

Return to School Planning Committee Members:

1. Shawna A. Becenti, Head of School
2. Leland Becenti, Dean of Student Life
3. Kevin Belin, Teacher
4. Keshia Beyale, School Counselor
5. Susan Boyles, Teacher
6. Janet Clifton, Teacher
7. Rainy Crisp, Assistant Dean and Athletic Director
8. Yvette Escojeda, Assistant to the Head of School
9. Clay Foster, Teacher
10. Kyle Joe, Teacher
11. Roxane McCasland, Teacher
12. Keith Neil, Dean of Instruction
13. Nancy Nelson, Teacher
14. Remick Rappleye, Director of Finance
15. Margaret Staggers, Registrar
16. Darah Tabrum, Dean of Student and Community Engagement
17. Lesley Tohtsoni, Teacher

**NAVAJO PREP CONDUCTED A
SURVEY OF FAMILIES; 29% OF
PARENTS AND GUARDIANS
RESPONDED**

42% reported an employment status change as a result of COVID-19

94% reported that Navajo Prep communicated well during COVID-19

Return to School Planning Meetings:

Return to School planning began in April, 2020. NPS led committees and sought guidance from governance, faculty, students, staff, and family members in developing this plan.

Return to School Planning Partners and Professional Engagement:

Navajo Prep students, parents and guardians, faculty
Four Corners Educational Council on Student Success
Opportunity Labs
Navajo-Area Schools Professional Learning Committee
San Juan County Emergency Management
Teach for America Return to School Series

**PARENTS REPORTED
THE BIGGEST
CHALLENGES IN
COMPLETING
COURSEWORK:**

- I. No face-to-face interaction between students and teachers
- II. Inconsistent Internet connections
- III. Time management
- IV. Balancing home and school responsibilities

Governing Board of Trustees:

Sherrick Roanhorse, President

Anderson Yazzie Jr., Secretary and Treasurer

Matthew Tso, Vice-President

Charley Long Sr., Member- at- Large

Navajo Preparatory School
Return to School Plan

Components	Phase 1 <i>Fully Remote</i>	Phase 2 <i>Hybrid Model</i>	Phase 3 <i>Resurgence</i>	Phase 4 <i>Full school day</i>
Schedule	<ul style="list-style-type: none"> • Campus closed • Students working and learning remotely from home 	<ul style="list-style-type: none"> • Students choose between face-to-face and online instruction • 1/3 of students on campus for in-person classes while remaining students participate in coursework virtually • Daily schedule will be adjusted as needed • Student schedule will be determined on a case-by-case basis 	<ul style="list-style-type: none"> • Return to Phase 1 • Schedule may include extended break to adjust for return to Phase 1 	<ul style="list-style-type: none"> • All students, all teachers, all day
Residential	<ul style="list-style-type: none"> • Residential housing is closed on campus 	<ul style="list-style-type: none"> • Residential halls open at half capacity: only one student in room at a time • Special housing available for students with limited connectivity at home and in-season residential athletes • Students may leave belongings in secured area when not on campus • Residential fee will be pro-rated based on time spent on campus 	<ul style="list-style-type: none"> • Residential halls close; students check out and return home 	<ul style="list-style-type: none"> • Residential open at full capacity
Transportation	<ul style="list-style-type: none"> • Transportation is not provided as campus is closed 	<ul style="list-style-type: none"> • Screening will take place at each bus stop before students enter the bus • Transportation is provided with safety protocol in place • Bus runs for day students continue with reduced capacity 	<ul style="list-style-type: none"> • In case of resurgence and transition to Phase 1, parents and guardians pick up students from school 	<ul style="list-style-type: none"> • Screening will take place at each bus stop before students enter the bus • Transportation runs at full capacity
Staff	<ul style="list-style-type: none"> • Campus is closed • Selected staff may work on campus while majority of staff work from home remotely 	<ul style="list-style-type: none"> • Selected staff work on campus while other staff work from home remotely 		<ul style="list-style-type: none"> • All staff work on campus

Components	Phase 1 <i>Fully Remote</i>	Phase 2 <i>Hybrid Model</i>	Phase 3 <i>Resurgence</i>	Phase 4 <i>Full school day</i>
Teaching and Learning	<ul style="list-style-type: none"> • Complete classwork from remote locations • Students complete synchronous and asynchronous classwork • Teachers support students virtually • Students are provided supply kits including external hard-drive, pencils, pens, markers, paper, scissors, etc. to support distance learning 	<ul style="list-style-type: none"> • Reduced number of students participate in in-person-instruction; students who are not on campus for in-person courses participate virtually • Teachers provide instruction to support remote and face-to-face learning • Students complete synchronous and asynchronous classwork • Teachers support students virtually and in-person • Students utilize individual supply kits including external hard-drive, pencils, pens, markers, paper, scissors, etc. to minimized shared objects 	<ul style="list-style-type: none"> • Complete classwork from remote locations • Students complete synchronous and asynchronous classwork • Teachers support students virtually 	<ul style="list-style-type: none"> • Students complete course-work in person • Teaching and learning continues to use online platforms to incorporate technology into instruction
Family Support	<ul style="list-style-type: none"> • Offer parent training to utilize Schoology, Naviance, NASIS, and Managebac, etc. • IT staff is available to support any technology issues that may occur remotely • Consistent communication with parents and families regarding social and emotional learning, student progress, and tutoring support • Connect families with local resources such as Department of Health, Chapters, and offer referrals as necessary • Community handbook is followed on campus and at home to ensure the mission and purpose of Navajo Preparatory School is upheld in all phases 			
International Baccalaureate	<ul style="list-style-type: none"> • Teachers will maintain rigorous expectations for all International Baccalaureate coursework and Internal Assessments through synchronous and asynchronous learning • Teachers adapt International Baccalaureate Group 4 classes by offering hands-on learning and labs in Biology, Chemistry, Sports, Exercise, and Health Science, and Environmental Systems and Societies through differentiated and distance-based instruction, when necessary. • All Diploma Program students will complete Creativity, Activity, and Service (CAS) at home or online. Students will continue to utilize ManageBac to plan and reflect on their CAS experiences. • All Diploma Program students will participate in bi-weekly check-in with CAS Coordinator. • All Navajo Prep students will complete extended essay research completed using NPS Library webpage resources, reflect in ManageBac. • All Diploma Program students will participate in bi-weekly check-in with extended essay supervisor and all other non-Diploma Program students will receive guidance in Junior Seminar. 			<ul style="list-style-type: none"> • Policies and procedures outlined in the International Baccalaureate handbook are followed.

Components	Phase 1 <i>Fully Remote</i>	Phase 2 <i>Hybrid Model</i>	Phase 3 <i>Resurgence</i>	Phase 4 <i>Full school day</i>				
Special Education and Gifted and Talented	<ul style="list-style-type: none"> Special education teacher will contact students at least twice weekly via email, telephone, Zoom, FaceTime, or in-person, depending on the phase Special education teacher will support students and classroom teachers by chunking material as necessary All service time whether online, or face-to-face will be recorded on a Service Log in the student's Special Education file. Students will be in a Student Success class in lieu of an elective, for additional academic and organizational support. Students will complete a weekly check-in to review academic progress, areas of concern, and weekly successes 							
Learning Platform	<ul style="list-style-type: none"> Teachers will submit lesson plans through ManageBac and Schoology Teacher unit plans and curriculum maps will be housed in Schoology and ManageBac Students will submit all assessments (exit tickets, classwork, HW, etc.) through Schoology 							
Health & Safety	<ul style="list-style-type: none"> All staff receive training regarding virus safety protocol, proper handwashing and community spread Screening process in place, per Navajo Nation and NM Department of Health guidelines Signage about frequent handwashing, cough etiquette, and nose blowing is widely posted and encouraged through various methods of communication. Janitorial staff follows guidance from the CDC about the use of face covering and special respirators when performing cleaning duties. On-going maintenance and sanitization scheduled <table border="1" data-bbox="260 824 2032 1435"> <tbody> <tr> <td data-bbox="260 824 743 1435"> <ul style="list-style-type: none"> Safety protocols for faculty recording instruction within their classrooms: ie. wiping down surfaces Air filters changed regularly by janitorial staff </td> <td data-bbox="743 824 1291 1435"> <ul style="list-style-type: none"> Staff take temperature as students, staff and visitors arrive RAs take temperatures of each student before leaving residential halls Desks are adjusted to support 6 feet social distancing Sanitizing of classrooms between each class Full team cleaning schedule Face coverings are required for staff at all times except during eating, drinking, and exercising Students wear face coverings in the classroom, during transitions, transportation and in communal areas </td> <td data-bbox="1291 824 1686 1435"> <ul style="list-style-type: none"> Return to Phase 1 Individual student health checkups with Nurse and Nurse Assistant occur every two weeks for every student Weekly health and wellness communication to all parents and students via email newsletter </td> <td data-bbox="1686 824 2032 1435"> <ul style="list-style-type: none"> Hand sanitizer stations set-up in each classroom and office for hand washing upon entrance and exit of each room. Janitorial staff follow guidance from the CDC regarding face coverings and respirators when performing cleaning duties. </td> </tr> </tbody> </table>				<ul style="list-style-type: none"> Safety protocols for faculty recording instruction within their classrooms: ie. wiping down surfaces Air filters changed regularly by janitorial staff 	<ul style="list-style-type: none"> Staff take temperature as students, staff and visitors arrive RAs take temperatures of each student before leaving residential halls Desks are adjusted to support 6 feet social distancing Sanitizing of classrooms between each class Full team cleaning schedule Face coverings are required for staff at all times except during eating, drinking, and exercising Students wear face coverings in the classroom, during transitions, transportation and in communal areas 	<ul style="list-style-type: none"> Return to Phase 1 Individual student health checkups with Nurse and Nurse Assistant occur every two weeks for every student Weekly health and wellness communication to all parents and students via email newsletter 	<ul style="list-style-type: none"> Hand sanitizer stations set-up in each classroom and office for hand washing upon entrance and exit of each room. Janitorial staff follow guidance from the CDC regarding face coverings and respirators when performing cleaning duties.
<ul style="list-style-type: none"> Safety protocols for faculty recording instruction within their classrooms: ie. wiping down surfaces Air filters changed regularly by janitorial staff 	<ul style="list-style-type: none"> Staff take temperature as students, staff and visitors arrive RAs take temperatures of each student before leaving residential halls Desks are adjusted to support 6 feet social distancing Sanitizing of classrooms between each class Full team cleaning schedule Face coverings are required for staff at all times except during eating, drinking, and exercising Students wear face coverings in the classroom, during transitions, transportation and in communal areas 	<ul style="list-style-type: none"> Return to Phase 1 Individual student health checkups with Nurse and Nurse Assistant occur every two weeks for every student Weekly health and wellness communication to all parents and students via email newsletter 	<ul style="list-style-type: none"> Hand sanitizer stations set-up in each classroom and office for hand washing upon entrance and exit of each room. Janitorial staff follow guidance from the CDC regarding face coverings and respirators when performing cleaning duties. 					

Components	Phase 1 <i>Fully Remote</i>	Phase 2 <i>Hybrid Model</i>	Phase 3 <i>Resurgence</i>	Phase 4 <i>Full school day</i>
On-Campus Events and Visitors	<ul style="list-style-type: none"> • Campus is closed to all visitors and events on campus 	<ul style="list-style-type: none"> • Screening process in place, per Navajo Nation and NM Department of Health guidelines • Selected events may take place with approval from Head of School • Visitors to campus must be approved by Head of School and meet all safety and security guidelines • Business Office and Front Office will be open to parents and guardians with physical distancing restrictions in place 	<ul style="list-style-type: none"> • Screening process in place, per health and safety guidelines • Campus closes in phases; selected visitors may enter campus with approval from Head of School 	<ul style="list-style-type: none"> • Screening process in place, per Navajo Nation and NM Department of Health guidelines • Campus is open to visitors who meet safety and security protocol.
Food Services	<ul style="list-style-type: none"> • Food services are not provided to students while campus is closed 	<ul style="list-style-type: none"> • Food services provide meals to all students on campus using modified schedule • Communal spaces are limited and buffet/self-serve food is pre-packaged and served to students • Modify physical layout of the space to ensure that distancing takes place during all meals • 	<ul style="list-style-type: none"> • Food services are not provided to students while campus is closed 	<ul style="list-style-type: none"> • Food services provide meals to all students; safety and health protocols are followed at all times •
Clubs, extracurriculars, and after-school activities	<ul style="list-style-type: none"> • All planned activities and meetings will take place virtually 	<ul style="list-style-type: none"> • Activities and meetings take place in hybrid virtual/in-person setting when available. • Sponsor may rotate activities on three-week schedule for in-person interaction when applicable • Athletics will follow all NMAA guidelines • All students who elect to complete coursework solely in an online setting will not be eligible to participate in athletics in the Fall semester 	<ul style="list-style-type: none"> • Return to Phase 1 	<ul style="list-style-type: none"> • All planned activities and meetings will take place as scheduled

Component	Phase 1 <i>Fully Remote</i>	Phase 2 <i>Hybrid Model</i>	Phase 3 <i>Resurgence</i>	Phase 4 <i>Full school day</i>
Special Events Mountain Day Unity Day Jemez Feast Day Snow Day College Access Summit Hozho Naasha Discovery Days Parent-Teacher Conferences	<ul style="list-style-type: none"> All scheduled special events will take place virtually or be re-scheduled 			<ul style="list-style-type: none"> All scheduled events may take place virtually or in-person with safety guidelines in place
College Guidance and Post-Secondary Planning	<ul style="list-style-type: none"> Host virtual college access workshops for parents and guardians by grade level, once a quarter. Host monthly college access workshops for juniors and seniors Publish Navajo Prep college guidance calendar that outlines schedule for requesting letters of recommendation, submitting college applications, etc Host one-on-one virtual meetings with Class of 2021 monthly Use Naviance to track college applications, submit letter of recommendations, and transcript requests Collaborate with junior and senior seminar teacher Host all college recruiting visits virtually 			<ul style="list-style-type: none"> Maintain Phase 1, 2, 3 Collaborate with Residential Assistants to support students College recruiting visits take place in-person
Technology and Recording Equipment	<ul style="list-style-type: none"> Improve one-to-one student laptops by purchasing new devices for all students and teachers Ensure every classroom is equipped with adequate video equipment for synchronous learning Transition from PC to Apple system for all students and teachers; imbed replacement plan into technology plan Diversify hot spot service providers from primarily T-Mobile and Cellular 1 to include Verizon, AT&T, and NTUA Host professional development for IT staff to transition from PC to an Apple environment Seek additional funding to increase infrastructure for portable connectivity hubs for students in their home communities and additional infrastructure for distance learning within the classroom 			

Appendix A: Professional Development Calendar

Summer Professional Development Session July 20-August 11

1. New Learning Management System
2. Virtual Instruction Training with Video Conferencing Classrooms/Video and Audio Device support/SmartBoard Incorporation
3. Online Learning (How to be an online teacher)
4. Curriculum and Assessment Development
5. Apple Computer Training

Fall Professional Development Session: August 12-18

1. Relationship Building/Culturally Responsive Teaching
2. Panorama Student Success Program Training

Continuing Professional Development during Shared Planning Time:

1. Learning Management System
2. Assessment development and data analysis
3. Approaches to Teaching and Learning

Spring Professional Development Session: January 4-8

1. Interdisciplinary Curriculum Development
2. Approaches to Teaching and Learning