Distance Learning Plan Template for Charter Schools

On June 24, 2020, Governor Ducey issued Executive Order 2020-41 *Prioritizing Kids and Schools During COVID-19* regarding the reopening of schools for school year 2020-2021. As part of the Executive Order, all public schools may submit a Distance Learning Plan (DLP) to receive the flexibility to offer distance learning options for students without an approved Arizona Online Instruction (AOI) program for the 2020-2021 school year. Charter schools are required to submit a DLP to the Arizona State Board for Charter Schools (ASBCS) prior to implementing distance learning. Charter schools may begin operating their DLP upon submission of the plan to ASBCS.

Charters may make revisions to improve their DLP at any time, but must submit those changes to the ASBCS within 10 business days of any substantive revision. Charters should contact their assigned Education Program Manager at the ASBCS to revise their DLP.

Instructions

A charter holder that wishes to provide distance learning under Executive Order 2020-41 must create a DLP using this template, provided by the ASBCS. Charter holders not utilizing the appropriate template will be required to revise and resubmit their plans. The template is a Word document that must be completed in its entirety and uploaded to a Google Drive, as specified in communications from ASBCS and each charter holder's assigned Education Program Manager.

In the sections found on pages 3-5, a charter holder will populate background information regarding charter holder and school information, including basic information about each charter holder's overall plan and intended number of instructional days. Most areas of the DLP will be completed by breaking processes into discreet, sequential action steps that answer the questions of what, who, when, and how. The action steps require the charter holder to name the action, indicate who is responsible for the action, provide the frequency and/or timing of the action, and identify what evidence will exist to show that the step has been/is being completed. Areas should include multiple action steps in order to demonstrate that the charter holder has a "detailed plan" to "provide substantive distance learning", as required by the Executive Order. An example of a set of action steps for an area is below:

	Action Step(s)		Person(s) Responsible		Frequency and/or Timing	E	vidence of Implementation
1.	Develop full Professional	1.	Dean of Academics	1.	Early July	1.	Professional Development
	Development Calendar that	2.	Administrative Team (Head of	2.	Last week of July		Calendar
	includes training on Virtual		School, Dean of Academics,	3.	Weekly	2.	Training Agendas, Sign in
	Instruction.		Instructional Coaches)	4.	Weekly (as needed)		Sheets, and Presentations
2.	Provide pre-service training to	3.	Dean of Academics and Virtual			3.	Meeting Notes
	staff on Edgenuity, Core		Instructors			4.	Coaching Logs
	Knowledge, Singapore Math,	4.	Instructional Coaches				
	and required state training						
3.	Schedule and implement						
	weekly virtual meetings with all						
	staff to problem solve						
	stakeholder struggles with						
	virtual model					_	
4.	Provide virtual coaching to all						
	virtual staff members when						
	difficulties arise (through						
	"classroom observations" or by						
	staff request).						

The example above is not intended to demonstrate that these are specific action steps a charter should use, nor that this is the best or most appropriate number of action steps. Rather, it is provided as guidance to show the manner in which the template is to be completed.

Other areas of the template will require the charter holder to check boxes to indicate specific tasks, strategies, or resources to be used for different stakeholders included in the distance learning process.

Charter Holder Information

Charter Holder Name	The Grande Innovation Academy	Charter Holder Entity ID	92978
Representative authorized to subm will be contacted with questions al	nit the plan (This is the individual that bout the plan)	Patricia Messer	
Representative Telephone Number		520.381.2360	
Representative E-Mail Address		pmesser@giaowlsmail.com	

School Information

*In the chart, list the schools this plan applies to. Add rows as needed to account for all schools.

School Name	Entity ID	CTDS
The Grande Innovation Academy	92978	118717001

Distance Learning Background Information

a. Number of Instructional Days (3.b)

Each charter school shall operate for the required 180 days of instruction pursuant to Executive Order 2020-41 (3.b). An exception to this requirement may be granted by the ASBCS, if the school intended to switch to a different schedule for the 2020-2021 school year. If ASBCS previously approved the school to operate on a calendar that was not 180 days, but met the number of hours equal to 180 days of instruction, this provision is still met, and no action is required.

If the school intended to switch to a different schedule for the 2020-2021 school year, but has not yet been approved by the ASBCS, please contact your Education Program Manager.

Please note, pursuant to Executive Order 2020-44 the Arizona Department of Education (ADE) shall conduct an analysis of the need to waive the number of school days that schools are required to provide schooling and the impact of such a waiver by August 31, 2020.

How many instructional days will the charter school operate for School Year 2020-2021?	150
How many instructional days did the charter school operate for School Year 2019-2020?	148

b. Distance Learning Option (3.b)

Estimated Enrollment for FY 2021	800	Start Date for Distance Learning	August 3, 2020	
Estimated Number of Students Participating in Distance Learning for the Full Year	150	Estimated Number of Students Participating in Distance Learning for a Portion of the Year	100	
Please choose the option that indicates your proposed duration/plan for distance learning:	□2. We intend to ope fully reopen. □4. We intend to ope Governor allows schoolstudents learning in the students.	,	for all students. he Governor allows schools to ybrid approach once the les distance learning with com home on other days (i.e. half	
f you chose option 4 or 5 above, please provide a brief narrative explaining the details of the plan you will use: Parents have a choice to be online or on-				

campus. All students will be online August 3rd-13th. (We are a 4-day week school.) Then those that have chosen on campus will begin August 17th (or other date as determined by the Governor). Parents that chose online will either remain online all year or may choose to come back to campus during the school year as they determine what is necessary for their family.

istance Learning Plan Template 2020-2021					

Is the charter requiring students to do distance learning?	No
If students are required to do distance learning, is the charter school providing a physical location for	Yes
students to go during the same hours of the day AND the same days throughout the week as it did in the	
FY2020 school year prior to the school closure?	

^{*}In the case of a statewide closure or delay of in-person instruction, the requirement to provide a physical location available for students is waived under the Executive Order 2020-41 until the State permits in-person instruction. If due to a COVID-19 outbreak and pursuant to A.R.S. § 36-787, the Arizona Department of Health Services directs a school to close temporarily in order to appropriately sanitize the facility, the requirement to provide a physical location available for students is waived.

Attendance Tracking (1.a.i, 1.i)

- a. Describe how the charter school will track attendance for students attending remotely, whether full time or intermittently.

 The description must include the specific measures that will be used to determine whether a student participating in DL will be reported as present or absent on days when instruction does not take place in person. Attendance tracking may include methods such as:
 - Communication with their teachers via telephone, ZOOM, MS Teams, or other digital meeting software.
 - Student participation in a virtual meeting or classroom session (ZOOM, MS TEAMS, Google Meets, etc.)
 - Daily assignments competed and submitted by the student.
 - A parent attestation of documentation of time spent on educational activities.

The charter holder is advised that the ADE will continue to issue guidance on the topic of attendance, and should closely monitor updated information related to these expectations. Current guidance can be found here: https://www.azed.gov/finance/school-finance-guidance-for-covid-19/

If the Charter Holder currently operates an approved AOI, it must follow the AOI attendance requirements outlined by ADE and A.R.S. \$15-808 for students enrolled in the AOI.

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	Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation		
•	GIA has 2-tracks: Parents chose ON- CAMPUS or ONLINE for the SY 20-21. If they chose ON-CAMPUS they will be online until August 17 th with their	1. Teachers and Office Staff	1. Monday-Thursday Aug 3-13.	Students will be given packets and resources to complete each day. At the end of the week parents will submit a		

classroom teacher. If they chose ONLINE they will be enrolled in GIA's learning platform called Edgenuity.	GIA's online program director and Edgenuity's virtual teachers.	2. Daily Monday-Thursday starting August 3 rd .	signed attestation indicating that their child completed the work.
1. Students who chose ON-CAMPUS once it opens: August 3-13 th all students will be online and attendance will be taken and verified daily by all classroom teachers. Any student that is absent will be called by the office staff to determine reason for absence.			2. Completion of Edgenuity's lessons. At the end of each week parents will submit a signed attestation indicating that their child completed the work.
2. Students who chose ONLINE: will be enrolled in Edgenuity. Daily attendance will be taken and verified by the virtual teacher. Any student that is absent will be called by the office staff to determine reason for absence.			

b. Describe the efforts the charter school will make to ensure all enrolled students are contacted and in communication on a regular basis.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
All parents have been contacted during the weeks of July 13-24 to determine their choice of ONLINE or ON-CAMPUS for SY 20-21. All families will continue to be contacted for online orientation meetings as well as procedures and protocol for Aug 3-13 th . Starting August 3 rd classroom teachers will make contact via email, phone, and/or Google Meets.	Office staff and classroom teachers.	Daily and weekly.	Notes are added for each parent/student as to when and how they were contacted. The notes will be a Google Spreadsheet.

Teacher and Staff Expectations and Support (1.a.ii)

a. Describe expectations of teachers and other staff working virtually.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Classroom teachers will provide work for	Classroom teachers, Special education	Daily Monday-Thursday.	The Academic Coaches will approve the
all of their students and ensure that	teachers, academic coaches.		assigned work that teachers prepare
Special education accommodations are			before distribution to the students.

added. Teachers will teach from their classroom practicing social distancing and wearing a mask.		Completed and graded work with also be reviewed and entered into the grade book.
Special education teachers will work		BOOK.
with classroom teachers to ensure all		
accommodations are implemented. They		
will also provide service minutes via		
Google Meets or paper packet.		
The Academic Coaches will support		
teachers in preparing the assigned work.		

- b. Describe commitments on delivery of employee support services including but not limited to:
 - o Human resource policies and support for employees; and
 - o Regular communication from the administration.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Executive director will meet with the leadership team consisting of two academic coaches, online program director, dean, business manager and the counselor, daily August 3 rd -13 th and then weekly after that to ensure the DL is being followed and implemented as written. The business manager and office manager will ensure that clear, consistent communication is given to staff regarding any COVID related sick time and information. COVID signage is displayed at the school. At a minimum a weekly email will be sent to the staff from the Executive Director to communicate updates from the state, protocols and procedures at the school level.	Executive Director, Business manager, Office Manager.	Daily/weekly	Leadership team notes in Google Spreadsheet, emails to the staff, COVID specific signage around school.

c. Describe how professional development will be provided to employees.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation

Distance Learning Plan Template 2020-2021

GIA provides 2-weeks of PD before school begins for all teachers and staff. This training includes specific training for	Academic coaches	10 days prior to school opening and 25 Fridays throughout the year.	Signed Professional Development log when in attendance. Follow-up from Academic Coaches on implementation.
online teaching, curriculum			Consistent walk-through and teacher
implementation and engaging strategies.			evaluation feedback is provided through
Additionally, GIA offers PD on 25 Fridays			Whetstone.
throughout the year. (We are a 4-day			
week.)			

List Specific Professional Development Topics That Will Be Covered

ELA Curriculum: Amplify Math curriculum: Big Ideas

Writing Curriculum: The Writing Revolution Intervention/SPED Curriculum: 95% Group

Teach Like a Champion Responsive Classroom Love and Logic

Communicating with families

Social-Emotional Learning online and in the classroom

Online Best Practices Google Classroom

Homeless Training/Civil Rights/Title One

Special Education Procedures

ELL best Practices Sanitation Practices

Connectivity (1.a.iii)

Check the boxes below to indicate which was/will be used to ensure each student, teacher, and staff member has access to a device and internet connectivity if the plan relies on online learning.

	Students	Teachers	Staff
What was Used to Establish Need?			
Questionnaire			
Personal Contact and Discussion	Х	X	X
Needs Assessment-Available data	Х	Χ	Х
Other:			
What will be Used to Respond to Need?			
Loaner Device (laptop/tablet)	X	X	Χ
WIFI Hot Spot	Х	X	X
Supplemental Utility Support (Internet)			
Other:			
When will stakeholders have access to IT Su	pport Availabil	ity?	
Traditional School Hours	X		
Extended Weekday Hours			
24/7 Support		X	X
Other:			

Instructional Methods and Monitoring Learning (1.a.iii)

a. In the tables below, <u>list</u> the methods that will be used to deliver instruction (i.e. Direct Instruction via Zoom, Independent Study, Project Based Learning via a menu of options), the content provider or program to be used (i.e. Edgenuity, Journeys, Saxon Math), and the Formative and Summative Assessment Strategies to be used, as well as the frequency of those assessments.

Instructional Methods, Content Delivery, and Monitoring Student Learning (Math)				
	Educational Delivery	Content Provider/Program	Formative Assessment	Summative Assessment
	Methodologies	Used	Strategies and Frequency	Strategies and Frequency
Kindergarten	Video instruction, Google	Edgenuity	Daily work and checks for	Cumulative Assessments
	Meets direct instruction,		understanding.	throughout the course.

	independent practice using workbook and leveled readers.		Assessments after every chapter/unit. Galileo benchmark 4 times a year on campus.	Galileo summative assessment at the end of the year.
1-3	Video instruction, Google Meets direct instruction, independent practice using workbook and leveled readers.	Edgenuity	Daily work and checks for understanding. Assessments after every chapter/unit. Galileo benchmark 4 times a year on campus.	Cumulative Assessments throughout the course. Galileo summative assessment at the end of the year. 3 rd grade students will take the AzM2.
4-6	Video instruction Google Meets direct instruction, Google Classroom for independent practice.	Edgenuity	Daily work and checks for understanding. Assessments after every chapter/unit. Galileo benchmark 4 times a year on campus.	Cumulative Assessments throughout the course. Galileo summative assessment at the end of the year. Students will take the AzM2.
7-8	Video instruction Google Meets direct instruction, Google Classroom for independent practice.	Edgenuity	Daily work and checks for understanding. Assessments after every chapter/unit. Galileo benchmark 4 times a year on campus.	Cumulative Assessments throughout the course. Galileo summative assessment at the end of the year. Students will take the AzM2.
9-12	NA	NA	NA .	NA

	Instructional Methods, Content Delivery, and Monitoring Student Learning (ELA)					
	Educational Delivery	Content Provider/Program	Formative Assessment	Summative Assessment		
	Methodologies	Used	Strategies and Frequency	Strategies and Frequency		
Kindergarten	Video instruction, Google	Edgenuity	Daily work and checks for	Cumulative Assessments		
	Meets direct instruction,		understanding.	throughout the course.		
	independent practice using		Assessments after every	Galileo summative		
	workbook and leveled		chapter/unit. Galileo	assessment at the end of		
	readers.		benchmark 4 times a year	the year. Reading fluency,		
			on campus. Reading	phoneme segmentation and		

			fluency, phoneme segmentation and blending assessments every 2-weeks.	blending assessments every month.
1-3	Video instruction, Google Meets direct instruction, independent practice using workbook and leveled readers.	Edgenuity	Daily work and checks for understanding. Assessments after every chapter/unit. Galileo benchmark 4 times a year on campus. Reading fluency, phoneme segmentation and blending assessments every 2-weeks.	Cumulative Assessments throughout the course. Galileo summative assessment at the end of the year. Reading fluency, phoneme segmentation and blending assessments every month. 3 rd grade students will take the AzM2.
4-6	Video instruction Google Meets direct instruction, Google Classroom for independent practice	Edgenuity	Daily work and checks for understanding. Assessments after every chapter/unit. Galileo benchmark 4 times a year on campus.	Cumulative Assessments throughout the course. Galileo summative assessment at the end of the year. Reading fluency, phoneme segmentation and blending assessments every month. Students will take the AzM2.
7-8	Video instruction Google Meets direct instruction, Google Classroom for independent practice	Edgenuity	Daily work and checks for understanding. Assessments after every chapter/unit. Galileo benchmark 4 times a year on campus.	Cumulative Assessments throughout the course. Galileo summative assessment at the end of the year. Students will take the AzM2.
9-12	NA	NA	NA NA	NA NA

Instructional Methods, Content Delivery, and Monitoring Student Learning (Science)				
Educational Delivery Content Provider/Program Formative Assessment Summative Assessment				
	Methodologies	Used	Strategies and Frequency	Strategies and Frequency

Kindergarten	Video instruction Google Meets direct instruction, Google Classroom for independent practice, virtual labs.	Edgenuity and Generation Genius	Daily work and checks for understanding. Assessments after every topic.	Cumulative assessments after a strand has been taught.
1-3	Video instruction Google Meets direct instruction, Google Classroom for independent practice and virtual labs.	Edgenuity and Generation Genius	Daily work and checks for understanding. Assessments after every topic.	Cumulative assessments after a strand has been taught.
4-6	Video instruction Google Meets direct instruction, Google Classroom for independent practice and virtual labs.	Edgenuity and Generation Genius	Daily work and checks for understanding. Assessments after every topic.	Cumulative assessments after a strand has been taught. 4 th grade Galileo and AIMS Science.
7-8	Video instruction Google Meets direct instruction, Google Classroom for independent practice and virtual labs.	Edgenuity and Generation Genius	Daily work and checks for understanding. Assessments after every topic.	Cumulative assessments after a strand has been taught. 8 th grade Galileo and AIMS Science.
9-12	NA	NA	NA	NA

	Instructional Methods, Content Delivery, and Monitoring Student Learning (Social Studies)				
	Educational Delivery	Content Provider/Program Used	Formative Assessment	Summative Assessment	
	Methodologies		Strategies and	Strategies and Frequency	
			Frequency		
Kindergarten	Video instruction Google	https://www.virtualfieldtrips.org/	Daily work and checks	Cumulative assessments	
	Meets direct instruction,		for understanding.	after a strand has been	
	Google Classroom for	Edgenuity	Assessments after every	taught.	
	independent practice and		topic.	_	
	virtual field trips.				

1-3	Video instruction Google Meets direct instruction,	https://www.virtualfieldtrips.org/	Daily work and checks for understanding.	Cumulative assessments after a strand has been
	Google Classroom for	Edgenuity	Assessments after every	taught.
	independent practice and		topic.	
	virtual field trips.			
4-6	Video instruction Google	https://www.virtualfieldtrips.org/	Daily work and checks	Cumulative assessments
	Meets direct instruction,		for understanding.	after a strand has been
	Google Classroom for	Edgenuity	Assessments after every	taught.
	independent practice and		topic.	
	virtual field trips.			
7-8	Video instruction Google	https://www.virtualfieldtrips.org/	Daily work and checks	Cumulative assessments
	Meets direct instruction,		for understanding.	after a strand has been
	Google Classroom for	Edgenuity	Assessments after every	taught.
	independent practice and		topic.	
	virtual field trips.		_	
9-12	NA	NA	NA	NA

Optional: Describe how the school will provide substantive distance learning (use if the school wishes to provide information in addition to the tables above)

Meeting the Needs of Students with Disabilities and English learners (1.a.iv)

In addition to action steps articulated in this document, all state/federal laws and IDEA assurances provided annually to the Department remain applicable and in effect.

a. Describe how the charter school will ensure access and meet the needs of students with disabilities.

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
All students with an IEP will have their service minutes provided.	Special education staff: teachers, speech asst, OT and PT.	As determined by their IEP.	Notes and logs on time spent in Google Meets, on the phone or completed
			packet work.

Process for Implementing Action Step

Special education staff will reach out to parents of students on their caseload. They will schedule Google Meets times to get online and provide lessons to work on IEP goals. Progress monitoring will occur once a month wither in-person or in Google Meets.

b. Describe how the charter school will ensure access and meet the needs of English learners

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
All ELL scholars will have their instruction provided in person on in Google Meets.	SEI endorsed teacher	2-hours per week	Lessons plans submitted to Academic Coach. The lessons will include the ELPs that will be taught during the lessons.

Process for Implementing Action Step

The SEI teacher will schedule 2-hour blocks based on proficiency level. She will teach the lesson.

Social and Emotional Learning Support for Students (1.a.v)

Check the boxes below to indicate which will be provided to students to support social emotional learning and how counseling services will be provided for each grade band.

		Kinder	1-3	4-5	6-8	9-12
	Teacher Check-in	Х	Х	Х	Χ	NA
Casial Emational	Packet of Social and Emotional Topics					NA
Social Emotional	Online Social Emotional videos	Х	Х	Х	Χ	NA
Learning	Parent Training	X	Х	Χ	X	NA
	Other: Counselor Google Meets Sessions	Х	Χ	Χ	Χ	

	Kinder	1-3	4-5	6-8	9-12
Counseling Services In-Person	Χ	Χ	Χ	Χ	NA

Phone	Χ	Χ	Χ	Χ	NA
Webcast	Χ	Χ	Χ	Χ	NA
Email/IM	Χ	Χ	Χ	Χ	NA
Other: Counselor Google Meets Sessions	Χ	Χ	Χ	Χ	

Provide a description of how the charter school will provide social and emotional learning support to students using the methods identified in the above charts.

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Daily check-ins by the teacher will be used to create community and to gauge how the student is doing. The counselor will provide sessions on an individual basis scheduled by appointment. The counselor will also have set times during the week to meet with students who wish to join the group. An-open-ended question will jump start the conversation as the counselor facilitates the discussion.	Teachers and Counselor	Daily and weekly.	Teachers will keep track of participation and engagement in the online environment. The counselor will log who she meets with and when. She will also keep track of attendees in the group sessions.

Demonstrating Mastery of Academic Content (1.a.vi)

Describe how the charter school will require students to demonstrate ongoing competency or mastery in grade level or advanced grade level content.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
GIA will require all scholars to show growth and mastery of standards. Teachers will use formative assessments throughout lessons to gauge mastery. Teachers, along with paraprofessionals will provide interventions and enrichment as needed. Paras will meet with small groups virtually to provide remediation under the guidance of the classroom teacher.	Teacher, Paraprofessionals, Academic Coaches and Executive Director	Ongoing throughout the year.	Assessments are tracked and discussed during Data Dialogue meetings with teachers and academic coaches. Instruction and lesson planning are driven by the data collected. Evidence will be growth and mastery shown on Galileo Benchmarking, content specific unit summative assessments, and Az2M.

Benchmark Assessments (1.a.vii)

In the tables below, <u>list</u> the assessments that will be used for benchmarking in grades K-12 (i.e. NWEA MAP, Galileo, Fountas and Pinnell BAS, etc.), the manner in which the assessment will be given, and the proposed date(s) the assessment(s) will be given.

	Bench	mark Assessments (Math)	
	Assessment(s) to be used (Name of Assessment and/or Assessment Provider/Creator)	Plan for Assessment (online, in person, at testing center, etc.)	Proposed date(s) of assessments
Kindergarten	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021
1-3	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021
4-6	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021
7-8	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021
9-12	NA	NA	NA

	Bench	nmark Assessments (ELA)	
	Assessment(s) to be used (Name of Assessment and/or Assessment Provider/Creator)	Plan for Assessment (online, in person, at testing center, etc.)	Proposed date(s) of assessments
Kindergarten	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021
1-3	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021

4-6	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021
7-8	Galileo	In-Person	August 24-27, 2020, November 2-5, 2020, February 8-11, 2021, May 10-13, 2021
9-12	NA	NA	

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Optional	l: Describe h	now the school v	will administer benchmark asses	ssments (use if the school wishes to provide i	nformation in addition to the table
GIA will a	dminister the	benchmarks usin	g Chromebooks.		
The char	ter school r		•	ation it believes is key to the plan it has laid (out in this document, or to highlight its