

## **Gilbert Public Schools**

### ***Onsite Learning Support***

#### **What is Onsite Learning?**

In accordance with Governor Ducey's Executive Order 2020-51, along with Superintendent Hoffman's follow-up guidance, all school districts are mandated to offer free onsite learning opportunities and support services beginning August 17, 2020. Further direction was given for all districts to create a plan of support for students with specific qualifications in the areas of special education, English language learning, gifted, at-risk and those in foster care. This plan needs to also provide for supervision of young children, access to internet connection as well as direct communication to those who may be deemed most vulnerable.

These onsite opportunities will not be the same as a typical school environment and do not include in-person instruction by a certified teacher. The intention of the Governor's Order is that we serve the most vulnerable students in our district, such as those qualifying classifications listed above.

#### **Plan of Action:**

In an effort to support our local families as well as ensuring all Executive Order expectations are followed, GPS will be implementing the following plan of action beginning on August 17th.

Students may fall within one of two categories:

#### **Onsite Learning Support - Open Lab or Onsite Learning Support - Qualifying Services**

#### **Onsite Learning Support - Open Lab: (Elementary ONLY - K-6th)**

Supervision and academic support will be provided for young students who do not have a caregiver at home or need internet access. This may include children of first responders and/or essential workers. Elementary campuses will have designated classrooms, music rooms or multipurpose spaces for registered students to be supervised as they complete online coursework. Students must bring their GPS issued device as well as headphones, and supply their own transportation to and from campus. With limited space and staff members available, and in alignment with our health mitigation strategies, we highly recommend students only stay on campus for the amount of time necessary to complete online coursework as there are no activities outside of VIK before/after school programs. Should a student need to stay on campus for the full duration of the school day for supervision reasons, it is expected that he/she brings materials such as books, art supplies, and/or individual games, which may assist in giving them an activity to complete after coursework is finished. Breakfast and Lunch will be provided.

(There is no recess, in-person specials or direct instruction. All instruction is via online platform.)

Hours of Operation: 8:00 am - 3:00 pm - M, T, Th, F  
8:00 am - 2:00 pm - W

**Onsite Learning Support - Qualifying Services: (All Campuses K-12)**

Students who qualify for special services in the areas of special education, English language learners, gifted, or at-risk (Title I, foster care, McKinney Vento) may receive direct services based on location, faculty availability and as scheduling allows. These students will be assigned to a location on their home campus to access individualized resources as well as receive assistance from strategically assigned staff members. Members of the ELL, special education, gifted, Title I and SEL staff will blend in-person supports with electronically provided materials.

- Special Education (All campuses) - Special education paraprofessionals assigned to all campus locations to assist qualifying students with accessing online courses and navigating the instructional platform. Individual support and instruction may be provided based on student need
- English Language Learners - ELL staff will rotate to each campus throughout the week in an effort to support all qualifying students with individual and small group instructional support. Students will be clustered based on enrollment information to assist with providing service in a variety of formats. The students will be supervised by full-time support staff members with ELL targeted supports being provided on drop in or limited pullout basis by qualified staff.
- Title I/Foster/McKinney Vento - Title I staff assigned to each GPS Title I campus will work individually or with small groups to support the needs of students identified as academically at-risk. Students will be assigned to a full-time support staff member with academic support being provided on drop in or limited pull out basis by a highly qualified Title I staff member.
- Gifted - Students will be clustered based on qualification and provided various academic extension activities within each location. Full-time support staff members will supervise the students (not certified or gifted endorsed) with online instruction or through the extension activities provided by GPS Gifted Department.

Hours of Operation:

Elementary	8:00 am - 3:00 pm
Junior High	8:30 am - 3:30 pm
High School	7:30 am - 2:30 pm

**Specially-Designed Instruction: (Time/Location - Based on need and program)**

In-person Specially-Designed Instruction is a second type of service we will also provide. The Arizona Department of Education issued guidance on July 29, 2020. This guidance stated, “Students with disabilities whose free appropriate public education (FAPE) needs, as determined by individualized education program (IEP) teams, require in-person support must be provided specially designed instruction as soon as the student has started school, in accordance with the attending school calendar, but beginning no later than August 17, 2020.”

Online instruction and service delivery can be very effective for most students. There are some students, however, who may not benefit from or be able, due to their disability, to access their instruction and services in a virtual format. In order to provide FAPE to these students, in-person services will be provided. In our District, this will be determined by a consideration of student IEP data collected by staff through August 14 and parent input. If students need in-person instruction or services, this will be provided on an appointment basis by the student's team members. Decisions about this service will be based on individualized determination.

Students who qualify for SDI/Services will be contacted directly by the student's team, who will create an individualized plan aligned to the student IEP requirements. This service will be provided on an appointment basis regionally throughout the district with transportation provided if explicitly outlined within the IEP.

### **Campus Staffing: Sample**

<b>Room #</b>	<b>Original Title/Position</b>	<b>Assignment</b>	<b>Enrollment</b>
Designated Entrance	Any	Check In/Check Out	
101	Paraprofessional	General Students	15
102	Paraprofessional	General Students	15
103	Paraprofessional	General Students	15
104	Paraprofessional	General / ELL Cluster	12
105	Paraprofessional	General / Gifted Cluster	12
106	SPED Paraprofessional	Special Education	Based on Qualification
107	SPED Paraprofessional	Special Education	Based on Qualification
			90 Max Total Students
	Bus Driver/Monitor	Classroom Sub/Rover	
	Bus Driver/Monitor	Classroom Sub/Rover	
	Food Service	Classroom Sub/Rover	
	Paraprofessional	Special Ed - Sub/Rover	

#### **Staffing:**

Staff members will be selected and placed based on home campus enrollment and specific student needs. Campus administrators will oversee the classroom and staff selection process up and through the point which the campus needs additional staff. Support staff members will be placed on home campus when possible. As an example, if a campus indicates it has four

special education paraprofessionals above and beyond what is needed to support with the online learning, those individuals would be placed in the positions on the campus in rooms 106 and 107 (using the above example). There would be two leads and two sub/rovers to assist with restroom breaks, lunch, escorting students, etc.

Staffing needs above and beyond what is available on any individual site will be supported by Community Education, Rood Services, Transportation and any other group of support staff employees who may be directed to assist.

Check In/Check Out - A staff member must be designated by campus administrator to check students in and out. Campus office staff will be able to provide this individual with a roster of registered students.

***Program Facilitator:***

***Campus principal will be considered the program facilitator unless otherwise designated***

This individual will be the direct contact for each campus with relation to staffing, enrollment, registration, room assignments, and any other responsibilities associated with Onsite Learning Support. Google form to be sent to all principals for name submission.

**Staff Expectations:**

Assigned staff members will receive recorded and/or live training based on expected duties:

- Tuesday, August 11 - 11:00 a.m. - Eleyo registration system training - (2)  
Designated office members - T. Palmer
- Online Video - Health Training - COVID-19 informational video with health guidelines - J. Frost
- Online Video - Child Care 101 - Video presentation on roles and responsibilities of child care workers assigned to each classroom - VIK & Special Education
- Documents & Online Resources - Tech Support/Direction - Support staff members will need to be competent in assisting with online logins and various platform navigation

Staff members will provide supervision to all students and ensure a safe onsite support environment is provided. They will assist students with accessing online learning, escorting students throughout the campus, supporting campus custodial staff with frequent desk and high touch area cleaning, and support daily schedules of students and staff.

Total staffing numbers and class sizes to be determined based on student need and qualification level. Campus staff will be able to provide principals a roster of registered students by the Thursday morning prior to Onsite Learning Support beginning. Site administration will then select classrooms, assign staff and determine any other onsite needs.

**Registration:** (Students MUST register on home campus when space is available, other campus locations may be selected if necessary based on availability)

In an effort to adhere to local health guidance as well as ensure GPS has adequate staff available to supervise all onsite supports, each campus registration will be limited to 90 students. Should all campuses reach capacity, an expansion plan has been put in place based on staff availability. Students may receive support services within the school district and/or through community organizations; however this may not necessarily be on the home campus. Registered students will be able to arrive and depart anytime between the hours of 8:00 a.m. and 3:00 p.m. Families will need to provide transportation unless the student qualifies based on IEP qualification or McKenny-Vento designation.

Registration will open every two weeks with a registration link provided to qualifying students through direct email and/or phone call communication. General Open Lab registration to be available during the designated times listed below. Registration windows are as follows:

Registration Open: (8:00 am)	Registration Closed: (10:00 pm)	Attendance Dates:
August 7, 2020	August 12, 2020	August 17-28
August 21, 2020	August 26, 2020	August 31-September 11
September 4, 2020	September 9, 2020	September 14-25
September 18, 2020	September 23, 2020	September 28-October 2

Eleyo (Registration Links):

- [Open Lab](#) (K-6th ONLY)
- [Qualifying Services](#) (K-12)

**Parent Expectations:**

In order to ensure health mitigation standards are met and a suitable learning environment is created, all parents must adhere to the expectations below:

- Parents will register their child(ren) for onsite support.
- Parents will not send their child(ren) to onsite support if their child was not registered.
- Parents will ensure their child(ren) completes a home health screening prior to arrival.
- Parents will ensure their child(ren) arrives with a GPS issued device, headphones and any other necessary school supplies.
- Unless registered for VIK after-school care, parents will ensure all elementary students are picked up by 3:00 p.m.
- If a child has specific health needs or requires medication, parents must contact the school health office prior to beginning onsite learning support as well as documenting the need through initial registration. Parents will need to follow all school guidelines regarding the administration of medication to students on campus which includes a physician's order as well as checking in medication with the School Nurse, or Health Assistant on campus.
- Any adult picking a child up from onsite support will bring an ID and be prepared to show it during the pick-up process.

**Student Expectations:**

All students are entitled to a positive and safe learning environment. In an effort to ensure this opportunity is provided to all students, the following expectations and guidelines will be followed:

- Students are expected to behave in a way that ensures the safety of themselves and other students.
- Students are expected to follow all prescribed health and safety expectations are followed.
- Students are expected to behave in a way that does not disrupt the learning of other students.
- If a program specialist, supervisor or campus administrator determines that a student cannot benefit onsite support or follow expectations, the student may be withdrawn.
- Extreme behaviors, disrespect to staff, attempts to leave campus without permission will accelerate the disciplinary process.

**Safety Measures:**

A mitigation plan has been developed in an effort to reduce the spread of COVID-19. The details of that plan are as follows:

- Maximum of 90 students registered per campus.
- Maximum of 6-8 classroom/instructional areas selected based on distancing from others as well as vacancy as a result of faculty instructing remotely.
- [Screening Protocol](#): Students and staff members will complete screening at home each day prior to arrival. Parents will be responsible for ensuring student health guidelines are met.
- All attendees must be registered prior to the bi-weekly deadline in an effort to ensure all campuses may create rosters with assigned locations for all students and staff.
- All assigned groups will remain 15 or fewer per instructional space with students remaining within their respective group throughout each two week registration period.
- Hand sanitation dispensers will be located within each instructional space. Students will wash hands and/or sanitize between use of any shared items.
- Student learning spaces within open labs will meet social-distancing guidelines as possible.
- All faculty and staff required to wear face coverings when students or other staff are present.
- Students over the age of 5 required to wear face covering, students 5 and under recommended.
- Nurse or Health Assistant will be available during regularly scheduled school hours.
- High touch surfaces will be cleaned and disinfected regularly with deep cleaning of each instructional area, restroom and other high traffic areas each evening.

**Social Emotional Learning Support - SEL: (Available daily on ALL campuses 8:00 am - 3:00 pm)**

The focus will be on providing SEL activities on SEL competencies within the Buzz platform with additional supplemental support from SEL programs through CASEL, Second Step, and Sanford Harmony as needed.

Students will receive tiered onsite, in-person support based on individual need as determined from SEL screeners, social work/mental health counselor referral forms, behavior assessments and threat assessments. This may include individual support, small group facilitation, and/or family outreach and referral based on need for resources to support safety and learning (food, supplies, shelter, behavioral health care).

SEL support will be provided by the school site (or designated) Social Worker or Mental Health Counselor for students identified as in need. Determination for additional SEL support will be discussed in collaboration and coordination with each school site's Behavioral Health Team.

**Nutrition Services:**

Breakfast and lunch available in a similar manner as regular school year. Parents will indicate needs and qualifications on initial registration

- Free if eligible
- Reduced at \$0.40/meal (breakfast and lunch)
- Charges for those not eligible for Free/Reduced:
  - Breakfast
  - Lunch

**Transportation:**

In general, transportation is not provided, It is, however, available for qualifying special education students as determined by their Individualized Education Plan, as well as those receiving McKenny-Vento support. Please indicate need on the registration form.

Transportation staff will be calling each one individually to verify desire for transportation and to provide route information including pick-up and drop off times.

**Additional Options: (fee based)**

Should families need additional supports there are numerous options such as those listed below:

[GPS Before and After School Care \(VIK\)](#) - Very Important Kids - 6:30-8:00 am and 3:00-6:00 pm (M, T, Th, F) 2:00-6:00 pm (W) - This tuition based program is available for all GPS families beginning on August 17th. Children do not have to be enrolled in the Onsite Learning Supports to register.

Boys and Girls Club - Gilbert

<https://www.bgcaz.org/gilbert-branch/>

Town of Gilbert - Remote Rec-ucation (\$25 per day)

[https://anc.apm.activecommunities.com/gilbertaz/activity/search?onlineSiteId=0&activity\\_select\\_param=2&activity\\_keyword=remote%20rec-ucation%20desktop&viewMode=list](https://anc.apm.activecommunities.com/gilbertaz/activity/search?onlineSiteId=0&activity_select_param=2&activity_keyword=remote%20rec-ucation%20desktop&viewMode=list)