



Sun Valley Academy Virtual Learning Handbook



School Information

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Mission:

Sun Valley Academy has made a commitment to provide each student with a quality education through high standards and high achievement. We foster a school culture in which teachers, students, and parents are active participants. Our pursuit of academic excellence is enhanced by family partnerships and the development of leadership skills. This dynamic combination motivates students to embrace life-long learning and to become productive members of our community. **Sun Valley Academy empowers every scholar, every day, through high standards and high achievement.**

Vision:

Sun Valley Academy is a premier provider of education committed to partnerships that empower every scholar and family to become leaders; invested in lifelong learning who courageously craft the change they want to see in the world.

Staff Collective Commitments:

- I will understand each scholar's needs in order to provide a safe and successful learning environment.
- I will effectively communicate with all stakeholders and be receptive to information provided through that collaboration.
- I will proactively plan each day with a well-constructed, yet flexible, plan.



Overview

Sun Valley Academy takes pride in providing a quality education for all of our scholars in grades Kindergarten through 8th grade. Our philosophy is grounded in the belief that ALL students can learn and thrive when provided the opportunity and resources to learn and grow. In the midst of the COVID-19 Pandemic, Sun Valley Academy recognizes the need to provide a safe learning environment for scholars, teachers, and staff. Although the preferred method of instruction is the brick and mortar model, a distance learning model has been developed so that scholars can continue to receive a quality education from our certified teachers and professional staff, while remaining at home. This handbook serves as a guide for teachers and families during the time period school administration implements a distance learning model. According to Governor Ducey's Executive Orders 2020-41, 2020-44, and 2020-51, schools are required to provide access to a safe location where students in need can complete distance learning assignments. Sun Valley Academy will be open Monday through Friday during regular school hours, for identified scholars in need of a safe place to complete distance learning assignments and activities. Breakfast and lunch services will be provided. Both meals will be packaged/provided together and available for pick up between 7:30 am – 9:30 am Monday through Friday.



Technology Access

While in a distance learning period, all scholars will be required to access online curriculum and assignments. Prior to starting a distance learning session, Sun Valley Academy will administer a needs assessment survey to all families. This survey will determine if families have the necessary technology at home in which scholars can access and complete assignments outlined in the online curriculum. Families without internet, will be provided a list of community resources that assist families in need. Sun Valley Academy has a limited amount of technology devices available to help families with virtual learning. Families in need of technology assistance will need to complete an application requesting assistance. Once approved, a parent/guardian must sign a Technology Loan Agreement to check out a device. The parent/guardian that signs for the device is responsible for maintaining the device in proper working order, and returning the device at the conclusion of the distance learning period. Replacement of a device will cost a minimum of \$250.00.



Scholar Attendance

In accordance with the Arizona Department of Education and state attendance requirements, scholars are required to “attend” school just as they would in a regular brick and mortar model. ***Sun Valley Academy must, and will track daily scholar attendance based on a combination of the following:***

- Scholars log into the online learning platform, Edgenuity, at least once per day, and for a minimum of 30 minutes. **EDGENUITY WILL BE THE MAIN MODALITY FOR TRACKING SCHOLAR ATTENDANCE.**

- Scholars must log into their Google Classroom at least once per day; and
 - Respond to teacher announcements in Google Classroom
 - Complete weekly assignments in Google Classroom
- Participate in a curricular-based Zoom session with their teacher

Weekly attendance reports will be completed by the classroom teacher and submitted to the Attendance Clerk. The Attendance Clerk will record daily attendance in PowerSchool, which sends attendance reports/tracking to the state. Scholars not meeting state attendance requirements, will be notified by the classroom teacher. Other Sun Valley Staff members such as the Attendance Clerk, site principal, or support staff member may contact scholars regarding attendance in hopes of developing a plan to support the scholar attend school on a regular and consistent basis. All contact regarding attendance will be logged in the scholar’s PowerSchool profile.

Arizona law stipulates that students must attend 90% of the school year (180 days). Scholars missing 10% (18 days) of school are considered truant, and are subject to state laws for truancy. Additionally, any scholar absent for **10 consecutive days** is subject to be disenrolled by the school as outlined by state law. **State attendance laws remain in effect while in a distance learning model.** Every effort will be made to accommodate scholars who have extenuating circumstances and are not able to “attend” school every day in the distance learning model. If a family is experiencing extraordinary circumstances, the parent/guardian should contact the school principal immediately so that accommodations can be arranged.



Curriculum/Assignments/Grading

In accordance with the *Governor’s Executive Orders 2020-41 and 2020-44* for the 2020-2021 school year, guidance published by the Arizona Department of Education states, **“School districts and charter schools must provide access to a full curriculum with instruction and academic tasks that are estimated to meet the minimum instructional hours and number of subject requirements in A.R.S. § 15-901 for full-time or part-time status.”** Thus, estimated time allotments scholars should spend on school work are as follows:

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|---|--|
| Kindergarten: | 15 - 20 minutes per subject (Reading, Math, Science, & Social Studies) |
| 1 st – 2 nd Grades: | 20 – 30 minutes per subject (Reading, Math, Science, & Social Studies) |
| 3 rd – 8 th Grades | 30 minutes per subject (Reading, Math, Science, & Social Studies) |



Curriculum

The main curriculum and online platforms used by Sun Valley Academy during distance learning are:

- Google Classroom
- Edgenuity
- Saxon Math
- Spalding
- myON

While Sun Valley Academy is in a distance learning period, the main modality for online learning is Google Classroom. Additionally, scholars will be issued an account for the online platforms, Edgenuity and myON. During Meet the Teacher virtual sessions, teachers will provide families with scholar's Google Classroom codes, Edgenuity, myON, and PowerSchool family account information.

Teachers, including specials teachers, will create a Google Classroom and invite scholars using **only the scholar's Sun Valley Academy email account**. Teachers will upload recorded lessons, provide resources for scholars, and create/upload assignments in Google Classroom. Scholars are to complete/upload assignments into Google Classroom, Edgenuity, and myON. Other modes of submission are not guaranteed to be received by the teacher, and the assignment may not be graded or given credit.

Sun Valley Academy teachers are trained and advised to create lessons that integrate content so that scholars are not spending long hours doing school work.



Teacher Expectations

In order to provide solid and cohesive learning sessions, Sun Valley Academy teachers will record core content lessons and upload them into Google Classroom. **The main mode of instruction will come from the teacher;** and supplemental lessons/activities will be assigned in Edgenuity and myON.

Recorded lessons could be any one of the following, but not limited to:

- A recorded Zoom session
- A narrated Google Slide/PowerPoint presentation
- A video recording of you teaching a lesson

The recorded lessons should not be longer than 30 minutes and meet the following minimum guidelines:

✓ **Kindergarten – 5th grade:**

- Saxon Math lessons (4 days per week)
- Spalding lessons (3 days per week)
- ELA lessons (3 days per week)
- Writing lessons (2 days per week)
- Science lessons (2 days per week)
- Social Studies lessons (2 days per week)

✓ **6th – 8th grade:**

- Saxon Math lessons (4 days per week)
- ELA lessons (4 days per week)
- Science lessons (4 days per week)
- Social Studies lessons (4 days per week)

- ✓ **Specials** for all grades *at a minimum*:
 - K-1 (1 time per week during their assigned specials week)
 - 2-3 (1 time per week during their assigned specials week)
 - 4-5 (1 time per week during their assigned specials week)
 - 6-8 (1 time per week during their assigned specials week)

- ✓ Teachers, including Specials teachers, will hold a weekly Zoom Social hour for scholars to get together and engage in non-curricular activities. Scholars are not required to attend these social times, but highly encouraged to attend. The social times are designed to meet the social-emotional needs of scholars and should be fun and interactive. All Zoom social times will be recorded and uploaded into the teacher's Google Classroom.

- ✓ At the beginning of each week, teachers will post classroom announcements in their Google Classroom reminding scholars and families of upcoming events, Zoom meetings, due dates and weekly office hours.

- ✓ Teachers will host virtual "Office Hours" 3 days per week in **at least** 1 hour increments for tutoring or additional curricular support. One of those days must be an evening option for families. Office hours must be consistent week to week. If a teacher needs to adjust their office hours, that must be communicated to families and the site principal at least 24 hours in advance.



Scholar Expectations

Scholars are expected to log into Edgenuity and Google Classroom daily. Logging into these platforms is how daily attendance will be recorded. Announcements, lessons, and assignments will be found in Google Classroom. Homework is not assigned while Sun Valley Academy is in a distance learning period. If a scholar is having difficulty logging into their virtual learning platforms downloading assignments, or accessing the curriculum, please notify the teacher immediately.

Scholars are expected to participate and contribute to classroom activities just as they would in the regular classroom setting. Assignment due dates and deadlines are not fluid and should be adhered to as much as possible. If a scholar needs assistance with completing assignments, they should contact their classroom teacher as soon as the issue arises.



Assignments & Assessments

All assignments will be posted in Google Classroom. Assignments may include, but are not limited to:

- Completing courses/modules in Edgenuity
 - Graded assignments in Edgenuity will be transferred into PowerSchool
- Completing reading logs/assignments/hours in myON
- Downloading worksheets from Google Classroom to complete and then upload for grading
- Assignments developed directly in Google Classroom
- Virtual Learning Logs
- Online assessments



Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of school activities. All users are expected to use Sun Valley Academy digital resources in a legal, responsible, ethical, and polite manner.

The purpose of assessments is to gauge and monitor scholar progression towards standards mastery. Teachers use data from scholar assessments to develop lessons and design reteach and enrich lessons for scholars. While in a distance learning period, scholars may be required to complete online assessments. Scholars are to complete assessments with honesty and integrity. Parents and guardians are not permitted to assist scholars with online assessments. If it is determined that a scholar had assistance with an online assessment, that assessment will be voided and the scholar will receive a zero on the assessment.



Grading

PowerSchool is the only platform used to record and store official scholar grades. Scholars will be expected to complete assignments in a timely manner. Only grades in PowerSchool will be used as official grades for each scholar. Graded assignments from Google Classroom and Edgenuity will be transferred into PowerSchool by the classroom teacher. Families are strongly encouraged to use the PowerSchool Parent Portal to keep track of assignments and grades.

Teachers may assign as many assignments as necessary in which to allow scholars **to practice** a skill/standard. Some assignments will strictly be for practice and some will be taken for a grade. Teachers will clearly notate assignments that will be graded.

Teachers are required to **record in PowerSchool a minimum, two grades/assignments per week per subject** in English Language Arts (ELA), Math, Science, Social Studies; **and a minimum 1 grade/assignment per week** in Spalding (if applicable) and Specials. Some assignments/grades may be used to record no more than 2 subjects at a time. For instance, a reading assignment may be used for a reading and social studies grade.

Teachers will grade and return assignments with feedback in a timely manner. As per the Policy and Procedures Manual, teachers may deduct points for late assignments. **If a scholar/family is having difficulty completing assignments, please contact the teacher as soon as a problem arises so that a win-win solution can be developed.** Every effort will be made to accommodate scholars/families that have extenuating circumstances, and have communicated in a timely manner with the teacher, struggles with completing assignments. Failure to respond to a teacher or staff member who tries to connect with a scholar regarding low scores or missing assignments will be logged and taken into consideration when finalizing quarter grades.



Tips for Families in a Distance Learning Environment

- ✓ Establish a daily routine.
 - Make a schedule that includes specific times for working and taking breaks.
- ✓ Establish a place with limited distractions for doing school work, for example at a desk or kitchen table.
- ✓ Make sure you have all of the materials necessary to complete assignments.
 - For example, make a “School Tool Box” to put pencils, crayons, paper, and an index card with login information.
- ✓ Encourage your scholar to first try the assignments on their own first before asking for help.
- ✓ If you or your scholar needs assistance, reach out to their classroom teacher.
- ✓ Check the PowerSchool Parent Portal with your scholar regularly.
- ✓ Attend classroom teacher office hours.



Tutoring/Extra Help

Sun Valley Academy teachers and support staff will be available to provide extra support for all scholars. Virtual tutoring sessions will be established so that scholars can log into a session and receive additional help. Some scholars may be assigned specific staff members for daily/weekly check ins. All tutoring/extra help sessions will be logged into the scholar’s PowerSchool profile.

Special Education staff will provide virtual supplementary academic support through direct instruction either in one-on-one sessions or small groups. Students with disabilities will be assigned a Special Education staff member for support. Special Education staff will be required to schedule daily virtual meetings with their assigned students. All contact and contact attempts will be documented on a Communication Log.

Support staff will be assigned to ELL students for daily check-ins and assistance with assignments based on a schedule. Translation mode activated in Edgenuity so that ELL students can have access to curriculum in their native language. ELL students will be assigned a support staff member. Support staff members will be required to check in with their assigned students 1-3 times per week based on student need. All contact and contact attempts will be documented on a Communication Log.



Where do I go for help?

PowerSchool Parent/Scholar Portal

*Need login information to check
grades/Forgot login
information/locked out*

Front Office

Edgenuity/myOn Access

*Need login information/Forgot
login information*

1st Contact: classroom teacher

OR

2nd Contact: Jacob Evans
jevans@sunvalleyacademy.org

Google Classroom - Access

Need login info/scholar access

1st Contact: Classroom teacher

OR

2nd Contact: Jacob Evans
jevans@sunvalleyacademy.org

Assignments in Google Classroom

*Need assistance with navigating
Google Classroom/How to
complete assignment/Question
about a problem or
assignment/Which assignments
are graded*

Classroom Teacher