

Holbrook Unified School District #3

Instructional Time Model

2021-2022

Holbrook Unified School District intends to provide in-person learning during the 2021-2022 school year as its primary model of instruction for most students. In recognition that flexibility may be needed, including the ability to provide remote instruction when deemed necessary, and to provide options for distance learning for students and families, the following Instructional Model Plan for the 2021-2022 school year has been developed.

Background

During the 2021 Legislative Session, the Arizona State Legislature passed HB 2862 (schools; instructional time models) which was signed by the Governor on April 28, 2021. With authority to provide distance learning, under Executive Orders issued last summer, expiring on June 30, 2021, HB 2862 gives school districts new flexibility to meet the instructional time requirements in statute including the ability to provide remote instruction in School Year 2022 after holding at least two public hearings on the proposed approach before utilizing the new flexibility.

The first public hearing for Holbrook Unified School District was held at each school site (Park Elementary, September 7th, Hulet Elementary, September 8th, and IWES, HJHS and HHS, September 9th), and the second public hearing was held at a duly called Governing Board meeting on September 14, 2021.

The Holbrook Unified School District Governing Board approved the Instructional Time Model Plan at the Governing Board meeting held on September 14, 2021 by a vote of: 5 aye, 0 nay.

Document submitted to the Arizona Department of Education on September 15, 2021.

Instructional Calendar, Time Requirements, and Funding

The Governing Board of the Holbrook Unified School District approved the 2021-2022 school year calendar on March 9, 2021, which reflects 180 instructional days and at least the minimum instructional hours required for the year for each of its schools. Instructional time in excess of the requirements may help ensure that in the event of unexpected closure, including weather, each grade will still meet the minimum number of required instructional hours based on a modification of school days.

In the event that instruction for the entire District needs to be cancelled due to weather or other conditions such as COVID-19 exposure, instructional time will be made up using the Instructional Time Model designated days on the approved calendar. The Superintendent may determine it is necessary to transition to temporary remote learning depending on the conditions

(weather/health) or available instructional hour flexibility provided by the Instructional Time Model.

The Holbrook Unified School District defines instructional time and hours to include any combination of in-person and remote instruction. HB 2862 limits the amount of in-person instructional time a school/district may provide in a remote setting to 50% of instructional time without impact to state funding; therefore, during the 2021-2022 school year, up to 50% of total instructional time may be provided in a remote setting without impact to state funding.

COVID-19 Mitigation Strategies

All school districts receiving ESSER III funds through the federal American Rescue Plan (ARP) Act must develop and make publicly available on their website, a plan for the Safe Return to In-Person Instruction and Continuity of Services. Please visit the COVID-19 Mitigation Plan found on the Holbrook Unified School District website: www.holbrook.k12.az.us. The plan must be updated at least every six (6) months or more often depending on updates in Centers for Disease Control and Prevention (CDC) guidance. The plan will also address student and staff needs including academic, social emotional and mental health, and other needs.

Instructional Models for the 2021-2022 School Year

The Holbrook Unified School District hosts five (5) instructional sites:

1. Park Elementary School (grades K-1)
2. Hulet Elementary School (grades 2-5, pre-k)
3. Indian Wells Elementary School (grades pre-K - 6th)
4. Holbrook Junior High School (grades 6-8)
5. Holbrook High School (grades 9-12)

The Holbrook Unified School District intends to offer three instructional models for the 2021-2022 school year:

- o In-Person Brick and Mortar Instruction (grades PreK-12).
- o Temporary Virtual Instruction when deemed necessary by the District due to inclement weather, COVID-19 exposure, individual student needs or emergency measures as indicated by the Superintendent (grades PreK-12).
- o Temporary Remote Project Based/Packet Instruction when deemed necessary by the District due to inclement weather, COVID-19 exposure, individual student needs or emergency measure indicated by the Superintendent (grades PreK-12).

In-Person Brick and Mortar Instruction

Traditional academic instruction that meets Arizona State Standards provided by certified staff members during the regular academic calendar day for the Holbrook Unified School District.

Temporary Virtual Instruction

When deemed necessary by the Superintendent of Schools, temporary virtual instruction that meets Arizona State Standards & is provided by certified staff members for the Holbrook Unified School District, may be provided to fulfill required instructional time.

Online platform to include but not limited to: Google Classroom, Edgenuity, Google Meets, iReady, Coach Digital, Envision Online, Reading A-Z, Foundations Fun Hub, learning material on flash drive online resources.

Temporary Remote Project Based/Packet Instruction

When deemed necessary by the Superintendent of Schools, at-home or remote instructional lessons that meet Arizona State Standards & are provided by certified staff members for the Holbrook Unified School District may be implemented to fulfill required instructional time.

Project-based activities, learning packet, lessons on flash drives or independent study instruction is assigned by each individual student's teacher, and is designed to promote academic excellence by covering or extending instruction based on Arizona State Standards.

Attendance Tracking Procedures

The Holbrook Unified School District requires parents to update records online and verify student enrollment through the online registration and verification process. Once enrolled, it is an expectation that students will attend class regularly; as well as, notify each school when a child will be absent. Absences prolonging more than 10 days will require the school to drop the student from enrollment.

The Holbrook School District employees Attendance Team members to track attendance and call parents when a child is absent.

As part of the overall attendance tracking process, HUSD #3 will utilize the following guidelines for the Instructional Time Model implementation:

In-Person Brick and Mortar Instruction Attendance Tracking Procedures

The Holbrook Unified School District will utilize traditional attendance record keeping procedures at each school site. Attendance information will be recorded in Infinite Campus to be uploaded through AzEDs for Arizona Department of Education Reporting.

Student attendance will be taken in the am and pm for elementary K-6 and hourly for 7-12.

Temporary Virtual Instruction Attendance Tracking Procedures

The Holbrook Unified School District will utilize attendance record keeping procedures that are approved at each site. In addition, the District will utilize technology logins, parent attestation forms, and/or attendance team verification for the purpose of recording attendance. Attendance information will be recorded in Infinite Campus for reporting requirements for the Arizona Department of Education.

Temporary Remote Project Based Learning/Packet Instruction Attendance Tracking Procedures

The Holbrook Unified School District will utilize attendance record keeping procedures that are approved at each site. In addition, the District will utilize technology logins, parent attestation forms, project/grade completions for the purpose of recording attendance and/or attendance team verification. Attendance information will be recorded in Infinite Campus for reporting requirements for the Arizona Department of Education.

The Holbrook School District is committed to **H**elping **U**nique **S**tudents **D**evelop. It is our fervent hope that we may use the Instructional Time Model to continue learning opportunities for all students during unforeseen circumstances such as COVID outbreaks, weather related circumstances, and alternative instructional models that will benefit the students of HUSD #3.

APPENDIX A

INSTRUCTIONAL TIME MODEL

SCHOOL	GRADE LEVELS	INSTRUCTIONAL HOURS	ITM ACTIVITIES	ATTENDANCE REPORTING
Park Elementary	K-1	K= 360 min. per week 1st= 712 hours per year	<ul style="list-style-type: none"> ● Virtual Learning ● Project-based learning ● Learning packets 	<ul style="list-style-type: none"> ● Virtual attendance ● Parent attestations ● Coursework completion ● A-team verification
Hulet Elementary School	Pre-K, 2-5	K= 356 hours per year 1st - 3rd= 712 hours per year 4th-5th= 890 hours per year	<ul style="list-style-type: none"> ● Virtual Learning ● Project-based learning ● Learning packets 	<ul style="list-style-type: none"> ● Virtual attendance ● Parent attestations ● Coursework completion ● A-team verification
Indian Wells Elementary School	Pre-K - 5	K= 356 hours per year 1st - 3rd= 712 hours per year 4th-6th= 890 hours per year	<ul style="list-style-type: none"> ● Virtual Learning ● Project-based learning ● Learning packets ● Individual practice activities 	<ul style="list-style-type: none"> ● Virtual attendance ● Parent attestations ● Coursework completion ● A-team verification
Holbrook Junior High School	6-8	6th-8th = 890 hours per year	<ul style="list-style-type: none"> ● Virtual Learning ● Project-based learning ● Learning packets ● Independent study courses ● Group study activities 	<ul style="list-style-type: none"> ● Virtual attendance ● Parent attestations ● Coursework completion ● A-team verification

<p>Holbrook High School</p>	<p>9-12</p>	<p>9th-12th= 720 hours per year</p>	<ul style="list-style-type: none"> ● Virtual Learning ● Project-based learning ● Learning packets ● Independent study courses ● Group study activities ● Remote learning ● Evening Classes ● Mastery-based learning ● On job training 	<ul style="list-style-type: none"> ● Virtual attendance ● Parent attestations ● Coursework completion ● A-team verification
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