



**KINGMAN**

**Unified School District**

**2023-2024**

**Keeping Schools Open  
Guide**



## **KUSD Keeping Schools Open Task Force**

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Angela Moreschi	Human Resources Director
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Shelley Oestmann	Federal Programs Director
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Liz Albin	Curriculum Director
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## Message from Kingman Unified School # 20 District Superintendent

Dear KUSD Community,

KUSD welcomes all students on a learning pathway to informed and engaged citizenship, live and in-person for the 2022-2023 school year. The effects of COVID-19 have been widespread and created ever changing impacts across this community. I continue to commend KUSD staff members, families, and our community for modeling continued resilience. KUSD remains committed to meaningful two-way communication with all stakeholders and rising to the challenge of providing equitable access to a high quality education in a safe environment. Similar to last year, it is also important to note that while attention has been paid to both health and safety guidelines, the KUSD task force recognizes and has remained mindful of the unique needs of this community. My call to action for all families is to make school a priority, attend consistently, talk about lessons daily and commit to positive and safe interactions with one another. In order to regain lost ground, school must remain a top priority.



The KUSD Keep Schools Open Guide was developed in collaboration with KUSD stakeholders based on the latest available information and resources. Guidelines provided by the [Arizona Department of Education](#) and the [Center for Disease Control](#) were also used as resources to ensure the KUSD guide includes all details associated with a successful reopening of schools. Further, the team recognizes a need to monitor pandemic challenges that may evolve as more information is available. Therefore, the KUSD guidelines may be revised based on the most current information. We are committed to students and families in our community and will dedicate the time and resources necessary to successfully welcome all staff and students safely back to KUSD school campuses.

Sincerely,

***Dr. Gretchen Dorner***

Gretchen Dorner, Ed.D

KUSD#20 Superintendent



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## Introduction

This document outlines the KUSD #20 keeping schools open plan for the 2022-2023 school year. The plan was devised to ensure the education of our students continues in a safe, effective and inclusive manner. Community input is an important part of the process and was included in the development of this plan. The KUSD #20 Governing Board worked in collaboration with district leaders to finalize and approve the original plan and is regularly informed of changes or modifications to this updated plan going forward. Our district will continue to coordinate with the school board, state and local authorities, health departments and health-care providers to monitor the conditions surrounding the COVID-19 pandemic. The plan may be changed, amended or augmented based on the most recent information.

It is important to recognize that the documents provided by entities such as the ADE and CDC are intended to guide districts but are not considered legal requirements. In instances where it is not feasible to explicitly follow a recommended strategy, the task force researched alternate possibilities. The district's reopening process has built-in accountability measures to monitor all strategies for effectiveness and will be modified when necessary.

## Communication

### **KUSD Governing Board**

The KUSD #20 Governing Board, in collaboration with the Superintendent Gretchen Dorner, will oversee all pandemic related decisions and activities and will be available to all stakeholders at any time. You can reach the governing board by emailing the board secretary at [vportillo@kUSD.org](mailto:vportillo@kUSD.org).

### **District Public Information Officer**

At the district level, the superintendent will act as the Public Information Officer (PIO) by coordinating all messages to students, parents, staff, and the community regarding reopening, possible closures, and other COVID-19 related information. The PIO will lead collaborative strategies across all stakeholder groups to ensure consistent, transparent, timely communication occurs at all levels. You can reach the district PIO at [gdorner@kUSD.org](mailto:gdorner@kUSD.org).

### **Communications Manager**

The KUSD Communications Manager will assist the superintendent in coordinating all messages to students, parents, staff, and the community regarding reopening, possible closures, and other COVID-19 related information. The Communications Manager will lead collaborative strategies across all stakeholder groups to ensure consistent, transparent, timely communication occurs at all levels. Additionally, the CM will monitor social media posts and messages to ensure a timely response with answers to questions and concerns. You can reach the district CM at [vportillo@kUSD.org](mailto:vportillo@kUSD.org).



## Parent Liaison

The KUSD #20 Parent Liaison is available as a resource for our families and will work closely with the district, schools and parents to build communication between school and home. The liaison will promote academic and social success through open lines of communication and trust. The liaison will also maintain a list of available school and community resources that can be shared with families as needed. The liaison can be reached at [smayo@kUSD.org](mailto:smayo@kUSD.org).

## School Site Information Officer

At each school site, the administrator or designee will coordinate social distancing protocols, including ensuring that staff and student schedules, as well as facility set-up, clean-up and use allow for implementation of protocols. Stakeholders who have school specific questions will contact the site information officer whose name will appear on the school website and school office signage. The school information officer will also designate custodial and health office leads to coordinate procedures and monitor accountability for procedure implementation.

### ***School Contact Information***

Site	Address	Principal	School Number
Black Mountain School	3404 Santa Maria	Dan Emborsky demborsky@kUSD.org	928-565-9111
Cerbat Elementary	2689 Jagerson Ave	Russ Skubal gskubal@kUSD.org	928-757-5100
Desert Willow Elem	3700 Prospector St	Penny Blattner pblattner@kUSD.org	928-753-2472
Hualapai Elementary	350 Eastern Ave	Jerry Arave jarave@kUSD.org	928-753-1919
Kingman High School	4182 Bank St	Isaiah Ward iward@kUSD.org	928-692-6480
Kingman Middle School	1969 Detroit Ave	Kristina Weaver kweaver@kUSD.org	928-753-3588
La Senita PreSchool	3175 Gordon Dr	Julie Runkel jrunkel@kUSD.org	928-753-6413
Lee Williams High School	400 Grandview	Jennifer Hannan jhannan@kUSD.org	928-718-6000

Mount Tipton/ Elementary KOLA	16500 Pierce Ferry Rd	Robert Brantingham rbrantingham@kUSD.org	928-767-3350
Sandy McCoy Positive Alternative	609 W Spring	Trevor Batt tbatt@kUSD.org	928-753-8400
Secondary KOLA	609 W Spring	Matt O'Neill moneill@kUSD.org	(928) 753-6910
Manzanita Elem	2601 Detroit Ave	Lindsay Wolsey lwolsey@kUSD.org	928-753-6197
White Cliffs Middle	3550 Prospector Ave	Jerusha Presnal jpresnal@kUSD.org	928-753-6216



## Introduction

This section outlines the strategies KUSD #20 will utilize to maintain safe learning and transportation environments while providing instruction and support for staff and students.

**Safety Vision:** In order to maintain a safe learning and teaching environment, the district will utilize clearly defined and consistently followed procedures and policies that include: the provision of personal protective equipment, social-distancing guidelines, cleanliness protocols, and plans for possible future closures.

### Safety Vocabulary

- Personal Protective Equipment (PPE)**      Personal Protective Equipment includes items to help keep all staff and students safe. PPE includes gloves, face masks, sneeze guards, etc.
- Screening**      The process used to screen students and staff for COVID-19 symptoms.
- Disinfectant**      District approved, CDC-recommended disinfectant used to kill COVID-19 virus.
- COVID Custodian**      Additional custodians hired temporarily to ensure that disinfecting of common areas occurs frequently and regularly throughout the school day.



## Cleaning Procedures

A standard cleaning schedule was developed in collaboration between the safety committee and building principals. The plan will be used to complete tasks and to log the date, time and location of each cleaning session. Employees will be trained in the CDC [recommended steps](#) for safe and effective disinfectant use.

### During School Cleaning Procedures

**Classroom Space:** During the school day, the SSC Day Porter will use a hospital grade disinfectant on all school surfaces throughout the day. Evening porters will disinfect surfaces as well. SSC School Porters will sanitize sinks, door handles, vacuum floors, and dry mop daily as part of their standard routines. All tile floors will be mopped a minimum of one time per week. On Friday's, the porters will deep clean the building following SSC sanitation guidelines.

**Classroom Resources:** Elementary students often share resources in the classroom. Classroom manipulatives will be sanitized between uses by classroom teachers and/or assistants. Students are encouraged to only bring school supplies to school and to leave personal belongings at home. Further, the district recommends that each student bring an individual water bottle. Staff will supervise students filling water bottles to ensure student safety.

**Classroom Ventilation:** All KUSD schools ventilation systems have an ionization system. Bipolar ionization is the process of introducing ions into the atmosphere that will then attach to particles in the air. The ions that are created latch to particulates in the air to help neutralize bacteria and viruses, odors, and VOCs.

**School Drinking fountains:** KUSD water fill stations are available on all campuses.

**School Restrooms:** Day Porters will wipe down restroom faucets and spray disinfectant repeatedly on the fixtures throughout the day. On Fridays, custodians will deep clean restrooms, which includes mopping and manually scrubbing surfaces.

**School Surfaces:** Day Porters will disinfect commonly touched surfaces in regular intervals throughout the day. Common surfaces include door handles, desks, counter tops, restroom surfaces, and playground equipment.





## Evening School Cleaning Procedures

	Monday - Thursday		Friday
	Custodians	Certified Staff	Custodian
<b>Restrooms</b>	Disinfect nightly, clean toilets, urinals, sinks and mirrors, mop all floors. Disinfect soap dispenser, toilet paper dispenser and paper towel dispenser. Check and change hand soap, toilet paper and paper towels if needed.		Disinfect and wipe all stall doors, and toilet bases.
<b>Classrooms</b>	Clean boards (if teacher desires), disinfect the sink and counters nightly. Clean door handles. Vacuum or dry mop area. Disinfect soap dispenser, and paper towel dispenser. Check and change hand soap and paper towels if needed.	Ensure the classroom floor is free from class manipulatives, pencils, papers, etc. Place trash cans in same area each night Disinfect desks Place chairs on desks	Wet mop floors, disinfect chairs in the classroom.
<b>Health Office</b>	Disinfect the countertops, sinks, wet mop floors. Clean and disinfect the nurses restroom. Disinfect soap dispenser and paper towel dispenser. Check and change hand soap and paper towels if needed.	Nurses will pick up trash in the office and clear off counters nightly. Trash cans will be placed in the same area.	Disinfect trash cans, wipe down chairs and beds.
<b>Multipurpose Room</b>	Dry mop and ensure the area is cleaned daily.		Disinfect all cafeteria tables.
<b>Staff Dining Areas -</b>	Cleaned and disinfected daily.	Staff members will ensure they clean up	Wet mop floors if tile.

<b>Lounges</b>		their area when finished.	
<b>Trash Liners</b>	Changed Nightly.		
<b>Entry Areas</b>	Dry mop and vacuum nightly.		Wet mop common areas daily.
<b>Hallways</b>	Dry mop and vacuum nightly.	Keep the hallway floor area free from classroom materials.	Wet Mop.
<b>Windows</b>	Clean and Disinfect classroom door windows and main entry windows nightly.		
<b>Laundry</b>	Wash microfiber cloths daily. Microfiber cloths must be washed on their own, with no fabric softener.	Place microfiber rag in designated laundry each Thursday evening.	Ensure all microfiber rags are washed, dried and sorted by color.
<b>Drinking Fountains</b>	Disinfect and clean all drinking fountains nightly.		

**Classroom Cleaning:** Classroom teachers will pick up their rooms prior to leaving at the end of the day. Evening Porters will disinfect sinks, door handles, and commonly touched areas and will clean floors either by vacuuming or dry mopping.

**Entry Areas and Hallways:** These areas will be dry mopped or vacuumed nightly. High-traffic areas of the floor will be wet mopped if needed.

### Common Area Cleaning Procedures

**Cafeteria:** Students will eat their lunch in the cafeteria. Cafeteria cleaning procedures will include sanitation of all areas after students are finished eating. Workers sanitizing the cafeteria will wear gloves. Trash liners will be emptied and replaced daily. Additionally, all meals will be prepackaged and made available using a minimal-contact system. Students eating areas will be sanitized after each set of students. Schools will arrange cafeteria tables to limit contact to the best of their ability. Students will also be required to sanitize/wash hands when entering the cafeteria and leaving the cafeteria.

**Elective Courses:** Elective courses such as music, band and art will continue on district campuses. Teachers in these programs will utilize district procedures to ensure proper room



sanitation. The teacher will clean between classes with district disinfectant. Additional procedures may be implemented by teachers depending on the grade level and subject being taught. All **shared** instruments will be disinfected between classes using district-approved cleaner after each session. It is recommended students bring their own art supplies when possible. Additionally, band students will use their own instruments when possible. After students leave the room, teachers will sanitize their rooms following district guidelines.

**Playground:** Because physical activity is extremely important for all students, playgrounds and fields will be opened for student use. Students are encouraged to sanitize/wash hands before going to recess and when returning to the classroom.

## Clubs, Activities and Sports

**After School Clubs and Activities:** After school activities and clubs are vital to a student's education. School sponsored clubs and school sponsored after school activities will continue following the district's disinfecting guidelines. After school activities and club size may be limited to ensure safety of all.

**Library:** Students being able to use the library is an important part of school. Libraries will be used during specials and will follow the district's disinfecting guidelines. Students will be encouraged to sanitize/wash their hands before entering the library and when leaving the library. During library specials, students will follow social-distancing guidelines when possible. Librarians will assign seats for students to encourage social distancing. At campuses where libraries are used as study halls, the number of students in these programs will be limited to ensure appropriate distancing.

**Extracurricular Events:** Extracurricular sporting events are an important part of the school experience. During sporting events, custodial staff will be available to clean areas that have high contact.

**Sports Procedures:** KUSD #20 students will participate in athletic activities following recommendations by the [Arizona Scholastic Association](#) and KUSD #20 Athletic Directors. Local procedures and guidelines are available upon request.

## Transportation

Student safety on KUSD #20 buses is a high priority. In an effort to ensure the safety of all students and prevent the spread of any viruses, bus drivers will sanitize buses using district-approved disinfectant after each route and at the end of each day.

## Schoolwide Procedures

### Hallway Procedures

In elementary schools, classrooms will limit the number of whole-class transitions to reduce the number of students in the hallway. Building administrators will stagger common times to reduce traffic flow in hallways also. At the elementary level, students will walk on the right side of the hall



in a single file line. Signage will be posted to remind students about social distancing and the direction in which to walk in the hallway.

In the middle and high schools, directional hallways will be established when possible. Students will be reminded about the importance of social distancing prior to a transition by their teachers. Directional signage will be posted to remind students about social distancing and which way to walk in the hallways. Staggered student release or block schedules **may** be used to reduce the number of students in the hallway.

### Restroom Procedures

In an effort to keep everyone safe, whole-classroom restroom breaks will be discouraged. Instead, teachers will send only one student from their classrooms at a time. Teachers will encourage students to wash hands/sanitize when entering the classroom to ensure that hands are washed and/or sanitized at all times. Based upon the size of the restroom, schools will limit the number of students allowed in the bathroom at one time. Signage may be placed outside the bathrooms to inform staff and students the number of students allowed in the restroom. Security will monitor restroom areas to encourage no loitering.

### Ventilation Procedures

In an effort to increase ventilation and limit contact, common doors and classroom doors will remain open when possible during times before school, in between classes, and during transitions. At the start of each school day and through common periods, doors will remain open for additional ventilation and to limit exposure by reducing the number of staff and students touching the doors.

### School Visitors

Parents are always encouraged to visit their child's classroom and to take an active part in his or her education. All visitors are asked to make prior arrangements if they plan to visit in the classroom during the school day. For reasons of safety, all visitors must sign in at the office and receive a visitor's badge. When visiting classrooms, parents should leave small children at home since young children can be distracting. Parents are asked to avoid conversations with the teachers during such visits, to ensure that class can be conducted as scheduled.

## Health Screening Procedures

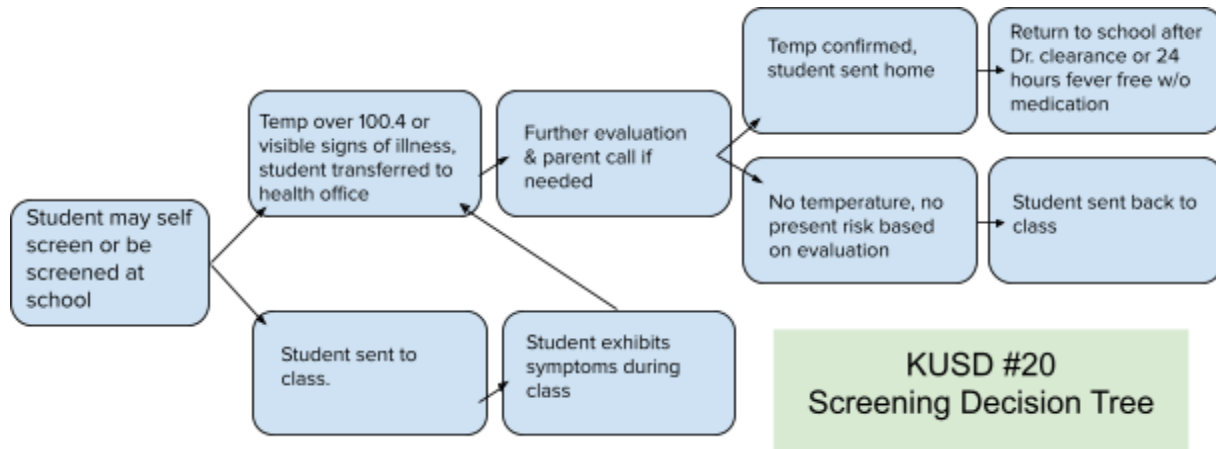
### At-Home Screening

Students should self-assess and **not** come to school if they exhibit common symptoms associated with COVID-19 or other communicable diseases. Per KUSD policy [JLCC](#), any student with or recovering from a communicable disease will not be permitted until the period of contagion is passed or until a physician recommends return.

Students who exhibit COVID-19 symptoms or test positive will have the opportunity to make up missed work either when they return, if gone short-term (1-4 school days), or through Google or Synergy if absent long term (6+ documented illness-related school days).

### Entering the School Screening

Staff, students and guests have the opportunity to self-screen, using the face scan system, or request a screening with a touchless forehead thermometer when arriving on campus. Stations are available at each site in the main lobby or office. Students with temperatures of 100.4 or greater will be given a mask to put on and escorted to the health attendant’s office for a full screening. In the health attendant’s office, students’ temperatures will be taken again as their health is assessed. Students whose temperatures register 100.4 in the health attendant’s office will have their parents contacted for immediate pick up. If students have other COVID symptoms (cough, headache, general exhaustion) and are not feeling well, they will be sent home.



### Positive Student and Staff Procedure

Our district follows the most recent CDC guidelines for K-12 schools when responding to COVID-19 cases in our schools.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

If a staff member tests positive for COVID-19:

1. Positive staff notifies the supervisor he or she tested positive.
2. Principal, designee and/or staff member calls or emails district office representative
3. District office representative speaks with the positive staff member to create a list of possible close contacts.
4. Close contacts are notified and will follow HR guidance.



Students absent because of other symptoms of illness, not compatible with COVID-19, should remain home until they have been free from fever for at least 24 hours (without the use of medicine that reduces fevers) AND other symptoms have improved.

Parents may choose to voluntarily quarantine their student if the student has been in close contact with someone who has COVID-19 **outside** of school. Parents are encouraged to contact the school's health aide/attendant/nurse with any questions.

### **Personal Protective Equipment (PPE)**

**Mask Procedures:** KUSD does not currently mandate masks. Wearing face coverings/masks are encouraged yet optional for both staff and students. Masks worn by staff and students should be fitted appropriately following CDC guidelines. Additionally, cloth masks are an acceptable alternative for both staff and students. Administration will work with students and staff who may need masks for specific needs.

**Ongoing monitoring:** As students are sent home with fevers, staff will work with attendance clerks on each campus to monitor student absences in order to monitor the number of students who are out of school with COVID-19 symptoms.

**First Aid Kits:** In an effort to ensure the safety of students while minimizing trips to each school's health attendant's office, staff members and duty personnel will have access to individual first aid kits. This will mitigate traffic at health offices throughout the district. Health attendants will be available to provide additional help and guidance to teachers.

### **Staff Health and Safety**

The well-being of employees, and addressing employee concerns, remains a top priority.

**What the District is Doing to Protect Employees:** As seen in prior pages, extensive cleaning procedures and safety protocols are in place to provide for a safe environment for all. Here is a summary of some of those actions as well as other actions being taken:

- Common areas and frequently touched surfaces are cleaned regularly.
- Hand sanitizer is provided throughout district campuses and buildings.
- Plexi-glass shields are available and may be utilized in offices with high-customer contact.
- Posters are displayed throughout all buildings with reminders on how to prevent the spread of germs.
- Workplace layouts and seating arrangements are encouraged to allow for social distancing whenever possible.
- Measures to increase ventilation in all buildings have been and will continue to be taken.
- Bipolar ionization was added to all site ventilation systems.

**What Employees can do to Protect Themselves at Work:** In addition to enhanced cleaning procedures and other steps taken by the district to provide for a safe work environment, employees should take an active role in protecting themselves. Here are things employees can do:



- Stay home or go home if sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning work areas.
- Practice regular hand-washing and use hand sanitizer.
- Cover coughs and sneezes.
- Wear a face covering.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Limit face-to-face meetings by communicating with others via telephone, videoconferencing, email, etc.
- Talk with Human Resources about possible accommodations.
- Follow all district policies and practices.

**At-home Screening:** Per Governing Board policy GBGCB, it is the policy of the school district to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. In keeping with this policy, the district asks all staff to self-assess for signs of illness prior to reporting for work. An employee who has a fever at or above 100.4 degrees Fahrenheit and/or other symptoms of illness should not report to work and should follow established procedures to report their absence. Please refer to the Employee Handbook or consult with your supervisor for additional information on leave procedures and absence reporting.

**Employee Screening Procedures:** An employee who reports for work with a fever at or above 100.4 degrees Fahrenheit will be sent home; employees showing other signs of illness, such as coughing or shortness of breath, may be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

**Quarantine and Isolation:** Regardless of vaccination status, an employee should isolate if they tested positive for COVID-19 or are sick and suspect they have COVID-19 but do not yet have test results. The district follows guidance from the CDC and Arizona Department of Health Services with respect to when employees may cease isolation and return to work.

Employees who have been exposed to COVID-19, but do not have any symptoms, do not have to quarantine. They may continue to report for work, regardless of vaccination status. Employees exposed to COVID-19 are encouraged to follow CDC recommended precautions, including watching for symptoms, wearing a face covering, practicing social distancing, and getting tested five days after the last exposure. Employees who develop symptoms after being exposed to COVID-19 should self-isolate.

**Staff Notifications of a Confirmed COVID-19 Case:** If there is a confirmed case of COVID-19, the district will make any and all appropriate notifications to persons known to have come in contact with the infected individual. However, personal health information will be protected and the identity of the employee who is ill will not be shared. Proper containment and cleaning protocols will be instituted.



**Requests for Accommodations:** Employees with disabilities and employees who are at high-risk for severe illness from COVID-19, are encouraged to contact Human Resources to request accommodations that they believe they may need to perform the essential functions of the job. The district will engage with employees to identify and implement reasonable accommodations.

Please note that employees are not entitled to accommodations under the Americans with Disabilities Act to avoid exposing a family member who is at higher risk of severe illness from COVID-19 due to an underlying medical condition.

**Discrimination and Retaliation:** Discrimination or retaliation against individuals who are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited. Discrimination or retaliation against individuals who have been away from work, as provided by law and under district policies, is also strictly prohibited.

## Section II: Teaching and Learning

### Introduction

Providing time and support for our teachers and students is an important part of the Return to Learn process. KUSD #20 will continue surveying staff, seeking input and collaborating in a transparent manner. This guide includes suggestions from our staff and will be revised based on what our teachers tell us is working and what areas need to be improved now that schools are reopened. Time will also be set aside to train staff in addressing the social and emotional needs of our learners.

### Teaching and Learning Vocabulary

<b>ACT</b>	Nationally standardized test measures English, Reading, Math, Science and Writing proficiency (grade 11).
<b>ACT Aspire</b>	Statewide high school achievement measuring English, Reading, Math, Science, and Writing proficiency (grade 9).
<b>AzSCI</b>	Arizona state assessment that measures Science proficiency (grades 5, 8, 11).
<b>AZELLA</b>	Measures students' English Language proficiency (grades K-12).
<b>AASA</b>	Arizona State Test that measures ELA & Math proficiency (grades 3-8).
<b>Alt ELPA</b>	Alternate language proficiency assessment for English learners with the





most significant cognitive disabilities.

<b>Benchmark</b>	Summative assessment administered several times a year.
<b>EL</b>	Students who have been identified as an English Language learner.
<b>ELA</b>	English Language Arts that covers reading, writing, speaking and listening.
<b>ELD</b>	English Language Development. Identified language proficiencies for English Language learners. The four levels of development are pre-emergent, basic, intermediate and proficient.
<b>ELP</b>	English Learner Program. Students who have been identified as an English Learner will be placed in an ELP designed to give students targeted English instruction.
<b>IEP</b>	Individualized Education Plan. An individualized plan written for students with disabilities.
<b>MOWR (Reading)</b>	<i>Move on When Reading</i> . State legislation that determines the reading requirement needed in order to be promoted to 4th grade.
<b>MOWR (Cambridge)</b>	<i>Move on When Ready</i> . A program that allows Arizona students to earn a recognized high school diploma that is designed to deliver skills and knowledge needed to succeed in college and career.
<b>MSAA</b>	Alternate state assessment that measures ELA & Math proficiency (grades 3-8 & 11).
<b>MTSS</b>	Multi-Tiered Systems of Support. Interventions and enrichment opportunities based on student academic readiness.
<b>Online Learning Center</b>	A designated space for students taking online classes to report for check ins and take required assessments.
<b>RAL</b>	Reading Achievement Leader. A designated staff member that assists staff and students with the 3rd grade MOWR requirements.
<b>SAL</b>	Student achievement Leader. A designated staff member who partners with staff and students to analyze student growth data, identify goals, monitor progress, and problem solve to promote student success.
<b>SEL</b>	Social and Emotional Learning.
<b>TOR</b>	Teacher of Record is a highly qualified educator in a certain field or subject who is responsible for a specified portion of a student's learning activities.



## Social and Emotional Learning

The impact of school closures on our students has been significant. There is a growing body of research showing that social and emotional learning (SEL) is fundamental to the academic and overall success of our students. Student's social and school connections were affected while educators practiced social distancing. District staff will utilize best practices to establish a safe, positive and supportive environment. SEL strategies will be included in every classroom, both on-site and online, to ensure our students are reintegrated into the classroom setting and have the opportunity to receive support related to traumatic experiences. We will provide SEL training to all staff prior to schools reopening.

## CURRENT MODEL: On-Site Learning

**Attendance:** Students who attend school for live instruction are expected to be in class on a daily basis in order to maintain academic consistency to the greatest extent possible. Attendance officers and other school personnel will work with chronically absent families to ensure needs are met and barriers to attending school are removed.

**Weekly Schedule:** Students in live classes will receive instruction in the CORE subject areas during regular school hours Monday through Thursday. Special classes will be offered, but may be modified to ensure the safety of students and staff members. Interventions may be available before, during and after regular school hours and possibly on Fridays.

**On-Site Digital Assignments:** As part of the KUSD continuity of operation plan for possible future closures, all live, on-site teachers will use Google Classroom or Synergy StudentVue a minimum of once weekly to build staff and student online capacity. Assignments should be standards based, interactive and represent new learning.

**Instructional Time Model:** KUSD Instructional Time Model which was approved by the School Board in March 2023 allows students to participate in Distance Learning in the event of a school closure. If and when a school closure occurs, the Superintendent will determine if the Instructional Time Model (ITM) will be implemented. On an ITM day, teachers will provide assignments to be completed off campus. Students who complete the ITM assignment(s) will be considered present on the ITM day. Students who do not complete the ITM assignment(s) will be considered absent on the ITM day.

## On-Site Assessments

All KUSD #20 traditional, on-site teachers will follow the District Achievement Plan to assess student progress and use the results to plan instruction. Formative assessments will occur during all lessons, benchmark assessments will occur quarterly, and state summative assessments will take place annually in the spring.

The **I-Ready Dyslexia Screener** is administered in person on a one-to-one basis three times a year (fall, winter and spring). Proctors consist of Kindergarten - 3rd grade teachers and instructional coaches. Data is used as an indicator to determine the appropriate amount of



additional support and interventions a student may need in Basic Early Literacy Skills (grades K-3). Proctors will use a district-approved disinfectant as needed.

The **I-Ready** math and reading assessments are administered on laptops and chromebooks. The benchmark tests are proctored by instructional coaches or classroom teachers 3-4 times a year. Data is used to determine student proficiency levels/growth in ELA & Math (grades 3-8). Benchmark devices will be sanitized by the teacher in between student usage. Sanitation will take place using district-approved sanitation products. If students are in a classroom with one-to-one technology, students should have the same computer each day.

**State tests** are administered on laptops, chromebooks, and desktop computers in grades 3-12. The state tests are proctored by instructional coaches or classroom teachers in the Spring of each year. Data is used to determine student proficiency/growth levels in ELA, Math, Science and Language proficiency. Testing devices will be sanitized by the RAL, SAL or classroom teacher in between student usage. Sanitation will take place using district approved sanitation products. If students are in a classroom with one-to-one technology, students should have the same computer each day.

**State testing (MSAA)** is administered in person on a one-to-one basis. These state tests are proctored by a familiar test administrator. Data is used to determine student proficiency/growth levels in Science, ELA, and Math. Proctors will use a district-approved disinfectant as needed.

### **Gifted Screening Calendar and Protocol**

1. First screening window: Fall Window - September; Winter window - January on a case-by-case need; Spring window on a case-by-case and teacher recommendation the first week of May.
2. As the screener results warrant, the post-screener will be given within a week.
3. All Second graders will be screened. Screening will take place in April/May as it fits in the District Assessment Calendar.
4. Data using the CogAT and i-Ready scores will be used to indicate a student's continued enrollment in an accelerated class.
5. A continued placement in an accelerated classroom is not guaranteed. Starting the school year 2023-2024, in order to stay in the Gifted/Accelerated program, students must "Learn Your Way" to the next grade level. i-Ready and, when possible, CogAT scores will be used to make this determination. Schools and classroom teachers will stay in constant communication with parents regarding progress.

### **Special Services**

Students who have been identified as an English Language learner or a student with a disability qualify for special services. These services are identified on a student's ELP or IEP.

### **English Language Learners**

Kindergarten through 12th grade students, who have been identified as an EL student, will receive targeted and integrated instruction with a focus on the Arizona English Language



Proficiency Standards. Kindergarten through 5th grade students receive 600 minutes, while middle school and high school students will receive 500 each week. To meet this requirement, the district will be implementing the ELD Pull-Out Instructional Model. In this model, students receive 300/250 minutes of Targeted Instruction and 300/250 minutes of Integrated Instruction each week.

During Targeted Instruction, students receive explicit English language instruction using ELP Standards with their EL peers. This is accomplished through pulling small groups of EL students within the mainstream classroom, pulling them out to a different location on campus, or by pushing in with an EL Specialist to work specifically with EL students. Integrated Instruction is provided in the general education classroom setting, integrated within content instruction. This instruction includes conscientious scaffolding and differentiation based on the student EL Proficiency levels of individual students.

### **Special Education Services**

Kindergarten through 12th grade students who are eligible for special education services will receive specially designed instruction to meet their specific needs as identified by the student's individualized education plan (IEP). Student services will be provided in the student's Least Restrictive Environment (LRE).

### **Little Explorers Preschool**

The Little Explorers preschool will continue providing preschool and day care services to all qualifying students. LE remains open for day care services.

**Accelerated and Gifted services** The term "Accelerated" will include ALL CogAT designated gifted students and students who meet the "Accelerated Learner Criteria" determined by the district Gifted/Accelerated Learning committee.

**Criteria for Accelerated Learning placement** is based on the availability of classes and criteria below:

- A CogAT score of 80+ in at least one area (Verbal, Nonverbal, Quantitative)
- Ranking list of iReady using the average of the last two diagnostics and/or AASA scores
- Teacher Recommendation based on district Accelerated Learner Criteria and/or TAB Observation.
- Site Team evaluation of the above to recommend placement based on class sizes, endorsed teachers, and space available on campus.

**Gifted Designation** All district and state designated gifted students will be placed in Accelerated classes per grade level

- State giftedness qualifies with 97+ on the CoGAT.
- District giftedness qualifies with a 95 or 96 on CogAT.



## **CURRENT OPTION Model 2: Online Learning**

The KUSD #20 **Kingman Online Learning Academy** is now available as an alternative to live instruction and is open to all students grades 6-12. All KOLA students have access to clubs, sports and activities on the live campus in their attendance zone. Families can enroll in KOLA by visiting the district website [www.kusd.org](http://www.kusd.org). If a family does not have a working computer or Internet access, students may qualify to receive internet and technology access for school use at home.

### **KOLA Middle & High Schools**

#### **KOLA Pathway (grades 6-12)**

This pathway is most successful for students who prefer self-paced learning and are able to set and follow a schedule to complete assignments. The KOLA pathway is a great option for students who are interested in working at an accelerated pace to complete high school graduation requirements in less than the traditional 4 years. The curriculum is delivered through Edgenuity platform with certified teachers available for support.

Online courses are based on the development of real-world skills, with a keen focus on identifying students' passions while also developing perseverance and grit. The Courseware is rigorous, relevant, and aligned to state standards. Classes are built to be interactive, where students use tools—interactive historical timelines, mathematical function explorers, maps, and more—to explore concepts in concrete ways that are difficult to create in traditional classrooms. Providing lessons on well-defined skills within units, followed by mastery quizzes to check knowledge before moving up the progression. Assignments and activities impel students to apply what they know to the real world in both learning investigations and content presentation.

Students will have a teacher of record for each class who will work with the students on navigating the platform. This teacher will monitor student progress and will provide students with feedback for assignments when requested. Teachers will also have virtual office hours to give students a set time to ask and answer questions. Attendance and grades will be recorded in Synergy. KUSD provides all KOLA students an onsite place to work and tutoring upon request. The campus administrator can be reached by emailing [tbatt@kusd.org](mailto:tbatt@kusd.org).

#### **PASS Pathway (grades 11 & 12)**

This pathway focuses on self-paced academic progress to better accommodate students with adult responsibilities, such as living on their own, teen parenting, working full time, caregiving, coping with health issues as well as those students who have academic factors including dropped out, behind on credits, and age restrictions. The PASS program's digital curriculum and distance instructional model provides an educational opportunity for students who need a flexible schedule, mentoring, academic instructional support, individualized tutoring, attendance accountability, and social and emotional support.

**Special Education** students who enroll in the online platform must complete a placement evaluation to determine if online learning is appropriate for the student. Once the assessment is completed, a placement meeting will be held to determine if the online instructional delivery method is an appropriate placement for the student to receive a Free and Appropriate Public



Education (FAPE). The team will determine if the student’s accommodations can be provided through virtual learning. The team will identify how service will be provided through online meeting forums, phone meetings and electronic communication.

## Online Assessments

All KUSD #20 will participate in the District Achievement Plan to assess progress. Benchmark assessments are administered quarterly, and state summative assessments are administered annually in the spring. All assessments will be proctored at the Sandy McCoy Positive Alternative Campus. The online administrator or designee will contact all online students to schedule the proctored benchmark assessments.

\*The **I-Ready** *math and reading assessments* are administered online in a proctored setting. Data is used to determine student proficiency levels/growth in ELA & Math (grades 6-8). Students will be scheduled for the assessments on designated testing days. Four (4) days will be designated for testing with an additional 4 days for makeup testing. The tests will be scheduled from 8 AM to 4 PM on those days. Testing will be monitored daily. If a student starts a test, the student must complete the test the same day. If a student does not or forgets to submit the test, the test will be submitted for that student. The online administrator or designee will contact the students with the testing schedule, procedures, and directions.

\*The **Horizon Benchmarks** are administered online. Data is used to determine student proficiency levels/growth in English, Reading, Math, and Science (grades 9-11). Students will be scheduled for the assessments on designated testing days. Four (4) days will be designated for testing with an additional 4 days for makeup testing. The tests will be scheduled from 8 AM to 4 PM on those days. Testing will be monitored daily. If a student starts a test, the student must complete the test the same day. If a student does not or forgets to submit the test, the test will be submitted for that student. KUSD will contact their students with the testing schedule, procedures, and directions.

**State testing** The state tests for students in grades 6-11 will be proctored by the KOLA faculty & staff in the Spring of each year. Students will be scheduled to attend testing sessions on the designated testing days. Each testing session will be limited to 30 students and scheduled for a two to four hour period. Data is used to determine student proficiency/growth levels in ELA, Math Science and Language proficiency. Testing devices will be sanitized by the online teacher as needed. Sanitation will take place using district approved sanitation products.

**State testing** AZELLA is administered on laptops and chromebooks for any student who may qualify in grades K - 12. The state test will be proctored within the first few weeks of enrollment in the Fall and for all EL students in the Spring. Each testing section will be limited to 30 students and scheduled for a two hour period. Students and parents will be notified of the testing location which will be either in the District Office or the KOLA computer lab. Testing devices will be sanitized by the online teacher as needed. Sanitation will take place using district approved sanitation products.