KIN DAH ŁICHÍ'Í ÓLTA'

HOME OF THE WOLVERINES

KIN DAH LICHI'I OLTA'
INSTRUCTIONAL TIME MODEL (ITM) PLAN
School Year 2026–2027 (Adopted 10/13/26)

A. PURPOSE

The purpose of the Kin Dah Lichi'i Olta' Instructional Time Model (ITM) is to provide continuity of instruction when circumstances prevent students from safely attending school in person.

The ITM is intended to ensure that student learning continues during temporary school closures caused by circumstances that may include:

- Inclement weather, including snow, ice, flooding, or unsafe road conditions;
- Hazardous travel conditions;
- Utility interruptions;
- Facility emergencies;
- Public health concerns;
- Community emergencies;
- Transportation disruptions; or
- Other unforeseen circumstances determined by school administration.

When an ITM Day is declared, students will continue learning from home through a combination of virtual instruction, independent assignments, instructional packets, digital learning platforms, projects, and communication with their teachers.

The goal of the ITM is to maintain meaningful academic instruction while recognizing the unique transportation, weather, internet-connectivity, and geographic challenges experienced by families and employees within the communities served by Kin Dah Lichi'i Olta'.

B. ACTIVATION OF AN ITM DAY

An ITM Day may be activated by the Executive Director, Academic Head, or other authorized school administrator when conditions make normal in-person instruction impractical or unsafe.

Whenever possible, notification will be provided to students, parents/guardians, and employees through available school communication systems. According to Parent Attestation of Student Attendance (see Page 13).

Notification should identify:

1. That the school will operate under an ITM Day;
2. Whether the school building will remain open for authorized employees;

3. Student instructional expectations;
4. Staff reporting expectations;
5. Any changes to transportation, food service, extracurricular activities, or other school operations; and
6. Any additional instructions specific to the emergency or closure.

An ITM Day remains an instructional day. It is not considered a vacation day or non-instructional day unless specifically announced otherwise by the school.

C. STUDENT EXPECTATIONS

Students are expected to participate in learning activities during each ITM Day.

Teachers will provide age-appropriate instructional activities that reinforce previously taught skills, continue current instruction when appropriate, and provide meaningful opportunities for students to practice grade-level standards. According to A.R.S. § 15-901.08 ITM procedures for the daily membership (ADM).

Minimum Instructional Expectations

As a general guideline, instructional activities should be designed to provide approximately:

Grade Level	Daily Instructional/Academic Engagement
FACE (CB/HB/AE)	2 hours/day or 356 hours/school year
Kindergarten	2 hours/day or 356 hours/school year
1st to 3rd	4 hours/day or 712 hours/school year
4th to 6th	5 hours/day or 890 hours/school year

Instructional time may include both teacher-directed and independent learning activities.

Students are not expected to remain continuously logged into a computer for the entire instructional period. Appropriate breaks, independent work, reading, projects, physical activity, Navajo Language and Culture activities, and offline learning may be incorporated into the instructional day.

D. STUDENT DAILY RESPONSIBILITIES

During an ITM Day, students are expected to:

1. Check Google Classroom or another school-designated learning platform for assignments and instructions when internet access is available.
2. Participate in scheduled Google Meet, Zoom, or other teacher-led instructional sessions when applicable.
3. Complete assigned reading, mathematics, P.E/Health and Navajo Language and Culture (K-6)
4. FACE (HB/CB/AE) will complete the requirements for their program & FACE staff will contact parents.
5. Complete instructional packets when digital instruction is unavailable or when the teacher has provided a paper-based assignment.
6. Make a reasonable effort to complete assignments during the ITM Day.
7. Communicate with the teacher when assistance is needed.

8. Maintain appropriate behavior and follow school technology expectations during virtual instruction.
9. Return completed paper assignments or instructional packets according to the timeline established by the teacher.
10. Participate in intervention, special education, related services, or other scheduled support services when those services can reasonably be provided remotely.

E. REMOTE AND VIRTUAL LEARNING ATTENDANCE REQUIREMENTS

Kin Dah Lichi'i Olta' recognizes that some students reside in remote areas where reliable internet or cellular service may not be consistently available OR if students may have access to the internet will follow the requirements below for either remote or virtual learning. Lack of internet access will not automatically prevent a student from participating in an ITM Day.

Grade Level	Remote (Students unable to connect virtually at all)	Virtual (Students able to connect virtually)
FACE	***HOME-BASE & CENTER-BASE ONLY*** • Students will complete a learning packet provided to them by the teacher. • Upon submitting the completed packet, the teacher will mark the student present for the day. Parent must submit an attestation form to verify that the student spent the required amount of time engaged in approved learning activities confirms attendance. • Students may be contacted by school staff to check-in with the student learning progress.	***ADULT EDUCATION ONLY*** • Students (AE) participants must attend synchronous for identified areas of need per Parent Goals listed in Adult Education plan. (I.E-GED prep/college course) • Breaks will be provided to students. • Adult Education (AE) will complete 2 hours of synchronous instruction. • Students (AE) who log in late or log off early may be required to make-up that time with the teacher as needed.
Kindergarten	• Students will complete a learning packet provided to them by the teacher. • Upon submitting the completed packet, the teacher will mark the student present for the day. Parent must submit an attestation form to verify that the student spent the required amount of time engaged in approved learning activities confirms attendance.	• Students must attend synchronous learning for ELA, Math and Specials. • Breaks will be provided to students. • KG students will complete 2 hours of synchronous instruction. • Students who log in late or log off early may be required to make-up that time with the teacher as needed.

	• Students may be contacted by school staff to check-in with the student learning progress.	
1st to 3rd	• Students will complete a learning packet provided to them by the teacher. • Upon submitting the completed packet, the teacher will mark the student present for the day. Parent must submit an attestation form to verify that the student spent the required amount of time engaged in approved learning activities confirms attendance. • Students may be contacted by school staff to check-in with the student learning progress.	• Students must attend synchronous learning for ELA, Math and Specials. • Breaks will be provided to students. • 1st to 3rd Grade will complete 4 hours of synchronous instruction. • Students who log in late or log off early may be required to make-up that time with the teacher as needed.
4th to 6th	• Students will complete a learning packet provided to them by the teacher. • Upon submitting the completed packet, the teacher will mark the student present for the day. Parent must submit an attestation form to verify that the student spent the required amount of time engaged in approved learning activities confirms attendance. • Students may be contacted by school staff to check-in with the student learning progress.	• Students must attend synchronous learning for ELA, Math and Specials. • Breaks will be provided to students. • 4th to 6th Grade will complete 5 hours of synchronous instruction. • Students who log in late or log off early for a class period, may be required to make-up that time with the teacher as needed.

F. STUDENT ATTENDANCE

Student attendance on an ITM Day will be based upon evidence that the student meaningfully participated in instructional activities.

Evidence of participation may include one or more of the following:

- Logging into Google Classroom or another school-approved learning platform;
- Participating in a Google Meet;
- Communicating with the teacher by telephone, email, message, or another approved method;
- Completing and submitting an online assignment;
- Completing an instructional packet;
- Participating in intervention or special education services;
- Completing a teacher-assigned project or activity; or
- Parent/guardian verification of participation when approved by administration.
- Contact the school registrar via phone call, voicemail, text message, or email by 8:30 am for morning check-in end of school session at 2 pm.

Teachers will maintain appropriate documentation demonstrating student participation.

A student should not automatically be marked absent solely because the student was unable to participate in a live virtual meeting when the student otherwise demonstrates completion or participation through an approved alternative method.

Students who do not demonstrate participation or complete required ITM activities may be recorded as absent in accordance with school attendance procedures.

G. STAFF EXPECTATIONS

An ITM Day remains a regular workday for employees unless administration specifically announces otherwise by KDLO Administration. Employees are expected to report to their normal work location unless directed otherwise by Administration.

The safety of employees will remain an important consideration when determining whether employees are expected to physically report to the school campus.

Employees reporting to campus may:

- Provide virtual instruction;
- Prepare instructional packets;
- Contact students and parents;
- Support students experiencing connectivity difficulties;
- Prepare lessons;
- Complete documentation;
- Participate in professional duties;
- Assist with distribution of instructional materials;
- Provide special education or intervention services; and
- Complete other duties assigned by administration.

Mission Statement

Kin Dah Lichi'i' Olta' is committed to providing a safe and inclusive learning environment where every student can thrive academically, socially and culturally.

H. TEACHER EXPECTATIONS

Teachers are responsible for ensuring students have meaningful instructional activities during ITM Days.

Teachers will:

- Prepare ITM assignments in advance whenever possible;
- Maintain an emergency instructional packet or digital assignment for students;
- Clearly communicate assignments and expectations;
- Provide instruction appropriate to the age and developmental level of students;
- Avoid requiring excessive continuous screen time;
- Be available for student questions and assistance;
- Monitor participation;
- Document attendance;
- Provide feedback on assignments;
- Contact families of students who have not participated when appropriate;
- Differentiate assignments for students receiving intervention or special education services;
- Provide students without internet access an alternative method of completing instruction; and
- Maintain communication with administration.

Whenever possible, teachers should have several days of emergency learning materials prepared and accessible in case the school must unexpectedly transition to an ITM Day.

I. EXCEPTIONAL STUDENT SERVICES (ESS) AND RELATED SERVICES

Students with disabilities will continue to have access to specially designed instruction and related educational services to the greatest extent reasonably possible during an ITM Day.

Special education staff should:

- Follow applicable Individualized Education Programs (IEPs);
- Provide scheduled virtual instruction when feasible;
- Provide accessible assignments;
- Implement applicable accommodations and modifications;
- Communicate with parents/guardians;
- Document services provided;
- Provide alternative materials when technology is unavailable; and
- Coordinate with general education teachers to ensure students can access instructional activities.

An ITM Day does not eliminate the school's responsibility to provide appropriate educational support to students with disabilities.

J. PARAPROFESSIONAL AND INSTRUCTIONAL SUPPORT STAFF

Paraprofessionals and other instructional support personnel may be assigned responsibilities that support student instruction during an ITM Day.

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Responsibilities may include:

- Participating in virtual classroom sessions;
- Supporting students individually or in small groups;
- Assisting teachers with instructional materials;
- Contacting families as directed;
- Preparing instructional packets;
- Assisting students with assignments;
- Supporting students receiving special education services;
- Preparing educational resources; and
- Performing other duties assigned by their supervisor.

K. SPECIALS: NAVAJO LANGUAGE AND CULTURE & P.E./Health

ITM instruction should include opportunities for students to continue participating in the broader educational program.

When appropriate, assignments may be provided for:

- Navajo Language and Culture;
- Physical Education;
- Special education; and
- Other school programs.

Assignments should be reasonable and coordinated so that students are not overwhelmed with excessive work from multiple teachers.

L. FAMILY COMMUNICATION

Teachers should maintain reasonable communication with families during an ITM Day.

Parents and guardians are encouraged to:

- Ensure students have access to instructional materials;
- Encourage students to participate;
- Provide an appropriate learning space when possible;
- Contact teachers when assistance is needed;
- Notify the school if internet, electricity, transportation, or other circumstances prevent participation; and
- Return completed instructional materials when requested.

Parents and guardians are not expected to replace the classroom teacher.
Teachers remain responsible for providing directions, academic support, and clarification.

M. TECHNOLOGY

Students are expected to follow all applicable school technology and acceptable-use requirements.
Teachers should consider that:

- Internet availability varies significantly throughout the communities served by KDLO;
- Some households may have multiple students sharing internet access;
- Cellular service may be inconsistent;
- Electrical outages may accompany severe weather; and
- Families may not immediately be able to access digital assignments.

For these reasons, teachers should provide reasonable flexibility and alternatives when technology is unavailable.

N. EMPLOYEE COMMUNICATION AND ACCOUNTABILITY

All staff must monitor school communications during an ITM Day.

Employees are responsible for:

- Checking school email;
- Responding to administrators;
- Maintaining communication with their immediate supervisor;
- Reporting whether they are working onsite or remotely when requested;
- Completing assigned duties;
- Maintaining documentation of services or instructional activities when applicable; and
- Immediately notifying their supervisor if circumstances prevent them from performing assigned duties.

Employees should not assume that a school closure automatically means that employees are released from work responsibilities.

O. SCHOOL OFFICE AND ADMINISTRATIVE OPERATIONS

When conditions permit, administration may maintain limited school operations during an ITM Day. Administration will determine which positions require onsite presence based on operational need and safety conditions.

Administrative and support functions may include:

- Answering telephone calls;
- Parent assistance;
- Student support;
- Technology assistance;
- Facilities monitoring;
- Instructional material preparation;
- Food service coordination when applicable;
- Transportation coordination;
- Payroll and business operations;
- Special education coordination; and
- Emergency communications.

P. ATTENDANCE DOCUMENTATION

Teachers must document student participation each ITM Day.

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Documentation may include:

- Google Classroom activity;
- Assignment submission;
- Virtual meeting attendance;
- Teacher contact logs;
- Telephone logs;
- Completed instructional packets;
- Intervention logs;
- Special education service logs; or
- Other approved evidence of participation.

Attendance documentation will be maintained according to KDLO attendance and student-record procedures.

Q. EQUITY AND FLEXIBILITY

The ITM will be implemented with recognition of the unique circumstances of the communities served by Kin Dah Lichi'i Olta'.

Students should not be disadvantaged because they:

- Live in remote areas;
- Lack reliable broadband access;
- Experience temporary power outages;
- Lack reliable cellular service;
- Share technology with siblings;
- Experience weather-related transportation difficulties; or
- Encounter circumstances outside of their reasonable control.

Teachers and administration will provide reasonable alternatives while maintaining meaningful academic expectations.

R. CANCELLATION OF AN ITM DAY

If circumstances become severe enough that meaningful instruction cannot reasonably occur—for example, widespread electrical and communications outages, administration may determine that the day will be treated as a school closure rather than an ITM instructional day.

Students, parents, and employees will be notified of any such change.

S. RETURN TO IN-PERSON INSTRUCTION

Administration will notify families and employees when normal in-person operations resume.

Students should return:

- School-issued instructional materials;
- Completed ITM assignments or packets; and

- Any other materials requested by their teacher.

Teachers will review student work, provide appropriate feedback, address unfinished learning, and provide additional support when necessary.

T. SUMMARY OF ITM EXPECTATIONS

Students:
Students are expected to actively participate in learning, communicate with their teachers, and complete assigned instructional activities.

Parents/Guardians:
Parents and guardians are asked to encourage participation and communicate with the school when barriers prevent students from completing ITM activities.

Teachers:
Teachers will provide meaningful instruction, maintain communication, monitor student participation, document attendance, and remain available to students and families.

Staff Able to Safely Report:
Employees who live near the school and can safely travel to Kin Dah Lichi'i Olta' are expected to report to their worksite unless instructed otherwise.

Administration:
Administration will coordinate school operations, communication, employee assignments, student services, and the transition into and out of ITM status.

U. IMPLEMENTATION:
This Instructional Time Model will be implemented following approval by the appropriate Kin Dah Lichi'i Olta' governing authority and will remain in effect until revised, replaced, or rescinded.

The administration may develop additional procedures, forms, instructional schedules, attendance documentation, and guidance necessary to implement this plan.

Appendix: Parent Attestation Form
Kin Dah Lichi'i Olta' School Parent Attestation of Student Attendance

Student Name: _____ **Grade:** _____

Parent/Guardian Name:_____ **Teacher:** _____

Due to Internet/technical issues or other extenuating circumstances, the teacher may ask a parent to sign this form to attest that the student spent the required amount of time working on assignments in order to be counted present.

Weekday	**Instructional Hours**	**Grade Level Minimum Hours per Day**
Monday	○ 1 hour ○ 2 hours ○ 3 hours ○ 4 hours ○ 5 hours	**FACE (CB/HB/AE = 2 hours/day** **Kindergarten = 2 hours/day** **Grades 1-3 = 4 hours/day** **Grades 4-6 = 4 hours day**
Tuesday	○ 1 hour ○ 2 hours ○ 3 hours ○ 4 hours ○ 5 hours	
Wednesday	○ 1 hour ○ 2 hours ○ 3 hours ○ 4 hours ○ 5 hours	
Thursday	○ 1 hour ○ 2 hours ○ 3 hours ○ 4 hours ○ 5 hours	
Friday	○ 1 hour ○ 2 hours ○ 3 hours ○ 4 hours ○ 5 hours	
Weekday	**Instructional Hours Total:**	

By signing below, I am attesting that my child was engaged in learning activities designed by the school during the times shown above.

Parent/Guardian Signature Date:

_____ _____

Registrar Signature: Date:

_____ _____

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