

## Distance Learning Plan

*March 18, 2020*

### Introduction

The Head of School and Leadership Team are actively monitoring the spread of the COVID-19 virus and are keeping abreast of recommendations from local health departments and authorities. In light of the mandate that all Kansas City/Johnson County K-12 schools be closed for the rest of the school year, we have been busy crafting a plan for online learning commencing next week. **We will be extending spring break to our students Monday and Tuesday, March 23-24.** Teachers will return to Horizon Academy these days so that they may prepare for this new learning platform. **Online learning begins Wednesday, March 25, 2020.**

Over the next few weeks, we will continue to rely on our families to help our students to access the education they deserve. Horizon Academy recognizes that distance learning is not a substitute for the in-person, day-to-day instruction. Nevertheless, we will make every effort to provide students with the opportunity to continue their studies. Even more importantly, Horizon Academy will prioritize students' social and emotional needs during an uncertain time by creating opportunities for connection, routine and "normalcy."

### Coronavirus Exposure and Diagnosis

Per the recommendation of the CDC, all students and staff members are reminded to stay home and seek appropriate medical attention if they are ill. For a list of symptoms, please go to

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>.

Because we are housed in Johnson County, we are following the recommendations of KDHE, who are now recommending 14-day home quarantine for Kansans, and since we serve families on both sides of the state line, Missourians, who have:

- Traveled to a state with known widespread community transmission (currently California, New York, Ohio, Louisiana, Florida, and Washington state) on or after March 15.
- Visited Eagle, Summit, Pitkin and Gunnison counties in Colorado within the past week.
- Traveled on a cruise ship on or after March 15.
  - People who have previously been told by Public Health to quarantine because of their cruise ship travel should finish out their quarantine.
- Traveled internationally on or after March 15.
  - People who have previously been told by Public Health to quarantine because of their international travel should finish out their quarantine.
- Received notification from public health officials (state or local) that you are a close contact of a laboratory-confirmed case of COVID-19. You should quarantine at home for 14 days since your last contact with the case. (A close

contact is defined as someone who has been closer than 6 feet for more than 10 minutes while the patient is symptomatic).

If a student, staff member, or a member of their household has traveled to one of these locations or is diagnosed with the Coronavirus, please notify the Head of School so that the appropriate arrangements can be made.

#### **The School will do its best to:**

- Contribute to your child's well-being and learning based on what we believe is most appropriate for their age and grade level.
- Continue the special relationship your child has formed with their classroom teacher.
- Maximize technology while being mindful of screen time.
- Provide a consistent daily schedule.

#### **The School asks families to:**

- Dedicate a consistent, distraction-free space (no TV, cell phones, radios, etc.) in your home for students to "report to school." Preferably, this would include a cleared counter or desk and a chair.
- Encourage your child to wear their uniform during this time to provide a sense of "normalcy."
- As age-appropriate, encourage your child to listen, participate and do their best while recognizing this is a new approach for *everyone*.
- Establish a daily routine before and after "school" - i.e., consistent wake-up, lunchtime, bedtime, etc.
- Play board games like Chutes and Ladders, Monopoly and other games that incorporate math, logic and counting.
- Read books as a family.
- Partner with us with patience and understanding as we all learn from our experiences.

#### **Take-Home School Technology and Supplies**

- Chromebooks and other supplies will be available for pick-up at the school from Thursday, March 19 to Tuesday, March 24. Alex Hayes will be sharing important information via email regarding Google Classroom and Zoom on Monday, March 23rd. Be aware that your student will need access to your home wireless network to access instruction. We encourage you to have headphones or earbuds for your student. If you have any questions or concerns regarding technology and supplies, please contact [ahayes@horizon-academy.com](mailto:ahayes@horizon-academy.com)

#### **Distance Learning Priorities and Expectations**

- Providing comfort, routine and certainty during an uncertain time.
- Listening comprehension, especially for our students in the lower school
- Limited guided and independent practice in reading, spelling, writing, and math, as age-appropriate

- Opportunities to participate in live or pre-recorded activities in art, music, PE, Executive Function, MakerSpace, Social Thinking, and science.

**Speech and Language, Occupational Therapy, Counseling**

- If a child is currently receiving Counseling, OT or SLP services, their therapist will determine whether services can continue on a distance learning platform. Therapists will reach out directly to families.

**Distance Learning Schedule** (we suggest you print the schedule for reference)

**Monday - Friday, from 9:00 a.m. - 1:15 p.m.**

**Below is a tentative schedule for March 25 through April 3.** Exact times, subjects, and durations may vary; changes may be communicated with you next week by your student’s homeroom teacher. Subsequent weeks are subject to change with the addition of 1:1 and small group O-G lessons that will be scheduled before and/or after the scheduled times below.

<b>Schedule</b>	<b>Timeframe</b>
<b>Morning Meeting</b>	<b>9:00 a.m. - 9:20 a.m.</b>
<b>Mindplay/Nessy/O-G</b>	<b>9:25 a.m. - 10:00 a.m.</b>
<b>Snack/Brain Break</b>	<b>10:00 a.m. - 10:10 a.m.</b>
<b>Math</b>	<b>10:10 a.m. - 10:55 a.m.</b>
<b>Writing</b>	<b>11:00 a.m. - 11:30 a.m.</b>
<b>Lunch</b>	<b>11:30 a.m. - 12:00 p.m.</b>
<b>Comprehension</b>	<b>12:00 p.m. - 12:30 p.m.</b>
<b>Keyboarding</b>	<b>12:30 p.m. - 12:45 p.m.</b>
<b>Art / Music / Makerspace / Social Thinking / Executive Functioning</b>	<b>12:45 p.m. - 1:15 p.m.</b>
<b>Physical Education / Activity</b>	<b>30 minutes each day on your own</b>

**Attendance**

Faculty will take attendance at the beginning of each online class period.

**Assessments and Grades**

The School's top priorities are to provide comfort, routine and certainty during an uncertain time. In the beginning, a large part of this effort will be focused on maintaining and continuing student learning. Assessments will be administered as possible but as is always the case, teachers will prioritize encouraging students' best efforts.

**Distance Learning Working Hours**

All employees are expected to be available for school business between the hours of 7:30 a.m. - 3:30 p.m. Examples of being available for school business to include but are not limited to checking email, conducting online classes and/or interacting with students via online platform, designing lessons, virtually attending faculty, teaching teams and grade-level meetings, PD, etc.

**After School Clubs**

Quarter 4 clubs have been canceled. Checks written for clubs have not been deposited and will be shredded. Please contact Maureen Elder if you have any questions.