

Instructional Time Model



School Year 2026-2027

Ganado Unified School District #20

GUSD Instructional Time Model Handbook

Date of Introduction to Governing Board: June 4, 2026

Date of Adoption by Governing Board: July 2, 2026

A. Instructional Time Model (ITM)

The Instructional Time Model was authorized in the 2021 AZ Legislative Session by H.B. 2862, codified at A.R.S. § 15-901.08. The ITM provides flexibility in the method and manner that instructional hours are provided in the event of school closures so that GUSD may meet the statutory requirement of providing at least 180 instructional days during the school year. Instructional time will not be lost because students will be participating either through a virtual setting or by completing learning packets. If more than 40% of the total instructional hours are offered using this ITM, GUSD's funding will be impacted.

The ITM procedures in this handbook will be used for multiple scenarios represented by unforeseen circumstances causing school closures. This may include but not be limited to times when the school district has used all three (3) Snow Days that are built into a given calendar. If school is canceled due to inclement weather or any other unforeseen circumstances, students will attend classes virtually or they will participate remotely by completing pre-made learning packets. All staff will report to their prospective school sites in order to administer instruction virtually and to assist remote learners.

The Instructional Time Model may encompass online virtual learning for all four schools within the district; however, the implementation could be limited to one or two schools based on the specific circumstances of an emergency situation. This flexibility allows for a tailored response, ensuring that instructional continuity is maintained as needed. Consequently, the decision to transition to Instructional Time Model learning may involve any combination of one, two, three, or all four schools, depending on the nature and severity of the emergency affecting the student population.

B. Virtual and Remote Learning Attendance Requirements

ITM schedules reflect the same number of minimum instructional hour requirements as needed for brick and mortar schools for students to be considered full-time and generate 1.0 average daily membership (ADM) pursuant to A.R.S. § 15-901.

- Grades 9–12: 4 hours/day or 720 hours/school year
- Grades 4–8: 5 hours/day or 890 hours/school year
- Grades 1–3: 4 hours/day or 712 hours/school year
- Pre-KG/KG: 2 hours/day or 356 hours/school year

	Remote (Students unable to connect virtually at all)	Virtual (Students able to connect virtually)
PRE-K at GPS	- 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. Alternatively, a parent may submit an attestation form to verify that the student spent the required amount of time engaged in approved learning activities. - Students may be contacted by school staff to check-in with the student learning progress.	- Students must attend synchronous learning for ELA and Math. - Breaks will be provided to students. - They will complete 1.5 hours of synchronous instruction and 30 minutes of asynchronous instruction. - Students who log in late or log off early may be required to make-up that time with the teacher as needed.
K-2 at GPS	- 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. Alternatively, a parent may submit an	- Students must attend synchronous learning for ELA, Math and Specials. - Breaks will be provided to students. - K-2 students will complete 2.5 hours of synchronous instruction

	attestation form to verify that the student spent the required amount of time engaged in approved learning activities. Students may be contacted by school staff to check-in with the student learning progress.	1st and 2nd Grade students will complete 1.5 hours of asynchronous instruction. - Students who log in late or log off early may be required to make-up that time with the teacher as needed.
3-5 at GIS	- 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. Alternatively, a parent may submit an attestation form to verify that the student spent the required amount of time engaged in approved learning activities. - Students may be contacted by school staff to check-in with the student learning progress.	- Students must attend synchronous learning for ELA, Math and Enrichment Classes. - Breaks will be provided to students. 3rd Grade will complete 2.5 hours of synchronous instruction and 1.5 hours of asynchronous instruction. 4th and 5th Grades will complete 4.0 hours of online instruction and 1.0 hours of asynchronous instruction. - Students who log in late or log off early may be required to make-up that time with the teacher as needed.
6-8 at GMS <i>GMS 6th, 7th, and 8th graders will follow the schedule for their school</i>	- 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. Alternatively, a parent may submit an attestation form to verify that the student spent the required amount of time engaged in approved learning activities. - Students may be contacted by school staff to check-in with the student learning progress.	- Students must attend synchronous learning by following the Virtual Learning Schedule included in this handbook. - Breaks will be provided. - Students will complete 4.5 hours of synchronous instruction and 1 hour of asynchronous 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.
9-12 at GHS	- GHS will utilize a modified bell schedule as indicated in the daily schedule. - Students may log on to Google Classroom for each class to indicate attendance for the period. - Teachers will mark each student who checks in as “present” for the class period. - Teachers will mark each student who does not check in as “absent” in PowerSchool. - Students who are unable to check in using Google Classroom may call in their attendance to the school. - The school registrar will enter in all students who call in as “present” for all classes. - The school registrar will enter all students who do not call in as “absent” for all classes in PowerSchool. - Parents/Guardians will continue to submit excuse notes for any excused absences in accordance with the student handbook. 10 consecutive absences will continue to result in the automatic withdrawal of students in accordance with the Student/Parent Handbook. The No Credit policy due to absences will continue to be applied in accordance with the Student/Parent Handbook.	

Attendance Tracking Procedures

Students may be counted present through a variety of methods depending on the delivery of instruction. Methods ***may include but are not be limited to:***

- A) Participation in a virtual meeting or classroom session (Subject.com, Google Classroom and or Zoom Sessions)
- B) Daily assignments completed and submitted by the student; or
- C) Time spent working on teacher assigned projects with a method for reporting participation during the given time frame
- D) Completion of a teacher assigned project
- E) Parent Attestation of time spent on learning activities

For options C, D, and E, the teacher will ensure the proper attendance codes are submitted into PowerSchool.

Students attending class virtually: Attendance will be taken during each virtual session. A student will need to be logged into the virtual class in order to be counted as present. 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.

For students attending class asynchronously, attendance will be taken when your child:

- Submits completed assignments to the classroom teacher OR
- Submits an Attestation Form that is signed by the parent/guardian or teacher documenting the time spent on completing assignments and the form is signed by a school representative.

Students will be marked as "AD" (absent) until assignments and/or Attestation Forms have been submitted. Students are encouraged to hand in assignments and/or attestation forms in a timely manner.

C. GUSD K-12th Virtual and Remote Learning Schedule

Students will be engaged in two types of learning while they are engaged in an Instructional Time Model.

Asynchronous learning is when students are engaged in practice and applying new skills by completing learning packets, teacher assigned projects, educational programs such as IXL, Lexia Core Reading, Achieve 3000, Subject.com, Aleks, No Red Ink, RACES, Top Score Writing, etc. developed by their classroom teacher.

Synchronous learning is when students will be learning from a distance. They will virtually attend a class session using Google Classroom, Zoom, Google Meets, at the same time as their classroom teacher and classmates.

**GANADO PRIMARY SCHOOL
GPS VIRTUAL LEARNING INSTRUCTION SCHEDULE**

PreKG	KG	1st	2nd
8:00 a.m. - 9:00 a.m. ELA	8:00 a.m. - 9:00 a.m. ELA	8:00 a.m. - 9:00 a.m. ELA	8:00 a.m. - 9:00 a.m. ELA
9:00 a.m. - 10:00 a.m. MATH	9:00 a.m. - 10:00 a.m. MATH	9:00 a.m. - 10:00 a.m. WRITING	9:00 a.m. - 10:00 a.m. WRITING
10:00 a.m. - 10:15 a.m. BREAK	10:00 a.m. - 10:15 a.m. BREAK	10:00 a.m. - 10:15 a.m. BREAK	10:00 a.m. - 10:15 a.m. BREAK
10:15 a.m. - 11:15 a.m. Reading	10:15 a.m. - 11:15 a.m. READING	10:15 a.m. - 11:15 a.m. MATH	10:15 a.m. - 11:15 a.m. MATH
11:15 a.m. – 11:45 a.m. LUNCH/RECESS	11:15 a.m. – 11:45 a.m. LUNCH/RECESS	11:15 a.m. – 11:45 a.m. LUNCH/RECESS	11:15 a.m. – 11:45 a.m. LUNCH/RECESS
11:45 a.m. END OF DAY	11:45 a.m. – 12:45 p.m. WRITING	11:45 a.m. – 12:45 p.m. READING	11:45 a.m. – 12:45 p.m. READING
	12:45 p.m. – 1:20 p.m. SPECIALS (2.5 hours)	12:45 p.m. – 1:20 p.m. SPECIALS	12:45 p.m. – 1:20 p.m. SPECIALS
(2.0 hours)		(4 hours)	(4 hours)

Students with Internet Access: Students will log on to online platforms at 8:00am for virtual instruction as assigned by the teacher.

Students with No Internet Access: Students who do not have internet or technological devices will receive hardcopy learning packets prepared by teachers.

Attendance for GPS: Parents will contact the front office and sign the attestation form **or** attend the class online platform with the teacher and classmates.

**GANADO INTERMEDIATE SCHOOL
VIRTUAL LEARNING INSTRUCTION SCHEDULE**

3rd	4th	5th
8:00 a.m. STUDENTS LOG ON 8:00 a.m. - 8:45 a.m. SOCIAL STUDIES 9:00 a.m. - 10:15 a.m. ELA 10:15 a.m. - 10:30 a.m. BREAK 10:30 a.m. - 11:45 a.m. MATH 11:45 a.m. - 12:45 p.m. LUNCH/ RECESS 12:45 p.m. - 2:00 p.m. SCIENCE 2:15 p.m. - 2:30 p.m. ENRICHMENT / FINISH WORK (4 hours)	8:00 a.m. STUDENTS LOG ON 8:00 a.m. - 9:00 a.m. SOCIAL STUDIES 9:10 a.m. - 10:25 a.m. ELA 10:25 a.m. - 10:40 a.m. BREAK 10:40 a.m. - 11:45 a.m. MATH 12:00 p.m. - 1:00 p.m. LUNCH/ RECESS 1:15 p.m. - 2:15 p.m. ENRICHMENT 2:30 p.m. - 3:20 p.m. SCIENCE / TEACHER HELP / FINISH WORK (5 hours)	8:00 a.m. STUDENTS LOG ON 8:00 a.m. - 9:00 a.m. SOCIAL STUDIES 9:10 a.m. - 10:25 a.m. ELA 10:25 a.m. - 11:25 a.m. ENRICHMENT 11:30 a.m. - 12:00 p.m. DAILY MATH REVIEW 12:00 p.m. - 1:00 p.m. LUNCH/ RECESS 1:00 p.m. - 2:00 p.m. MATH 2:00 p.m. - 3:00 p.m. SCIENCE 3:00 p.m. - 3:20 p.m. - TEACHER HELP / FINISH WORK (5 hours)

Students with No Internet Access:

3rd, 4th and 5th Grade Students will attend via learning packets. Teachers will send home workbooks for all subject areas in advance. Teachers will implement Yearly standards from the district adopted curriculum framework if school in remote is no longer than two (2) days. If known in advance that closure will be longer for more than two (2) days, then following the district curriculum adopted calendar will be implemented. An attendance attestation form will be provided with the packets going home as well as well-defined instruction. 3rd grade student work at home will concentrate on review of skills taught already.

Attendance for GIS:

Call from parents to (928) 755-1300 will begin at 8:00 a.m. Calls after 8:40 a.m. will be marked as “Late” or “Tardy”. Students will follow the schedule below. Teachers will be available via google meets, telephone calls, and other applications for parent/teacher communications.

Enrichment classes and Teachers:

Enrichment classes will be conducted via Google Meets. Teachers will be available from 8:00 a.m. to 12:00 p.m. to assist students with school work via google meets and/or telephone calls.

Enrichment Teacher Office Hours- 8:00 a.m. to 12:00 p.m.

3rd Grade Enrichment 2:30 p.m. to 3:20 p.m.

4th Grade Enrichment 1:15 p.m. to 2:15 p.m.

5th Grade Enrichment 12:45 p.m. to 1:35 p.m.

**GANADO MIDDLE SCHOOL
GMS VIRTUAL LEARNING INSTRUCTION SCHEDULE**

TIME	SUBJECT
8:00 a.m. - 8:30 a.m.	ELA Intervention
8:33 a.m. - 9:08 a.m.	ELA
9:11 a.m. - 9:46 a.m.	Math
9:49 a.m. - 10:24 a.m.	Science
10:27 a.m. - 11:02 a.m.	Social Studies
11:05 a.m. - 11:35 a.m.	Math Intervention
11:37 a.m. - 12:07 p.m.	Lunch/Break
12:10 p.m. - 12:45 p.m.	Health &PE/ART
12:48 p.m. - 1:23 p.m.	Computers/Navajo Language
1:26 p.m. - 2:30 p.m.	Teacher available for virtual support / Student Asynchronous Work

Students with Internet Access:

Classwork: Students will log onto Google Classroom for each class. Assignments will be posted. Teachers will mark each student who checks in and/or completes assignment as “present” for the class period. Teachers will mark each student who does not check in or complete work as “absent” in PowerSchool.

Students with NO INTERNET Access:

Classwork: Students will receive weekly assignments. Students will complete and submit those assignments for credit for class participation.

Attendance for GMS:

Attendance Students will log into their google classrooms. Teachers will pose a question that may be a short answer or a simple “yes or no” question. Students will answer the question to be counted present for the class. Students may also call the Middle School for attendance. The school registrar will enter all students who call in as “present for all classes. We encourage attendance phone calls to occur before 10:00 am.

GANADO HIGH SCHOOL
GHS VIRTUAL LEARNING INSTRUCTION SCHEDULE

Time	GHS Virtual Learning	Asynchronous Students
8:20 a.m. - 8:55 a.m.	1st Period	All students will be Asynchronous. No virtual/synchronous instruction will be provided. The Reteach period will not be part of the GHS Virtual Plan. Students will be provided with readings at home to utilize as independent practice for improving reading skills. Teachers will provide assignments in paper form that align with the readings provided that may include: reading responses, reading summaries, reading logs, reading questions, book projects, book talks, etc. Each teacher will inform students as to which assignments they must complete and return to school for a grade. AZ Reading Standards: 9-10.RL.10 - By the end of the year, proficiently and independently read and comprehend literature, including stories, drama, and poetry, in a text complexity range determined by qualitative and quantitative measures appropriate to grades 9/10. 9-10.RI.10 - By the end of the year, proficiently and independently read and comprehend informational texts and nonfiction in a text complexity range determined by qualitative and quantitative measures appropriate to grade 9/10. 11-12.RL.10 - By the end of the year, proficiently and independently read and comprehend literature, including stories, dramas, and poetry, in a text complexity range determined by qualitative and quantitative measures appropriate to grades 11/12. 11-12.RI.10 - By the end of the year, proficiently and independently read and comprehend informational text and nonfiction in a text complexity range determined by qualitative and quantitative measures appropriate to grades 11/12.
9:00 a.m. - 9:30 a.m.	2nd Period	
9:35 a.m. - 10:05 a.m.	3rd Period	
10:10 a.m. - 10:40 a.m.	4th Period	
10:45 a.m. - 11:15 a.m.	Hornet Time	
11:20 a.m. - 11:50 a.m.	Lunch	
11:55 a.m. - 12:25 p.m.	5th Period	
12:30 p.m. - 1:00 p.m.	6th Period	

Attendance with Internet Access: Students may log on to Google Classroom for each class to indicate attendance for the period. Teachers will mark each student who checks in as “present” for the class period. Teachers will mark each student who does not check in as “absent” in PowerSchool.

Attendance with No Internet Access: Students who are unable to check in using Google Classroom may call in their attendance to the school. The school registrar will enter in all students who call in as “present” for all classes. The school registrar will enter all students who do not call in as “absent” for all classes in PowerSchool.

D. Students Without Internet/Wi-Fi Access

Students who do not have access to internet or Wi-Fi will be engaged in asynchronous learning supplied with either paper packets and/or thumb drive, or with downloaded lessons on their laptops. Students have the option to join a synchronous lesson when possible via Wi-Fi-locations/access points.

E. Loss of Connectivity

In the event that the school loses internet connectivity, all students will complete their virtual learning packet.

F. Honor Code of Ethics

GUSD teachers and staff hold students to high expectations for new learning and application of that learning. GUSD has an Honor Code that highlights the core values of expected behavior as stated in the Student Handbook. Each student will be entrusted with the responsibility of completing their own work and assessments during remote or virtual learning.

G. Teacher Support for Implementation of ITM

New teachers and long term-substitute teachers will be supported by the school's Academic Coaches to ensure that use of technology and other online programs are implemented successfully.

H. Expected Teacher Role with Implementation of ITM

Teachers will report to their school site during regular contract hours. Teacher prep time will be used to prepare materials, lessons, and collaborate. Teachers' office hours will be used to contact remote students as needed to follow-up with student learning. During office hours' teachers will be in their classroom, available to be contacted by their students via phone. They will also be monitoring students' submission of assignments, monitor offline work in district approved technology programs, and/or by providing additional support to virtual students as needed. Teachers might also use this time to grade student work or meet with groups of students.

Teacher Responsibilities/Duties: Teachers work hours are (7:30am to 4:00 pm), Monday through Friday. Teachers will provide students (Pre-K – 2nd grade) instruction which aligns to the Arizona State Standards, district adopted curriculum, and Beyond Textbooks curriculum. Teachers will monitor student progress daily. Schools will have Professional Learning Communities (PLC) weekly, to discuss and monitor student progress.

Staff meetings will occur weekly via In-person/Zoom, to ensure the district is meeting the needs of all students.

Teachers will use a log sheet to monitor student participation, student attendance, and parent contact. Teachers will use a log documenting contacting students and parents, by phone, text, or email, to provide feedback, clarification, and follow up on lessons, instruction, grades, assessments, attendance, and so on. Teachers will be responsible for turning in daily logs to the Principal and/or CTE Designee.

Communication from teachers: Teachers will be contacting students and parents, by phone, text, or email, to provide feedback, clarification, and follow up on lessons, instruction, grades, assessments, attendance, and so on.

Student Responsibilities: Students will log into online classes at designated time. Students will complete assignments' online or paper-packets as assigned and turn in assignments in a timely manner. Class schedules will be given to students at the beginning of the school year for virtual learning.

I. Parent Responsibilities and Duties during ITM

Parents should encourage and help guide their child in logging into virtual sessions on-time and to stay engaged in the virtual lesson. Follow the ITM Schedule on virtual days or for remote learning. Schedule homework time, review it

regularly, and discuss what their child has learned. Keep in contact with the school by school phone calls, e-mails, and attendance questions regarding ITM. Maintain high expectations of their child during ITM and praise his/her achievement and effort at school; providing a warm, caring home; emphasizing the importance of school; and encouraging academic success. Encourage their child to be responsible for his/her actions during virtual learning or remote learning. Monitor your child's technology to ensure they are engaged in the lessons (during synchronous and asynchronous sessions). The home environment should be similar to a classroom on this day, so please do your best to reduce background noise and visual distractions.

J. Resources and Contact Information

District Website: <https://www.ganado.k12.az.us/>

Ganado Unified School District	Contact
Ganado High School	Office: 928-755-1500
Ganado Middle School	Office: 928-755-1400
Ganado Intermediate School	Office: 928-755-1300
Ganado Primary School	Office: 928-755-1210

Appendix: Parent Attestation Form

**Ganado Unified School District
Parent Attestation of Student Attendance**

Student Name:

Student ID:

Grade Level:

Parent/Guardian Name:

Teacher:

Week of:

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	Weekend (Optional)	Weekend Instructional Hours (Optional)												
Monday	☐ 1 hour ☐ 2 hours ☐ 3 hours ☐ 4 hours ☐ 5 hours	Saturday	☐ 1 hour ☐ 2 hours ☐ 3 hours ☐ 4 hours ☐ 5 hours												
Tuesday	☐ 1 hour ☐ 2 hours ☐ 3 hours ☐ 4 hours ☐ 5 hours	Sunday	☐ 1 hour ☐ 2 hours ☐ 3 hours ☐ 4 hours ☐ 5 hours												
Wednesday	☐ 1 hour ☐ 2 hours ☐ 3 hours ☐ 4 hours ☐ 5 hours	For reference <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Grade Level</th> <th style="width: 70%;">Minimum Hours per Day</th> </tr> </thead> <tbody> <tr> <td>Kindergarten</td> <td>2 hours/day</td> </tr> <tr> <td>Grades 1-3</td> <td>4 hours/day</td> </tr> <tr> <td>Grades 4-6</td> <td>5 hours/day</td> </tr> <tr> <td>Grades 7-8</td> <td>5 hours/day</td> </tr> <tr> <td>Grades 9-12</td> <td>4 hours/day</td> </tr> </tbody> </table>		Grade Level	Minimum Hours per Day	Kindergarten	2 hours/day	Grades 1-3	4 hours/day	Grades 4-6	5 hours/day	Grades 7-8	5 hours/day	Grades 9-12	4 hours/day
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Kindergarten	2 hours/day														
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Grades 4-6	5 hours/day														
Grades 7-8	5 hours/day														
Grades 9-12	4 hours/day														
Thursday	☐ 1 hour ☐ 2 hours ☐ 3 hours ☐ 4 hours ☐ 5 hours														
Friday	☐ 1 hour ☐ 2 hours ☐ 3 hours ☐ 4 hours ☐ 5 hours														

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

School Use:

Received By

Date

Time