



2020-2021

Parent/Student

Handbook ADDENDUM

August 10, 2020 UPDATE

Welcome back, everyone! With all of the changes due to COVID19, we have created an addendum to our regular Handbook. This addendum explains our re-opening plans, with all details for you. Please refer to our original Handbook for school policies; however, this addendum will provide information on the temporary changes mandated for the 2020-2021 school year.

WCC is starting school on August 17, 2020, via online for ALL LEVELS for the first quarter of this school year. Per the additional health benchmark information provided to schools on August 7th indicating (as of now) that it is unsafe to return to in-person classrooms, our Board has adopted to start school online for all levels. Below are two direct links to the AZ Department of Health Services to help you better understand the Benchmark health data guidelines.

<https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/covid-19-school-benchmarks-county.pdf>

<https://files.constantcontact.com/3b3509a0801/6066e43c-9b93-4d1e-9e6f-d02c87737134.pdf>

We will be having a “Meet the Teacher” parent/student orientation week starting on Monday, 8/10/20 – Thursday 8/13/20. Teachers will send a request to you to schedule the time that works best for you and to limit the number of people gathering in the classrooms and campus.

A parent/guardian and the student must attend, so that students are ready to begin school online or in person on Monday, 8/17/20.

The following items will be covered during this week:

- Supplies fee of \$175 will be collected for this year. If you need to make payments or cannot pay this fee, please contact the office to discuss options.
- Required enrollment documentation will be turned in to the office
- Each student in L1, L2, L3, L4, and L5 will be issued a Chromebook to take and work from home

Procedures for Distance Learning Online Instruction (effective 8/17/20 for ALL LEVELS)

We have been working to provide a distance learning classroom that is effective for students with more structure and accountability than what we put together quickly in March for the initial shutdown.

- Students must have access to a computer and reliable internet or wi-fi. WCC will provide Chromebooks for all students that will be set up for their classrooms with all programs they will need.
- We will run based on our regular schedule. For example, if your child's class starts at 8:00, students must log in at that time in order to take morning attendance (schedules for each class are listed below). Students must also check in at the afternoon break designated in the schedules below to be present for a full day. If your child is out sick or will be out, please contact the office to let us know.
- Teachers will be operating from campus in virtual classrooms and will be on video with all students during direct instruction times. We have installed new technology equipment in each classroom to effectively bring the students "live" online within their classrooms. This will help them interact with classmates and the teacher and form small groups online that work together. There will be independent work time for students, as well as guided instruction and support throughout each day.
- Students will be required to complete daily in class work, independent work and homework assignments on time for a grade.
- Teachers will be using the Google Classroom tools, along with the Zoom program for group participation.
- For students with IEP's, our Special Education Director will be providing interactive online interventions to support students. All speech, OT and counseling services will be conducted via Chromebook and/or phone.
- We will be offering free on-site learning support services that are available to a limited number of students with specific needs and need a place to go during the day to access our Distance Online Learning. Parents are to speak with their child's teachers regarding needs in this area.
- Teachers and staff will respond to all emails or parent/student communication within **24 hours** during the regular school week.
- Teachers will have direct contact office hours available to all students who may have questions and/or comments regarding the online lessons and assignments.
- Masks and/or shields **MUST** be worn by any students, staff or adults on campus over the age of five. These can be taken off at times during outdoor breaks and when students are socially distanced. This must occur until the AZ Dept of Health Services determines that they are no longer necessary or recommended to contain the spread of the virus.

Use of Chromebooks is for schoolwork only. Be sure to watch your child online to ensure they are not accessing inappropriate material and websites. Please review and discuss our Online Code of Conduct (below) with your child prior to starting classes.

ONLINE CODE OF CONDUCT

The following Students' Code of Conduct is framed to foster and protect the core mission and objectives of Willow Creek Charter School to promote the scholarly and civic development of the students in a safe and secure learning environment. Students should think about the social consequences of any publicly accessible online community forum or other programs you interact with.

Email, chats, hangouts, etc. are not private.

- Students should display decent, exemplary conduct, and character while working online. Any form of "Cyber Crime" by the students is strictly prohibited.
- Students are expected to:
 - o Students will work on each assignment on their own
 - o Any collaboration with another classmate on any assignment must be pre-approved by your instructor
 - o Students will not practice plagiarism in any form
 - o Students will not allow others to copy their work
 - o Students will not misuse content from the internet
- Make sure to follow WCC's media policy:
 - o I will ask permission before using the Internet.
 - o I will only look at or delete my own files.
 - o I will only e-mail people I know, or my teacher has approved.
 - o I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
 - o I will not use Internet chat unless the teacher has instructed students to use.
 - o I will not access material deemed inappropriate for school use including dangerous info, criminal info, and inappropriate language and violates school rules.
 - o If I see anything that I am unhappy with or I receive messages I do not like, I will tell a teacher or parent immediately.
 - o I understand that the school may check my computer files and the internet sites I visit.
 - o I understand that if I deliberately break these rules, I may not be allowed to use the internet or the computers.
 - o I will not reveal personal contact information about myself (full name, address, phone number) when using the Internet.
 - o I will not agree to meet with someone they have met online without their parents/guardian's approval and participation.

- I will not access material that has been deemed inappropriate for school use.
Inappropriate material is defined as: dangerous information, Criminal information, Information that violates school rules.
- I will not purposely damage any computers or other equipment.

By enrolling my child for online distance learning, I hereby release Willow Creek Charter School, its personnel, and any institutions with which it is affiliated, from all claims and damages of any nature arising from my child's use of, or inability to use, the Internet system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

List of classroom schedules below:

Level 1 Distance Learning Schedule

***** Online schedule to be provided directly by teacher**

8:15 - 8:45	Arrival, Morning Meeting
8:45 - 9:45	Math
9:45 - 10:00	Snack/ Recess
10:00 - 11:30	ELA Block
	Center Rotations
	Interventions
11:30 - 12:30	Lunch Break
12:30 - 12:45	Read Aloud
12:45 - 1:30	Writing/Grammar
1:30 - 2:00	Science/ Social Studies
2:00 - 2:45	Learning Centers
	Math Center
	L/A Center
	SS/Science Center
	Computer Center
2:45 - 3:00	Dismissal

Level 2 Distance Learning Schedule (Online)

8:15 - 8:30	Emotional/Social Check In, Calendar, Attendance
8:30 - 10:00	Math
8:30 - 9:15	1 st grade Direct Instruction
	2 nd grade Independent/Group Work
	Interventions
9:15 - 10:00	2 nd grade Direct Instruction
	1 st grade Independent/Group Work
	Interventions

10:00 – 10:15	Break
10:15 – 10:45	1 st grade Reading Direct Instruction
	2 nd grade Independent/Group Work
	Interventions
10:45 – 11:15	2 nd grade Reading Direct Instruction
	1 st grade Independent/Group Work
	Interventions
11:15 – 11:40	Writing Direct Instruction
11:40 – 12:30	Lunch Break
12:30 – 12:45	Read Aloud/Attendance
12:45 – 1:15	Handwriting – Direct Instruction (1 st and 2 nd)
1:15 – 1:45	Science/Social Studies
2:15 – 2:45	Interventions/Daily 5
	Group Work Direct Instructions & Independent Work
2:45 – 3:00	Daily Recap & Expectations

Level 3 Distance Learning Schedule (Online)

8:00-8:15 am	Check in/Morning Activity
8:15-9:45 am	Math- Students will have direct instruction and group work in part of this class.
9:45-10:00 am	Break
10:00-11:30 am	ELA- Students will have direct instruction in this class.
11:30-12:30 pm	Lunch Break
12:30-1:15 pm	Check in/ Writing- Students will have direct instruction and independent work in part of this class.
1:15-2:00 pm	Science- Students will have direct instruction and group work in part of this class.
2:00-2:15 pm	Social Studies- Students will have direct instruction and independent work in part of this class
2:15-3:15 pm	Typing/Epic Reading/Reteach- Students will have direct instruction and independent work in part of this class.

Level 4 Distance Learning Schedule (Online)

*Synchronous: Students will have direct interaction with all or part of the class.

*Asynchronous: Students will work independently at their own pace.

7:30-8:00 am	Teacher Prep
8:00-8:15 am	Check in/Morning Activity (Synchronous)
8:15-9:45 am	ELA (Synchronous)
9:45-10:00 am	Break
10:00-11:30 am	Math (Synchronous)
11:30-12:00 pm	Check in/Lunch Break
12:00-12:45 pm	Science (Asynchronous)
12:45-1:30 pm	Social Studies (Asynchronous)
1:30-1:45 pm	Break
1:45-3:15 pm	Independent Work/Intervention (Asynchronous)

Level 5 Distance Learning Schedule (Online)

	Monday
8:00 – 8:15	Check-In/Journaling
8:15 – 9:00	Teach 7th Math 8th Math Independent
9:00 - 9:45	Teach 8th Math 7th Math Independent
9:45 – 10:00	Break
10:00 – 11:30	ELA/Writing
11:30 – 12:30	Lunch
12:30 – 2:00	Check-In/Science
2:00 – 4:00	Independent Work/Intervention

SUPPLIES FEE

During Meet the Teacher week, there will be a box outside of the office where you can turn in any paperwork that needs to go to the office, as well as the supplies fee. You may also leave paperwork and payments with your child's teacher in the classroom. If paying by credit card, there will be slips to fill out with your card information. If paying by cash or check, there will be forms to fill out to indicate the student's name and envelopes to turn everything in. If you wish to pay via credit card by phone, contact the office. On the first day of school, you can send the payment in with your student and they can drop off at the payment box outside of the office.

Our mandatory Supplies Fee is **\$175** (mandatory) for all Kg – 8th graders. **This fee is due the first day of school.** If you need to make payments or cannot pay this fee, please contact the office to discuss options.

Checks, cash, credit cards or money orders will be accepted for fee payments. Please note all fees are non-refundable and cannot be transferred.

VISITORS TO SCHOOL

Volunteers, parents and other visitors will be allowed on campus to pick up and drop off materials. If you need to come on campus for any reason, please call the office first at (928) 776-1212 ext. 0 and a mask MUST be worn.

Procedures for Onsite Classroom Instruction

ABSENCES AND ILLNESS

Student illness protocol –if your child is sick, or displaying symptoms of any illness, keep them home. We will accommodate their need to make-up lessons – refer to your child’s homeroom handbook policy regarding make-up days. Attendance laws will be more lenient, and we will not focus on “Perfect Attendance” this year. We will work with you to accommodate students with chronic health concerns or those missing many days – ***please contact your teacher directly about this.***

Students over the age of five who are in class on campus MUST wear masks or face shields.

If your child exhibits being sick while on campus or shows any COVID-related symptoms, we will contact you immediately to pick them up from school. An assessment of their symptoms will be discussed with you.

In regard to immunizations and personal belief exemptions, if your student is not current on their immunizations, parents **MUST** complete the following course below, before their child attends WCC:
IMMUNIZATION EDUCATION COURSE:

ADHS Immunization Education Course for Personal Beliefs Exemptions

By far, most parents in Arizona vaccinate their children. But parents who do not want their children to be vaccinated can claim the following types of exemptions for their child(ren):

1. Religious Beliefs Exemption – for use only in childcare facilities, preschool, and pre-kindergarten programs
2. Personal Beliefs Exemption – for use only in grades K-12

Parents wishing to obtain a Personal Beliefs Exemption form will be asked to complete the Immunization Education Course.

For more information, see:

<https://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#immunization-education-course>

A.M. AND P.M. DROP OFF

(When we return to In-person Classrooms)

Morning Drop off: Parents may drop off students as early as 7:45 a.m. Students and parents are to remain in their cars until a parapro comes to get them. The students' temperature will be scanned with a touchless thermometer. Parents must let the parapro know that their child is symptom-free of illness that day and has not been in contact with anyone suspected of having or diagnosed with COVID. The following is the list of items that will be checked each morning:

- Fever or chills
- Cough
- Shortness of breath
- Sore throat
- Fatigue
- Muscle aches
- Headaches
- Runny nose
- Nausea, vomiting or diarrhea
- Sudden loss of taste or smell
- Has your child or family member tested positive or been around someone who tested positive for COVID-19.

It will be documented on a student symptom checklist. Students will go directly to their assigned classrooms; there will be no morning gathering of students.

If your child is late, please keep your child in your vehicle, call the office at (928) 776-1212 ext. 0, and we will come out to complete the morning drop-off procedures above. Once your child has been checked, they will sign themselves in at the attendance book stand outside of the office.

After School Dismissal: Students **MUST** be picked up as soon as their class is over. All students will remain in their classrooms until parents arrive, and the parapro will call for the student to be released.

If you need to pick up your child early, please call the office, and we will pull them from class. They will sign themselves out in the attendance book stand outside of the office.

There will be **NO** after school clubs or study hall this year as we want to minimize the time that students are on campus and avoid gatherings of students after school.

Classroom times are listed below as a reminder:

Class Schedules

Monday-Thursday

Levels 1 and 2 8:15-3:00

Levels 3 and 4 8:00-3:15

Level 5 8:00-4:00

Please *DO NOT* get out of your car in the pick-up/drop-off lane.

CLASSROOM CONFIGURATIONS AND ROUTINES

- Each classroom will be self-contained and will not gather or mix with other classrooms. They will each have separate lunch recesses on the playgrounds, as well as no mingling before and after school.
- For students requiring interventions or other services, we will do our best to minimize groups, observe social distancing and keep surfaces, and other areas sanitary between students.
- Students will have access to a touchless hand sanitizer and/or washing stations and sinks that they **MUST** use when coming in or out of the classroom.
- Touchless water bottle stations in place of drinking fountains are installed in each classroom. Students will need water bottles to refill at these stations.
- Masks and/or shields **MUST** be worn by any students, staff or adults on campus over the age of five. These can be taken off at times during outdoor breaks and when students are socially distanced. This must occur until the AZ Dept of Health Services determines that they are no longer necessary or recommended to contain the spread of the virus.
- Our cleaning service will complete full in-depth cleanings nightly and common areas will be cleaned twice a day (lunch and end of day).
- In class, students will not share equipment or supplies; each student will be provided their own supplies.

LEVEL 1

- Students **must** bring their own water bottles. We will only have access to a touchless water dispenser made only for water bottles. Students will **not** have the option to drink from it, except to fill up their water bottles. Please put your child's name on the water bottle.
- Students will **not** be allowed to purchase snacks or water from the office. We also will not have lunch provided to students who forget one. Please be sure to check your child's lunch every day, to ensure they have enough food for the day.
- We will **no longer** have community supplies in our classroom. All materials, including folders, crayons, glue sticks, markers and pencils will be given to the students. They will **not** be allowed to share these materials. I will provide additional materials as they need them. They will be stored in individual pencil bags, kept in a classroom seat sack on the back of their chairs. They will **not** need to retrieve materials from their backpacks because all school supplies will be left in the classroom.
- Because of the smaller class size, Level 1 will be allowed to bring a small backpack and they will be stored on every other hook in our hallway. To increase social distancing, they will unpack and pack up in groups of 2 or 3. The only belongings they will need to bring to school will be **an extra set of clothes, class folder for homework, a lunch box, and a water**

bottle. No toys or stuffed animals of any kind will be allowed. Please let me know if there is anything else you feel that your child needs to bring to school.

- Students will be assigned a spot in the classroom. Their spots will change during the school year, but **not** during the day. Due to the size of the class, they will share tables in small groups. Carpet or rug time will be minimal, and students will be spaced for social distancing. They will also have a touchless hand sanitizer pump that they will be **required** to use during classroom entry, departure and all transitions, including lunch and recess. We will also be practicing handwashing procedures and will have frequent opportunities to wash hands during the day. Tables will be sanitized before and after snacks and lunch.
- Unfortunately, **students will not have the same ability to move about the classroom.** They will be required to stay in their spot/seat unless given permission to get up and use the restroom, water, etc. This will decrease the likelihood of contact with other students not at their table as well as prevent lines from forming or students congregating.

LEVEL 2

To help keep students safe and healthy the following will be observed in our classroom:

- All students should have a classroom sweatshirt or sweater they keep at school.
- No Backpacks - The school will provide a fabric carrying pouch to carry all necessary folders and documents that need to travel to and from school.
- All students will have individual supplies including supplies needed for classroom work or projects, classroom headphones, textbooks, and manipulatives when feasible. If sharing is necessary groups will be no larger than 3 and the manipulatives will be sanitized immediately after use.
- Each student will have an individual space to store all items needed for the school day including coat, extra clothes, sweater or sweatshirt, lunch box, water bottle, and classroom supplies.
- Each student will be provided with a spill-proof water bottle that they will keep at school and will be sanitized with a water/bleach solution or dishwasher each night.
- Students will be seated at a safe distance from each other as space allows.
- If group work is conducted, groups will include the same members each quarter and will be no larger than 5 members and documentation will be kept of who is a member of each group.
- Flexible seating will continue; however, students may only change their spot after classroom sanitation has occurred (morning and after lunch)
- All electronic devices will be sanitized before passing on to a new student.
- The table used in small group instruction will be sanitized in between each new group.
- Only one student will be allowed in the bathroom at a time with a monitoring system in place to keep the facilities clean and hands sanitized.
- All students must wash their hands with soap or use sanitizer upon every time they enter the classroom.

LEVEL 3

- Students must bring their own water bottles. We will only have access to a touchless water dispenser made only for water bottles. Students will not have the option to drink from it, except to fill up their water bottles. Please put your child's name on the water bottles.
- Students will not be allowed to purchase snacks or water from the office. We also will not have lunch provided to students who forget one. Please be sure to check your child's lunch every day, to ensure they are full and ready to learn.
- Personal technology will not be permitted to use in class. Student cell phones will be stored safely in my desk.
- We will no longer have community supplies in our classroom. All materials, including binders, folders, crayons and pencils will be given to the students. They will not be allowed to share these materials. I will provide additional materials as they need them. They will be stored in individual pencil bags, kept in a classroom seat sack on the bag of their chairs. They will not need to retrieve materials from their backpacks because all school supplies will be left in the classroom.
- To increase social distancing, backpacks will no longer be stored on the hooks in our building hallway. This means that they will need to be left in the classroom. To save space, I ask that you select a small backpack, such as a drawstring bag, or smaller than average size backpack. The only belongings they will need to bring to school will be their class folder for homework, a lunch box, and a water bottle. Please speak to me if you have any other items that you think your child will need to bring from home.
- Each student will be designated a computer number. They will be responsible for ONLY that computer. They will sanitize it before and after use. They will not be permitted to use any other computers in our classroom, except for the one that I will assign to them. The computers will be picked up in the morning and left at their tables until the end of the day. They will then return them to the charging cart, in the classroom, after they have been sanitized.
- Students will be assigned a spot in the classroom. Their spots will change during the school year, but not during the day. Due to the size of the class, they will share tables in small groups. You may bring a mask for your student, if you feel more comfortable with that. They will also have a touchless hand sanitizer pump that they will be required to use during classroom entry, departure and all transitions, including lunch and recess. We will also be practicing handwashing procedures and will have frequent opportunities to wash hands during the day.

LEVEL 4

- Students must bring their own water bottles. We will only have access to a touchless water dispenser made only for water bottles. Students will not have the option to drink from it, except to fill up their water bottles. Please put your child's name on the water bottle.
- Students will not be allowed to purchase snacks or water from the office. We also will not provide lunch to students who forget one. Please be sure to check your child's lunch every day to ensure they have enough food for the day.
- Personal technology will not be permitted to use in class. Student cell phones will be stored safely in the classroom.

- We will no longer have community supplies in our classroom. All materials, including folders, crayons and pencils will be given to the students. They will not be allowed to share these materials. I will provide additional materials as they need them. They will be stored in individual pencil bags, kept in a classroom seat sack. They will not need to retrieve materials from their backpacks because all school supplies will be left in the classroom.
- Backpacks will still be stored in our cubbies; however, they will not be able to access their backpacks regularly throughout the day (Only in the morning, at lunch, and at the end of the day). The only belongings they will need to bring to school will be their binder with their planner, a lunch box, and a water bottle. Please speak to me if you have any other items that you think your child will need to bring from home.
- Each student will be designated a computer number. They will be responsible for ONLY that computer. They will sanitize it before and after use. They will not be permitted to use any other computers in our classroom. The computers will be picked up in the morning, and left at their tables/ seat sacks until the end of the day. They will then return them to the charging cart, in the classroom, after they have been sanitized.
- Students will be assigned a spot in the classroom. Their spots will change during the school year, but not during the day. Due to the size of the class, they will share tables in small groups. You may bring a mask for your student if you feel more comfortable with that. They will also have a touchless hand sanitizer pump that they will be required to use during classroom entry, departure and all transitions, including lunch and recess. We will also be practicing handwashing procedures and will have frequent opportunities to wash hands during the day.
- Unfortunately, students will not have the same mobility around the classroom. They will be required to stay in their spot/seat unless given permission to get up and use the restroom, water, etc. This will decrease the likelihood of contact with other students not at their table as well as prevent lines from forming or students congregating.
- We will also sanitize desks, seats, and other items as seen necessary throughout the day as well. Students will be allowed to pick out 1 book at a time from our classroom library and must disinfect the book before putting it back for other students to choose.

LEVEL 5

The staff at WCC has thought long and hard on how we are going to keep our students as safe as possible in our classroom - the following is how Level 5 will work to support this:

- Students MUST bring their own water bottles to class. We have installed a touchless water bottle filler. There are no longer any water fountains at school.
- Students will NOT be allowed to go into the office to purchase snacks or water. If they forget their lunch, we will not be able to supply them with one.
- Students will still turn in their phones, but they will be stored in the classroom.
- Students will have their own "buckets" to store their supplies. I have purchased a large pouch for each student that will have all their supplies in there. We will have no community supplies. I will have extras of most supplies if they need additional supplies. If your child wants their own supplies, they are more than welcome to bring their own.
- Each student will be designated a computer that only they can use for the entire year. They will pick up the computer in the morning and keep them in their "buckets" until the end of the day. They will then wipe them down and plug in for charging.

- Students will be able to bring a backpack, but it must be placed over the back of their chair.
- Students will only be only be changing desks 2x's a day. They will have their morning seats and afternoon seats only after classroom sanitation has occurred in the morning and at lunch.
- Our classroom will only have desks for the students, they will be as close to 6 ft apart from each other as possible.
- All students will sanitize their hands before entering the classroom and before leaving the classroom.

FOOD AND DRINKS

Students bring their own packed lunch for snacks and lunch each day ***as we will not have snacks or water for purchase.*** Microwaves are not available for heating food, so put hot food in a thermos or use ice packs as needed. No soda, juice or caffeinated beverages are allowed – **WATER ONLY.**

SAFETY MEASURES:

- Installation of air purifiers in every building that destroys up to 99% of surface and airborne contaminants and improves indoor air quality for healthier living environments, making each room safer and students healthier.
- Touchless hand sanitizers in every room that students and staff will use as they enter/exit buildings.
- Touchless water dispensers for water bottles will be installed in place of existing water fountains.
- Hand washing stations located throughout campus
- Our cleaning service will complete full in-depth cleanings nightly and common areas will be cleaned twice a day (lunch and end of day).
- Student use of clear masks for intervention services with outside parties (i.e. speech, OT, counseling).
- By state mandate, anyone over the age of five **MUST** wear a mask unless they are social distancing in class or outside.

VISITORS TO SCHOOL

Volunteers, parents and other visitors will not be allowed on campus. If you need to come on campus for any reason, please call the office first at (928) 776-1212 ext. 0 and a mask **MUST be worn.**

Please *DO NOT* get out of your car in the pick-up/drop-off lane.

Phone: (928) 776-1212 Fax: (928) 776-0009

Email: willowcreek@willowcreekcharter.com

Website: www.willowcreekcharter.com

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