheets for review and signature each week.
- Daily attendance will be taken by teachers through the completion of daily bellwork assignments.
- Instructional time will be recorded by teachers in the following ways:
  - Attendance at Live Learning Sessions.
  - Time spent on Edgenuity coursework.
  - Time spent in Teacher Office Hours as recorded in teacher logs.
- If necessary, attendance and instructional time may be recorded by parents via:
  - Parent attestation documenting time students spend working on assignments.
- GHS will create an attendance team to make contact with parents/students in the following circumstances:
  - Student has not checked in during the first week of school.
  - Student has missed 3 attendance events in a row.
  - Student has missed 5, 7, or 9 days.
  - Student is in danger of not receiving credit due to accumulating absences. Students do not receive credit after missing 9 days of attendance.

- Student is in danger of being dropped from school for non-attendance. Students who miss school for 10 consecutive days are dropped from enrollment.

## How each student will participate in their classes:

### *At all School Sites*

- Students will use Google Classroom
- Students will use textbook series and their accompanying workbooks
- Students will Zoom
- Edgenuity Lessons will be assigned
- Grades 6-12 use ALEKs math Curriculum
- Students will visit teachers office hours
- Students will email their teachers
- Students, Parents and Teachers will use the REMIND APP

## Schedules of when classes will meet live via zoom:

### *Ganado Primary School*

<i><u>Live / Recorded Lesson Schedule</u></i>					
<i><u>Time</u></i>	<i><u>Monday</u></i>	<i><u>Tuesday</u></i>	<i><u>Wednesday</u></i>	<i><u>Thursday</u></i>	<i><u>Friday</u></i>
<i>8:00 - 8:25</i>	<i>Attendance Check In</i>	<i>Attendance Check In</i>	<i>Attendance Check In</i>	<i>Attendance Check In</i>	<i>Attendance Check In</i>
<i>8:30 - 9:00</i>	<i>Kinder Math</i>	<i>1st Grade Math</i>	<i>Pre-K</i>	<i>2nd Grade Dine Studies</i>	<i>Attendance Form Due</i>

<b>9:05 - 9:35</b>	<i>2nd Grade Math</i>	<i>Kinder ELA</i>	<i>1st Grade ELA</i>	<i>Pre-K</i>	<i>Student Independent Work</i>
<b>9:40 - 10:10</b>	<i>Pre-K Dine Studies</i>	<i>2nd Grade ELA</i>	<i>Kinder SS</i>	<i>1st Grade SS</i>	
<b>10:15 - 10:45</b>	<i>ESS (including Lifeskills)</i>	<i>ESS (including Lifeskills)</i>	<i>ESS (including Lifeskills)</i>	<i>ESS (including Lifeskills)</i>	
<b>10:50 - 11:50</b>	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>	
<b>11:55 - 12:25</b>	<i>1st Grade Sci</i>	<i>Kinder Art</i>	<i>Pre-K Spark</i>	<i>2nd Grade Sci</i>	
<b>12:30 - 1:00</b>	<i>2nd Grade Spark</i>	<i>Pre-K</i>	<i>1st Grade Art</i>	<i>Kinder Spark</i>	
<b>1:05 - 1:35</b>	<i>Pre-K</i>	<i>1st Grade Spark</i>	<i>Kinder Dine Studies</i>	<i>2nd Grade Art</i>	
<b>1:40 - 2:10</b>	<i>1st Grade Dine Studies</i>	<i>Kinder Sci</i>	<i>2nd Grade SS</i>	<i>Pre-K Art</i>	
<i>*K-2 Allied</i>	<i>will be a recorded lesson.</i>	<i>Live lessons for allied</i>	<i>could overload teacher</i>	<i>since each grade level</i>	<i>has about 75 students.</i>
<i>*Pre-K allied</i>	<i>could be a live lesson</i>	<i>since they have a lower</i>	<i>grade level count.</i>		
		<b><i>Distance Learning Office Hours Schedule</i></b>			

<b>7:55 - 8:25</b>	<i>All Grade Levels / ESS</i>	<i>All Grade Levels / ESS</i>	<i>All Grade Levels / ESS</i>	<i>All Grade Levels</i>	
<b>2:15 - 4:15</b>	<i>All Grade Levels / ESS</i>	<i>All Grade Levels / ESS</i>	<i>All Grade Levels / ESS</i>	<i>All Grade Levels</i>	
<b>4:15 - 5:15</b>	<i>Staff Meetings As Needed</i>	<i>Staff Meetings As Needed</i>	<i>Staff Meetings As Needed</i>	<i>Staff Meetings As Needed</i>	
	<b><u>Grade Level PLC / Prep Schedule</u></b>				
<b>8:30 - 9:00</b>	<i>ESS Prep</i>	<i>ESS Prep</i>	<i>ESS Prep</i>	<i>2nd Grade Prep</i>	
<b>9:05 - 9:35</b>	<i>Allied Prep</i>	<i>Allied Prep</i>	<i>Allied Prep</i>	<i>Allied Prep</i>	
<b>9:40 - 10:10</b>	<b><i>Pre-K PLC</i></b>				
<b>10:15 - 10:45</b>	<i>Pre-K to 2nd Grade Prep</i>	<i>Pre-K to 2nd Grade Prep</i>	<i>Pre-K to 2nd Grade Prep</i>	<i>Pre-K to 2nd Grade Prep</i>	
<b>10:50 - 11:50</b>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	
<b>11:55 - 12:25</b>		<i>Kinder Prep</i>	<i>Pre-K Prep</i>		
<b>12:30 - 1:00</b>	<b><i>2nd Grade PLC</i></b>	<b><i>ESS PLC</i></b>	<b><i>1st Grade PLC</i></b>	<b><i>Kinder PLC</i></b>	
<b>1:05 - 1:35</b>		<i>1st Grade Prep</i>	<i>Kinder Prep</i>	<i>2nd Grade Prep</i>	

<b>1:40 - 2:10</b>	<i>1st Grade Prep</i>			<i>Pre-K Prep</i>	
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## *Ganado Intermediate School*

**Live Session Times: 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Grades**

TIME: Monday-Thursday	SUBJECT:	Friday
8:00-8:30	Language Arts	Teacher Work Day · Grading · Follow ups · Grade level Collaboration · Submit Lesson Plans to Mr. J Yazzie & Ms. A. Begay
8:45-9:15	Math	
9:30-10:00	Science	
10:15-10:45	Social Studies	
11:00-11:30	Computer, PE, Navajo Culture & Art	
12:00-3:15	Monitoring On-line Instruction; Academic Support; Providing Feedback	

## *Ganado Middle School*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
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8:00— 8:30		Algebra 1		Algebra 1
8:30— 9:00	ELA	MATH	ELA	MATH
9:15— 9:45	SOCIAL STUDIES	SCIENCE	SOCIAL STUDIES	SCIENCE
10:00 —10:3 0	HEALTH	PE	HEALTH	PE
10:45 —11:1 5	STEM	ART	STEM	ART
11:30 —12:0 0	COMPUTERS	DINE STUDIES	COMPUTERS	DINE STUDIES
12:15 —12:4 5	CAREER EXPLORTATION	ELL	CAREER EXPLORTATION	ELL
1:15-3: 15	Monitoring On-line Instruction; Academic Support; Providing Feedback			

\*\*\*Friday is a Teacher work day with Grading, Follow ups and Grade level Collaboration

## *Ganado High School*

Departments will have their Live Instruction on different days so students can organize their calendars. There will also be a schedule for Office Hours on the other three days that teachers are not doing a live lesson.

Date/Time	Monday	Tuesday	Wednesday	Thursday
8:00 - 8:20	Math Period 1	Science Period 1	CTE Period 1	Art Period 1
8:25 - 8:45	Math Period 2	Science Period 2	CTE Period 3	Art Period 2
8:50 - 9:10	Math Period 3	Science Period 3	CTE Period 4	Art Period 3
9:15 - 9:35	Math Period 4	Science Period 4	CTE Period 5	Art Period 5
9:40 - 10:00	Math Period 5	Science Period 6	CTE Period 6	Art Period 6
10:05 - 10:25	ELA Period 1	Soc. Studies Period 2	PE Period 1	Dine Language Period 1
10:30 - 10:50	ELA Period 2	Soc. Studies Period 3	PE Period 2	Dine Language Period 2
10:55 - 11:15	ELA Period 4	Soc. Studies Period 4	PE Period 3	Dine Language Period 3
11:15 - 11:35	ELA Period 5	Soc. Studies Period 5	PE Period 5	Dine Language Period 5

11:40 - 12:00	ELA Period 6	Soc. Studies Period 6	PE Period 6	Dine Language Period 6
1:00 - 1:30	ESS	ESS	ESS	ESS

## **Office Hours Schedule for Distance Learning**

Teachers will hold Office Hours on the days they are not teaching a live lesson. Office Hours shall be used for making contact with students, tutoring, small group discussions/lessons, parent questions/contacts, etc. All efforts are to ensure we communicate with students and parents to help with distance learning. Keeping a log of activities and attendance of students will be necessary.

Time	Monday	Tuesday	Wednesday	Thursday
8:00 - 9:00	Science		Science	Science
9:00 - 10:00	Counselors	ELA	ELA	ELA
10:00 - 11:00	Counselors	MATH	MATH	MATH
11:00 - 12:00	Social Studies ESS	ESS	Social Studies ESS	Social Studies ESS
12:00 - 1:00	CTE Art Dine Language PE	CTE Art Dine Language PE	Art Dine Language	CTE PE

1:00 - 2:00	Science		Science	Science
2:00 - 3:00	Counselors	ELA	ELA	ELA
3:00 - 4:00	Counselors	MATH	MATH	MATH
4:00 - 5:00	Social Studies		Social Studies	Social Studies