

## Policies and Procedures for On-Site learning opportunities

**Description:** Acorn will provide onsite support to students beginning on Monday, August 17<sup>th</sup>, 2020.

Priority will be given to students identified as having a high need for onsite support.

High need will be identified as:

- Students with individualized education plans
- English Language Learners
- McKinney-Vento Students
- Foster Youth

### **Considerations:**

1. Acorn will provide onsite support to the extent that the staff and students can maintain stringent health and safety protocols.
2. Due to limited staff and space available, the onsite support will have a daily attendance cap.. Site capacity is based upon staffing and health protocols. Approximate 6:1 ratio at all sites
3. On-site support opportunities will NOT be teacher-led, direct instruction classroom environments. It will be a safe location for students to complete their required virtual classroom assignments during the live online times.
4. On-Site support will only be available **7:45-12:45**.
5. Students attending onsite must reserve a space no later than the Friday prior to the week attending to maintain health and safety protocols, and appropriate staffing requirements.
6. There may be a waitlist for services and an interview/pre-registration process to attend will be triaged based on need.
7. Families may apply for onsite space and will be provided space as health and safety guidelines allow with a priority to at risk students.
8. Days students are able to attend on-site opportunity may change by week based on occupancy, need, and staffing allowances.
9. As the COVID-19 climate in Arizona and Yavapai County improves, we will increase our daily onsite occupancy to meet the needs of more families in need.

**Location:** Onsite support will be provided in communal spaces including under shaded outdoor areas, the gymnasium, and our North campus.

**Health & Safety Protocols:** The following protocols will be adhered to at all locations during on-site support days to ensure the health and safety of our staff and students:

- Face coverings will be required.
- Transportation will not be provided due to the inability to follow the physical distancing requirements.
- Desks will be spaced 6 feet apart, when possible.
- Students will follow the 6ft physical distancing requirements from the department of health when possible.
- A paraprofessional will monitor students completing their distance learning requirements in a computer lab type setting.

- A COVID-19 waiver will need to be completed and signed for each student prior to attending the on-site learning opportunities.
- Students and staff will have a daily temperature check with a no touch thermometer prior to entry into any school building.
- Students must stay home if they are not feeling well and/or exhibiting any symptoms of COVID-19 (or any illness), if they have been exposed to COVID-19, or if they are in the process of being tested for COVID-19.

**Meals:** Breakfast and lunch will be available for those that request it. (Please be sure that your lunch application has been submitted. If you do not qualify for free/reduced lunch, the cost is \$3.25 per day.)

**Requirements for Distance Learning:** Students must bring the following items each day of on-site support.

1. Acorn provided charged computer and charger.
2. Class Folder/Binder with instructional materials.
3. Water bottle
4. Face covering
5. Sunscreen

# Identification and Outreach Efforts

## Identification

Administration and Special Education Team will identify students with the highest needs.  
Phone calls and written communication will go out for wellness checks, academic checks, and assessment for on-site learning need.

## Data Collection

Data will be collected to determine numbers of students needing services based on criteria of IEP, ELL, Homeless, Foster youth, and families in crisis.  
Data will be compared to staffing availability to determine safe occupancy.

## Outreach Efforts

Calls to individual families confirming identification and attendance for on-site the following week.  
Confirm days available for students, staff, and location.

## Follow - Up

Monitor adherence to health and safety protocols  
Monitor Staff availability and comfort with student interaction.  
Determine continued need.

### **Questions for At-Risk Intake for On-site Learning**

1. Does your child have an individualized education plan (IEP)?
  - a. If yes, is your child able to access their classroom virtual classroom and their one on one instruction with their LC teacher?
  - b. Does your child need to be on site in order to access instruction?
2. Is your child identified as an English Language Learner (ELL)?
  - a. If yes, is your child able to understand and complete the instruction/assignments given in their virtual classroom?
  - b. Does your child need on-site support in order to access instruction?
3. Does your child and family qualify for services with McKinney-Vento?
  - a. If yes, does your child have a safe and secure place to access instruction?
  - b. Does your child need on-site support in order to access instruction?
4. Is your child in the Arizona foster care system or a part of DCS?
  - a. If yes, does your child have a safe and secure place to access instruction?
  - b. Does your child need on-site support in order to access instruction?
5. Do you have access to internet, electricity, food, water, access to needed supervision?
  - a. If no, does your child have a safe and secure place to access instruction?
  - b. Does your child need on-site support in order to access instruction?
6. How can Acorn best support learning in the safest location (at home) during the distance learning period?