

# Utah Virtual Academy

## Student Increase Support Plan

Utah Virtual Academy utilizes procedures and protocols established in prior years to support onboarding and training for new students and teachers. Onboarding support plans have been in progress and under development for over a decade. The plan below reflects the outline of internal processes we will utilize to support the successful onboarding of additional students.

UTVA intends to apply for a cap increase for SY20-21. If approved, UTVA would continue to serve all students seeking a fully online option. If the expansion application is not approved, UTVA would seek approval for students enrolling this year to have the option to stay at UTVA, should they choose to do so, for SY21-22.

### Culture

<p>Student Onboarding: Strong Start</p>	<ul style="list-style-type: none"> <li>● Scaled Enrollment cohorts, 2 start dates per week             <ul style="list-style-type: none"> <li>○ New Student Onboarding: Strong Start Training (<i>anticipated dates</i>)                 <ul style="list-style-type: none"> <li>■ Cohort 1: 8/24, 8/26</li> <li>■ Cohort 2: 8/31, 9/2</li> <li>■ Cohort 3: 9/8</li> </ul> </li> <li>○ Course Start With Live Instruction                 <ul style="list-style-type: none"> <li>■ Cohort 1: 8/26, 9/1</li> <li>■ Cohort 2: 9/2, 9/8</li> <li>■ Cohort 3: 9/10</li> </ul> </li> </ul> </li> <li>● Guardian (Learning Coach) Training- Learning Coach University videos/live classes</li> <li>● Ongoing Strong Start support throughout school year</li> <li>● BOY NWEA assessment support throughout Strong Start</li> <li>● Contingency plan for students waiting for physical materials/laptops- student start date moved</li> </ul>
<p>Mentor</p>	<ul style="list-style-type: none"> <li>● 250:1 Ratio</li> <li>● Welcome contacts to each new family first week of start date</li> <li>● Monthly student contact</li> <li>● Weekly mentor homeroom meetings</li> <li>● Academic engagement support</li> <li>● PBIS Tiered support</li> <li>● SEL weekly support using 7 Mindsets</li> </ul>
<p>Parent Engagement</p>	<ul style="list-style-type: none"> <li>● Parent/Learning Coach info sessions- one evening per week</li> <li>● Daily Parent/Learning Coach open office hours</li> </ul>

	<ul style="list-style-type: none"> <li>● Parent Advisory Committee parent/LC support</li> <li>● Dedicated parent engagement staff</li> </ul>
Socialization Opportunities	<ul style="list-style-type: none"> <li>● Schoolwide and National Clubs</li> <li>● Weekly mentor homeroom</li> <li>● Weekly live classes</li> <li>● Monthly online events and class field trips</li> </ul>

**Academics**

Assessment Plan	<ul style="list-style-type: none"> <li>● NWEA BOY testing to assess gaps in Reading and Math, grades K-11, during Strong Start prior to first day of attending class</li> <li>● ELL assessments as needed within first 30 days</li> <li>● KEEP assessments for all Kindergarten students after enrollment and orientation is complete within the first month of school. (virtual proctoring?)</li> <li>● Acadience assessments for K-3 students to assess phonemic awareness, phonics, fluency (virtual proctoring?)</li> </ul>
Instructional Plan	<ul style="list-style-type: none"> <li>● New students will receive Tier 1 and targeted instruction based on data from BOY and interim assessments during the first week of enrollment.</li> <li>● Tier 2 Instruction occurs in small groups within the general education classroom based on common formative assessments during regular instruction.</li> <li>● Tier 3 Instruction is based on standards mastery and is delivered in small groups for six-week intervention. Students will be placed in Tier 3 groups within the first two weeks of school based on BOY assessment results.</li> </ul>
Cohort Start Date	<p>Rolling start on a weekly rotation:</p> <ul style="list-style-type: none"> <li>● 3 cohorts, alternating Monday and Wednesday. Monday cohort start will begin class schedule on Wednesday. Wednesday cohort start will begin class schedule the following Monday.</li> <li>● New Student Onboarding: Strong Start Training (<i>anticipated dates</i>) <ul style="list-style-type: none"> <li>○ Cohort 1: 8/24, 8/26</li> <li>○ Cohort 2: 8/31, 9/2</li> <li>○ Cohort 3: 9/8</li> </ul> </li> <li>● Course Start With Live Instruction <ul style="list-style-type: none"> <li>○ Cohort 1: 8/26, 9/1</li> <li>○ Cohort 2: 9/2, 9/8</li> <li>○ Cohort 3: 9/10</li> </ul> </li> </ul>

Special Education/Child Find	<ul style="list-style-type: none"> <li>● All students must have a current IEP in place prior to the student's first day of classes</li> <li>● 504 Plans will be reviewed and in place during first 30 days</li> </ul>
School Counselor Services	<ul style="list-style-type: none"> <li>● High School Students: <ul style="list-style-type: none"> <li>○ Counselor Ratio: 250:1</li> <li>○ Graduation Plan completed based on class choices and high school transcript</li> </ul> </li> <li>● Middle School Students: 350:1</li> <li>● SEL support weekly sessions <ul style="list-style-type: none"> <li>○ Curriculum: 7 Mindsets</li> </ul> </li> </ul>

**Staffing**

Teacher/Student Ratios and Hiring Plan	<ul style="list-style-type: none"> <li>● Will hire additional staffing keeping teacher, mentor, and counselors ratios the same as currently established.</li> <li>● All UTVA compensation agreements are one-year agreements.</li> <li>● New hires will be hired under the consideration that this is a temporary demand.</li> </ul>
Staff Onboarding	<ul style="list-style-type: none"> <li>● School-based New Staff Orientation for all staff upon hire</li> <li>● HR onboarding upon hire</li> <li>● Mentor teacher and instructional coach assigned</li> <li>● Customized monthly professional development plan specific to virtual instruction</li> </ul>
Training Plan	<ul style="list-style-type: none"> <li>● Training Week 1: <ul style="list-style-type: none"> <li>○ K12 Training New Teacher Orientation</li> <li>○ Instructional Coach Assigned</li> <li>○ Mentor Teacher Assigned <ul style="list-style-type: none"> <li>■ Observations by mentor teacher in live class</li> </ul> </li> <li>○ Daily live trainings</li> </ul> </li> <li>● Training Week 2: <ul style="list-style-type: none"> <li>○ Live teaching begins <ul style="list-style-type: none"> <li>■ Instructional coaches in all new teacher classrooms</li> </ul> </li> <li>○ Mentor support meeting</li> <li>○ Instructional Coach meeting</li> <li>○ Grade Level Team meeting</li> </ul> </li> <li>● Training Week 3 and beyond: <ul style="list-style-type: none"> <li>○ Live teaching begins <ul style="list-style-type: none"> <li>■ Instructional coaches in all new teacher classrooms</li> <li>■ Administrators complete weekly walk-through observations</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Biweekly teacher mentor support meeting</li> <li>○ Biweekly instructional coach/lead teacher meeting</li> <li>○ Weekly grade level team meeting</li> <li>○ Monthly school wide professional development</li> </ul>
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## Operations

Course Materials	<ul style="list-style-type: none"> <li>● Course Materials are ordered at the time of application approval. <ul style="list-style-type: none"> <li>○ Physical Materials arrive in 7-10 Days</li> <li>○ Online Access granted on School Enrollment Date</li> </ul> </li> </ul>
Classroom Access	<ul style="list-style-type: none"> <li>● Students will be placed into Online Classrooms 24 hours before school enrollment date</li> </ul>
Laptops	<ul style="list-style-type: none"> <li>● Laptops are sent to all Sped students</li> <li>● Laptops sent to families who qualify for Free &amp; Reduced Lunch</li> <li>● Anticipated Laptop Needs: 400</li> <li>● Laptops are requested during enrollment process, once approved they are ordered and arrive in 7-10 days</li> </ul>
Transcripts (HS Only)	<ul style="list-style-type: none"> <li>● Students placed in grade level core classes &amp; elective classes for Block 1</li> <li>● If not provided during enrollment, transcript is requested immediately from previous HS.</li> <li>● After receiving transcript, counselors will contact new students for an advisory conference to determine schedule for the remainder of the year</li> </ul>
UTREx Entry	<ul style="list-style-type: none"> <li>● Upon enrollment, students are entered into SIS for nightly upload to UTREx</li> </ul>
New Staff Onboarding	<ul style="list-style-type: none"> <li>● Equipment ordered for new staff as soon as contract is returned.</li> <li>● Systems Access granted same day as contract returned.</li> </ul>