



From the Office of The Chief Academic Administrator, Michele Felix

December 31, 2020

In accordance with Governor Ducey's Executive Orders 2020-41 and 2020-51, Southgate Academy is mandated, but it does have inherent limitations. The onsite support service mandated is for students of families that have a critical need for this specific service. **Families who have the resources to adequately support their students' remote learning at home are asked to refrain from requesting this capacity and need-driven service.**

Space is **limited** due to the importance of optimizing the use of available staff and resources, and the critical health protocols that need to be safely maintained. Due to the current concerns regarding the spread of COVID-19 we will have a ratio of no more than 10 students per 1 staff member in order to comply with all safety and social distancing protocols.

Since classrooms teachers are all occupied with providing online instruction during the day, we will be utilizing current non-instructional staff to provide supervision during on-site support. This means we will be limited to the number of students that we can support at this time.

Therefore, we have set up a prioritization process to ensure we have the space to accommodate. Admittance to this service will be prioritized based on need, and families will be asked to identify the specific service their student has. If you feel your child qualifies under one of the priorities listed below, please contact Southgate Academy at 520-741-7900 to set up an appointment. The priorities are as follows:

- **Priority 1:** Self-contained Special Education students whose IEP can only reasonably be implemented at a school site, mainstreamed Special Education students to the extent that their IEP provides for related services that can only reasonably be implemented at a school site, Homeless students in (e.g. Foster Care, Youth on their Own (YOTO) and other students that face unique living/housing challenges).
- **Priority 2:** Grades K-12, including EL and Special Education students whose families cannot access internet service (documentation needed). Staff is available to assist with signing up for internet services. Call 520-741-7900 to make an appointment.
- **Priority 3:** Grades K-12, including EL and Special Education students whose families are struggling to access the curriculum must contact Southgate Academy staff at 520-741-7900 will need to make an appointment for assistance.
- **Priority 4:** A situation other than those referenced in Priorities 1, 2 or 3 will be on a case to case basis as capacity permits.

Everyone should understand that it is NOT traditional teacher-led, in-person classroom instruction. It is also NOT an environment for students to meet in groups and socialize.

Given current public health conditions, school bus transportation to these services is not available. Transportation to and from this service must therefore be provided by the family.

Respectfully,

Michele Felix

Michele Felix, M.Ed.
Chief Academic Administrator

Terms and Conditions of Participation:

1. Parents/guardians are required to sign the “Acknowledgement and Disclosure” form on the website; must complete application and waiver form signed; and submit to Southgate Academy to be considered before the first day of attendance. Applications will be received from **Thursday at opening of business until Friday at 10am the week before services are requested. Parents must apply weekly.** Parents will receive confirmation of whether their student has qualified for this service.
2. Capacity of this service is dependent upon staff and facility availability.
3. Southgate Academy will implement advance scheduling procedures to facilitate planning and to ensure that the number of students present for onsite support does not exceed staffing levels, recommended physical distancing and onsite capacity on any given day.
4. Given the ever-changing conditions and impacts of the COVID-19 pandemic, student participation, staffing and resources in the service may vary from week to week. Therefore, participation confirmations will be renewed on each Friday, on a weekly basis, to ensure that Southgate Academy will have necessary staff and capacity to meet student needs. **Calls on application approvals will be completed each Friday afternoon to prepare for the next week.**
5. Supervision is available during school hours (7:30 am - 3:30 pm). Southgate Academy will not be able to provide Transportation for these support services.
6. Students will be expected to be self-directed and follow all Southgate Academy rules, policies, and regulations. Appropriate behavior is expected, and the Code of Conduct will be followed. Students may be subject to school discipline and removal from services for violations of school rules and district policies and regulations.
7. **Students not approved for participation in the service cannot walk-in or be dropped-off without acceptance of an application by the On-Site Program Coordinator – Mrs. Trudy Gray tgray@southgateaz.org or (520) 741-7900.**
8. To ensure the health and safety of all participants, students must stay in their assigned area with their assigned group of students in a “cohort” and must remain actively engaged in their remote learning.
9. Breaks, breakfast, and lunch are scheduled each day.
10. Students will be grouped by grade-level/families whenever possible.
11. In accordance with local government requirements, **face mask protocols will be enforced for all staff and students.** Cleaning and hygiene guidelines are strictly followed.
12. Students must be picked up at the end of the regular school day for that school site. The person picking up the student must be in our student information system and an individual who is permitted to pick up the student. **No campus visitors.** Students can only be picked up during the ten-minute pick-up window. Exceptions will be made if the child becomes ill or in the case of emergency. If a child is not picked up on time, they may not return to the service.