



**2020-2021 SCHOOL YEAR**  
**BACK TO**  
**SCHOOL PLAN**

Two Learning Models  
**In-Person**  
**On-Line**

**Inspiring Hope and Empowering All Students  
to Courageously Pursue Their Goals and Dreams!**



## Dear Union Elementary School District Families & Community,

Thank you for your continued patience and support as we prepare for the safe reopening of the 2020-2021 school year. We are pleased to share that the Union Elementary School District's school year will begin on Monday, August 3<sup>rd</sup>, 2020, with a phased reopening using our On-Line environment.

Your feedback was clear, parents wanted In-Person and On-Line learning options for the upcoming school year. In response, our Board approved two models for supporting your child's safety, social and emotional development, and academic acceleration. Both models will be taught by Union Elementary School District teachers using our adopted curriculum and following a regular daily schedule and routine.

While we look forward to the day when all students can return to our school buildings, unfortunately we are not there yet. Per Governor's Order, due to the continued spread of COVID-19, it is not safe to begin our In-Person model. Therefore, beginning the week of August 3, 2020, we will start **On-Line for all** to begin the school year. We will continue this model until we are safe to reopen our school buildings to students, tentatively August 17, 2020.

### Here is our phased plan for reopening.

- School begins August 3<sup>rd</sup> and 4<sup>th</sup>, 2020 with a parent-teacher-student conference held for each child on one of these two dates. ***You will be contacted to schedule your time. It is very important that you attend this meeting so you are well informed and receive your child's learning materials.***
- Students will follow an early release schedule on August 5, 6, 7. These will be partial days of learning to allow students to learn the On-Line environment and allow our staff to have continued professional development and assess students' needs.
- Additional information on the platform, expectations and how students will engage with their teachers will be provided during your parent teacher student conferences.
- Union Elementary will remain On-Line only, until it is safe to move into our In-Person model, giving parents a choice in their child's education - either returning to classroom instruction or continuing with On-Line instruction.
- Professional Development will be provided to all teachers and instructional coaches to assist with using their current system, Synergy, as well as how to host daily lessons in Microsoft Teams.

As we continue to monitor our changing environment and take guidance from public health, we are prepared to return to physical learning. Union ESD is here to support your family choice for navigating a safe transition back to school.

To help with that transition, this Back to School Plan describes our models for reopening and explains the safety and reporting protocols we will put into place for safely navigating the upcoming year. We know things are likely to change, so ask for your flexibility and patience as we move through the 2020-2021 school year.

Please take time to read and review. If you have any questions, please discuss with your child's teacher and/or school administrator. We are looking forward to welcoming you and your children back in the very near future and look forward to seeing you On-Line!

## Choose Your Child's Path Back to School

*We know not all families face the same circumstances and need choices that help them feel safe about meeting the academic and social emotional needs of their child. Families can choose an option that best serves their circumstances. No matter which option you choose, our commitment is to providing high-quality instruction, delivered by a certified Union Elementary School District teacher. If your child is medically fragile, we ask that you schedule an appointment with the school principal to discuss options which may be limited to On-Line instruction to start the year.*

***We are asking parents to choose a model for 9-weeks at a time. There will be options to change models at each 9 week period. If you are already enrolled, you will only need to select the model that works for each child.***



### In-Person

When it is safe to return to campus, Union ESD#62 will offer an In-Person learning option.

Students will spend the day with the same group of students, not to exceed 25, practice social distancing, and have their own desk, supplies, and curricular materials. Students will receive core instruction, social emotional learning skills, and limited specials. Students and staff will wear cloth face coverings, be pre-screened daily by parents, and be visually monitored upon entry and throughout the day. Students will eat with and engage in structured breaks and play with their class only. Schools will be disinfected daily, and high touch areas more frequently, communal areas closed, and no visitors will be admitted to campus. Each school will provide their specific school schedule, entry and exit plans, transportation plans and expectations, and details specific to the campus.

- PreK – 8<sup>th</sup> grade
- 5 days per week , 6 hours/day
- Preventative CDC safety measures implemented with smaller class size, 25 max
- Students stay with their class only
- Social-emotional support, Class meetings, small groups and 1:1 support Social-emotional support
- Accommodations & Support services provided
- Breakfast at Home (sent the day before)
- Lunch in class or outside weather permitting
- Specials, push-in



### On-Line

Families will have the option for children to attend On-Line learning.

Students will engage live On-Line with a Union Elementary School District teacher, who will follow a set schedule each day. Students will receive core instruction, social emotional learning skills, and limited specials. There will be structured breaks throughout and a break for lunch. Teachers may also release students to work independently for set periods of time. Meal service is still to be determined. Students should expect to participate as if they were in the classroom. Students will be provided with supplies and curricular materials. Attendance will be taken and regular assignments and grades will be given. Internet service will be required for this option; however, a computer will be provided per family, eventually 1:1 for every child when order arrives.

- K – 8<sup>th</sup> grade
- 5 days per week, 6 hours/day
- Internet Connection required
- District Device provided
- Class meetings, small groups and 1:1 support Social-emotional support
- Accommodations & support services provided, as feasible
- Limited Specials
- Meal service TBD

## Meeting Social Emotional & Academic Needs

*Safety, student social emotional needs, and accelerating learning were the top three concerns of our families. We have designed a schedule to meet those needs. Below is an outline of the amount of time your child can expect to spend participating in learning, regardless of the model you choose. Specials will occur occasionally, for limited times, throughout the day.*

### Elementary K-6 Instructional Minutes

Content	Minutes
Social Emotional Learning	30 minutes
Balanced Literacy (Reading, Writing, Language)	2 hours
Mathematics	1 hour
Social Studies & Science	1 hour
Workshop (Literacy & Mathematics) & Structured Breaks	1 hour
Lunch	30 minutes
<b>Total</b>	<b>6 hours</b>

### Middle School 7-8 Instructional Minutes

Content	Minutes
Social Emotional Learning	30 minutes
English Language Arts (Reading & Writing)	1 hour 15 minutes
Mathematics	1 hour 15 minutes
Social Studies	1 hour 15 minutes
Science	1 hour 15 minutes
Lunch with Socialization	30 minutes
<b>Total</b>	<b>6 hours</b>

School hours to start the year, (times subject to change to accommodate staggered entry/exits):

School	Campus Arrival Time	School Start Time	School End Time
Dos Rios	7:30	7:45	1:45
Hurley Ranch	8:15	8:30	2:30
Union Elementary	8:15	8:30	2:30

*The exact order of content will be set and communicated by your child's school and will vary by grade level and sometimes by teacher. Additionally, if your child attends On-Line, the daily schedule will be communicated at the August 3<sup>rd</sup>/4<sup>th</sup> Parent-Teacher Conference.*

## **In-Person Learning Model**

*The heart of our decisions remains the safety of our students and staff. We are following current recommended CDC, State and County Health Guidelines. Additional updates may be made in accordance with Arizona Department of Public Health (ADHS), Maricopa County Department of Public Health, Centers for Disease Control (CDC), Executive Orders issued by Governor Doug Ducey and the decisions made by the district's Governing Board and Leadership Team. Some procedures and protocols may vary by school based on enrollment or layout of school campus and will be shared with parents by school principals.*

### **School Campuses and Classrooms**

- As much as possible, students will remain static with the same groupings and the same staff throughout the day and limit mixing between groups as much as possible.
- Where possible, student seating will be arranged to maintain as much physical distance as possible. Desks will be faced in the same direction, rather than facing each other; or students will sit on only one side of tables, spaced apart, in assigned seats.
- We will cap sizes at 25, while COVID-19 is still a health crises, but expect classes may be smaller depending on how many families opt-in to On-Line instruction.
- Where possible, physical distancing will be maintained in open or common areas, such as hallways, gyms and playgrounds.
- Each student will utilize their own school set of supplies and keep their belongings separate throughout the day.
- Students are encouraged to bring a bottle to school that can be refilled from one of our water filling stations on campus.
- To limit exposure to other students and staff, structured breaks will be separated by classes.
- Signage will be posted in all rooms and common areas explaining hygiene practices to prevent spread.
- Specials will continue; however, the exact model is still being developed. As the first day of school approaches, more information will be provided by the first day of instruction.
- Physical education classes may focus on personal health/fitness instead of high-contact exercises and will take place outside, when weather permits.
- Special education, gifted and English language services will resume under the close direction of our educators and individual IEP Team.

### **Emergency Contact/Pick-Up**

Because there is a low threshold for illness in schools, you may have to keep your child home for illness, or be asked to pick them up more frequently than usual. If students demonstrate any signs of illness, parents will need to be able to pick up a student fairly soon after an illness is identified. Please provide emergency back-up contact who would be able to pick up your child, should you not be available.

### **Face Coverings**

- Face coverings will be required for all who enter our schools and classrooms. Face shields are not an acceptable replacement per CDC and Public Health.
- Any student who has difficulty breathing, who is incapable of physically removing the face covering on his/her own, or who will not wear cloth face coverings should meet with their site administrator for options, which may be limited to On-Line learning to start the year.
- Students who refuse to comply with the safety protocols adopted for In-Person learning will be assigned to an online learning program pursuant to A.R.S. 15- 841(F).

## Restrooms

Students will enter restrooms in groups no larger than the number of stalls/urinals in the restroom and will be required to wear face masks at all times. Posters reminding students of handwashing expectations will be displayed. Restroom capacity signs posted will support social distancing.

## Hand Hygiene

Frequent hand washing/cleaning will be encouraged at regular intervals throughout the day with both soap and water or hand sanitizer. Instructions for hand washing include:

- Hand sanitizing stations will be available at every school site in the high-traffic areas.
- All classrooms will have access to handwashing and students will be instructed to use soap and water, and scrub for 20 seconds, followed by rinsing.
- Classrooms without handwashing stations in them will have access to a minimum 60% alcohol-based hand sanitizer.

## Health Screening

- Parents and guardians will be expected to screen their child's health daily prior to heading to school or the bus stop. Please use the Daily At Home Health Screening, **Appendix A**.
- Students must stay home if they feel ill or are exhibiting symptoms of respiratory infection or other COVID-19 symptoms.
- If a teacher has concerns based on a visual check of the child, the school nurse/principal will be contacted prior to sending the student to the nurse's office.

## Enhanced Cleaning

- Additional disinfecting of high touch point areas, such as countertops and door handles will be completed by the site lead on each campus.
- All classrooms will have an EPA N-list registered disinfectant available for staff to disinfect high touch points as needed throughout the day.
- Training will be provided on the proper use/procedures for disinfecting and the required Personal Protective Equipment (PPE) required.
- Continued air quality will be maintained by cleaning all HVAC unit coils and changing air filters as scheduled.
- All soft porous surface furniture, to include couches/overstuffed chairs/non-District purchased rugs will be removed from all areas.
- Our contracted custodial company will mobilize their rapid response team in the event of a positive COVID-19 case.

## Visitors on Campus

- Following CDC guidance, parents/visitors will not be allowed to walk students on or off campus before or after school, and will not be permitted on campus during school hours.
- Meetings with outside visitors/parents that must meet in person, will meet in one specified location in the front office (or nearby location) that will be thoroughly cleaned after each appointment. Each principal will provide details on this process as the need arises.
- At this time, school volunteer options on campus are suspended but will be reevaluated after the start of school year.
- Front office staff will disinfect shared surfaces routinely throughout the day.
- Hand sanitizer will be available to visitors after using shared pens and/or paperwork.

## **Social-Emotional Well-Being**

- We recognize that many students may struggle with processing our new normal and each of our schools are prepared to aid our students in any way. All schools have a student support team to assist in addressing the social & emotional needs of students. Social emotional learning is built into the daily schedule for both In-Person and On-Line models.
- Union Elementary School District has school counselors at each site to assist with student emotional or behavioral health needs & to connect families to community resources. You can reach them directly at: Dos Rios, Ms. Richardson 623-474-7006; Hurley Ranch, Ms. Reed 623-478-5119; and Union Elementary, Ms. Rutledge 623-478-6004.

## **Response to Reported Cases**

- The District will follow CDC protocols regarding reported cases and take specific guidance from the Maricopa County Department of Public Health.
- School nurses will follow established screening and isolation protocols and consult with public health officials to determine how to handle students or staff who display or develop COVID-19 symptoms.
- Isolation areas will be set up within health offices for students or staff who may be sick.
- Students exhibiting COVID-19 symptoms will be supervised in the isolation area of the nurse's office until a parent arrives. If a student is exhibiting distress, 911 will be called.
- Parents are asked to notify the school nurse if members of the household become sick or test positive for COVID-19.

## **Support Services**

*Education is more than what happens in the classroom. We are dedicated to your child's health and safety outside the classroom as well.*

## **Transportation Services**

- Transportation will be provided for students who reside one-mile or more from school or receive specialized transportation.
- Bus staff and students are required to wear cloth masks on the buses.
- On all school provided transportation, students will be asked to comply with physical distancing guidelines when waiting at the bus stop, during boarding and exiting the bus.
- Bus riders will board from the back to the front of the bus and then unload from the front to the back to minimize passing others in the center aisle.
- Siblings/household members may be required to sit together.
- High touch-point areas, like handrails, door handles and the driver area will be cleaned in between bus runs and the buses will be thoroughly sanitized each night.
- Windows may be open by staff for increased air circulation during seasonal times of year.
- Families are encouraged to transport their children to school to reduce the number of students on a bus.

## **Breakfast & Lunch Services**

- Food & Nutrition Services will provide meals or students may bring their lunch to school.
- Students will eat lunch in classrooms, spread out in other large spaces with their class, or when weather permits, students may enjoy lunch in the school's outdoor areas.
- Food and condiments will be served in individually bagged or cupped containers.
- Students will not sit face-to-face while eating. No sharing of food will be permitted.



### **Elementary Playgrounds**

- Students will have access to fields during scheduled recess time. Structured activities will be supervised by staff. Playground equipment will be closed for at least the first quarter.
- Students will wash their hands or use sanitizer before and after structured recess.
- To limit exposure to other students and staff, recess will be separated by classes and grade level cohorts.

### **Before & After School Programs**

- Cohorts of students will mimic the size of a standard classroom on the campus and physical distancing will be maintained inside and outside of the classroom, when feasible.
- Families will be grouped together and communal spaces will not be used by multiple groups at the same time.
- Students will wash their hands upon entering the program and before leaving for home.
- Morning students will receive a visual check upon arrival.
- Families will sign in and out directly outside the classroom where hand sanitizer will be provided.
- Belongings will be stored in backpacks.
- Union's before and after school programs have collaborated on all protocols and procedures and will continue to work together to ensure the programs maintain the same safety standards.
- Student clubs will be encouraged to explore virtual meeting options rather than suspending their activities. Club procedures will be evaluated after the start of the school year.

### **Arrival Procedures**

- Arrival and dismissal protocols have been established for each campus.
- Assigned gates will be made for entry to reduce numbers at each gate.
- Visual screenings will be conducted at entry, see Visual Screening **Appendix B**.
- Students will go straight to their classrooms upon arrival to school.
- Car Drop Off- parents must remain in vehicle. Only one vehicle is unloaded at a time to limit students entering the gate at the same time.
- Students use hand sanitizer upon entry.
- Students are allowed into bike enclosure 2-4 at a time to lock bikes.
- No entry through the front office prior to the tardy bell.
- Students may arrive at staggered times based on school determination and specific grades.
- All schools are equipped with floor stickers & signage to encourage physical distancing.

### **Dismissal Procedures**

- Students are dismissed at staggered times depending on school and/or grade level.
- Bussed students will wait supervised in a designated zone specific to their bus marker.
- Car pick up- Parents are to remain in vehicles. Parents may not park cars and walk to the pick-up area. Students will enter through the passenger side of the vehicle. Students wait under teacher supervision. Elementary parents picking up students will have the student's name printed in a large, easy-to-read format, displayed on the vehicle's dashboard.
- After School Care-Students who attend after school programs are dismissed to the assigned area and staff ensures they are accounted for by the program leader.
- Walkers or bike riders-Staff members will assist with walkers and bike riders. Students are allowed into bike enclosure 2-4 at a time to retrieve bikes.
- Students will depart campus through assigned exit points

- Walking students will be escorted to leave campus quickly.
- Siblings will meet at assigned dismissal area, not at the classroom.
- Students who are not picked up on time are accompanied by assigned staff members to the holding area large enough for social distancing practices. Students will be checked out through the office upon parent arrival.

### **Preschool Program**

- In-Person classroom instruction will be the only model available for our preschool students, as On-Line Instruction is not conducive for this age group.
- Students will be spaced to maintain physical distancing, to the greatest extent possible.
- Staff members will clean high touch-point areas, disinfect and exchanging toys in between morning and afternoon preschool sessions.
- Students will only be served in individually wrapped items during snack time.
- Centers will be limited to four or fewer students.
- Tentative start date is August 17, 2020. Hours will be communicated later.

### **Elementary Athletics, Events and Field Trips**

- Activities such as school assemblies and awards will be conducted in a virtual format.
- No extracurricular athletics will occur during first semester, and until social distancing restrictions have been lifted.
- School events and large gatherings, such as festivals or fundraisers, will be suspended and reevaluated in accordance with ADHS guidelines.
- Clubs can continue to meet virtually.
- Field trips will not be permitted until further notice.

### **Communication & Training**

- Students will be educated about their role to help support a safe and healthy environment.
- Union Elementary staff will be provided with training and information to recognize the signs and symptoms of illness in others. They will also be provided training to self-monitor their own health according the employee Health Guide, Appendix A. Staff will be asked to stay home if they believe their health may be compromised.
- Families will be provided with information about COVID-19 symptoms, risk factors, CDC guidelines and the protective efforts to reduce the spread in our community and the Health Guide, including how to conduct a Home Health Screening, Appendix A. Parents will be expected to conduct this screening daily before sending the child to school.
- Ensure that school counselors and staff have training and time to address the social and emotional needs of our students
- The district will create signage, in-school announcements, social media reminders, email messages, phone calls and texts to ensure that all are aware of emerging safety procedures and how to maintain a healthy environment.

## On-Line Learning Model

*A structured way to learn until your family is ready to return to the classroom. Students in grades K-8 can participate in this model and receive live daily instruction by a Union Elementary teacher. Families will remain in this learning option for the first 9 weeks of school. Students new to the district will first need to register as a Union Elementary student with one of our schools and then may opt-in for this choice following their completed enrollment. All students are welcome in this model, even those who reside outside of our district boundaries, following the completion of our open enrollment process. The opt-in process for On-Line Instruction is open and will remain open for initial selection through July 17.*

### **On-Line Learning Schedule**

- Students attend On-Line learning 5-days per week, for 6 hours per day, see page 3.
- On-Line instruction will be provided live, by a Union Elementary School District Teacher.
- There may be times when the teacher releases students to complete their independent work, such as homework, but will return to check in on them during the regular scheduled day.
- Students will be able to contact their teacher as needed for support and questions during the regular school day.
- Students will communicate with their assigned educators and peers using Microsoft Teams.
- Students will be participating in all Union Elementary Curriculum, Grading, and Assessment practices.
- Information on state testing will be shared with students and families after the start of the school year.

### **Process**

- After the opt-in form is completed, the information will be reviewed and assessed by a Union Elementary staff member and next steps will be communicated to the family.
- Any needed support or resources will be identified, such as students who may have special needs, English Language Learners or gifted students.
- Parent and student orientation modules will be provided and include details on how to be successful in a On-Line environment.
- Prior to the start of school, each student will receive information regarding logging into the program.

### **Technology Requirements**

- Students participating in On-Line Instruction will need to have reliable access to a home computer, laptop or tablet and an Internet connection.
- Laptops may be available for students who do not have technology available at home through a checkout process provided by their individual school prior to the start of the school year, on a first come-first served basis, as resources permit.
- Union Elementary is exploring options to provide WiFi hotspots to families in need & expects to have information on the availability of increased connectivity prior to the start of school.

### **Internet Bandwidth**

- If you have multiple children who need to access/participate in online meetings simultaneously, consider 30 Mbps to be the recommended minimum. This would also be the case if you have other adults that are also working from home and participating in activities such as online meetings, video streaming, etc.

### Technology Systems to support On-Line Learning

Operating System	Web Browser	Internet Speeds
<ul style="list-style-type: none"> <li>Windows 10 (version 1809 or later)</li> <li>Mac OS (version 10.13 or later)</li> <li>Chromebook</li> </ul>	<ul style="list-style-type: none"> <li>Google Chrome (ver. 72 or later)</li> <li>Microsoft Edge / Microsoft Edge (Chromium-based)</li> </ul>	<p>Download</p> <ul style="list-style-type: none"> <li>10 Mbps minimum bandwidth</li> <li>30 Mbps recommended minimum</li> </ul> <p>Upload</p> <ul style="list-style-type: none"> <li>1 Mbps minimum upload</li> <li>5 Mbps recommended minimum upload</li> </ul>

#### Mac OS Computers

While Microsoft supports Office 365 and Microsoft Teams for the Mac computer, our Technology department is not equipped to support or troubleshoot Mac-based computers.

#### Chromebooks

A Chromebook will work with the Office 365 web-based applications. Please ensure the device is still receiving updates from Google by checking at <https://support.google.com/chrome/a/answer/6220366?hl=en>. Look for your Chromebook manufacturer and model, if your device has an Auto Update Expiration in the past, we are unable to validate if it will work properly with Office 365 and Microsoft Teams. Additionally, our Technology Department is not equipped to support or troubleshoot Chromebooks.

#### Special Needs Students

Any support or resources needed for students who may have special needs will be identified (Gifted, Special Education, 504, ELL) at Parent-Teacher Conference meeting. Support for, English Language learning, gifted, & special education programs.

- All On-Line special education students will be assigned a classroom and special education teacher for instruction with a detailed delivery approach.
- The general education teacher and special education teacher for a student with an IEP will meet to discuss any barriers to providing the current IEP services within the On-Line setting and to establish an instructional schedule for the student. The IEP Teams will reconvene as needed to address barriers.
- Union utilizes approved tele-therapy for certain IEP services.
- Students with a 504 or IEP will be assigned a service coordinator and the service coordinators contact information and office hours will be provided to the student and the student's team.
- English Language Learners will receive at-home license, such as Duolingo, to support learning.
- Translators will be available for teacher-parent communication.
- The general education teacher and the gifted coordinator for an identified gifted student will meet to discuss any barriers to providing the current individual learning plan services within the virtual setting. The gifted individual learning team will reconvene as needed to address barriers.
- Students with a gifted individual learning plan will be assigned a gifted coordinator and provided contact information and office hours.

## Contingency Plans

*If public health officials or the Governor require that school districts move into an alternative educational delivery model, or should we have to close a classroom, or have an In-Person student isolate at home, Union Elementary may implement one of the following contingency plans.*

**Hybrid Model.** Campuses will be broken into two groups in order to reduce overall capacity on a campus.

- Combination of On-Line & In-Person learning
- Live teacher-led In-Person & asynchronous On-Line learning (A/B or AM/PM)
  - Group A: In-Person instruction alternating days, or alternating am/pm schedule. When not in person, student would be self-paced On-Line with check-ins from UESD staff.
  - Group B: In-Person instruction alternating days, or alternating am/pm schedule. When not in person, student would be self-paced On-Line with check-ins from UESD staff.
- This plan will offer schools the ability to reduce classroom capacity, but may require teachers to work in dual roles as both an online instructor as well as a classroom teacher.
- Students will be graded using district grading guidelines/templates.
- Classroom instructional days will emphasize reading and math each day. Students will be in cohorts throughout the day.
- Additional details will be made available if the district moves into this model

### Streaming

- Should a student attending In-Person learning need to stay at home due to illness and/or COVID-19 symptoms, they can join in on the learning via a live-streaming option for their In-Person teacher.

### Revised Calendar Model

- Depending upon final guidance from Arizona Department of Education, there may be a need to change the school district's currently approved calendar to meet 180 days of instruction.
- The district is working with its legal counsel on the ability to make modifications as needed based on current conditions or any Executive Orders from the Governor.

## Appendix A-Daily at Home Health Screening & Reporting

*Slowing the spread and keeping our students and staff health will require your daily support. While our team will be trained to visually screen for symptoms, and our students will be trained to self-report symptoms should they arise, your daily screening will be key to our success. You know your child, their health history, and their moods. Additionally, you are aware of their normal body temperature and are best equipped to detect any changes day to day. To help slow the spread & limit exposure of our students and staff to COVID-19, students must not come to school if they exhibit any of the following symptoms\**

**Prior to school, parents/guardians are required to screen each student with the following questions:**

**1) Do you have any of the following?**

- Fever of 100.4 degrees or higher, or chills;
- Shortness of breath or difficulty breathing;
- Muscle aches;
- Sore throat;
- Headache;
- Fatigue;
- Change in congestion or runny nose, not related to allergies;
- Cough;
- Vomiting;
- Diarrhea; or
- New loss of taste or smell

*\*This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. A student with daily runny nose or congestion due to allergies **should not be kept at home.***

**2) Have you been diagnosed with COVID-19?**      Yes   No

**3) Do you live with or been within 6 feet of someone for 10 consecutive minutes who has been diagnosed with COVID-19?**      Yes   No

**If you have answered “yes” to any questions above, experienced any of the listed symptoms or have a temperature reading of 100.4 or higher, please remain at home and contact your child’s school.**

Parents must self-report symptoms to the school and must keep children home if they have any symptoms present or have a household member who has contracted COVID-19.

Parents are required to report a positive COVID-19 test for student, or any person residing with a student. Review the REPORTING PROCEDURES FOR COVID-19 SYMPTOMS or a positive test section of this document.

Note: Students may be able to access the Streaming Contingency and will be able to make up work missed due to symptoms of COVID-19. Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

Updated 7/16/2020

## Appendix B- Visual Screening for Illness

This guidance is intended for staff to engage in the visual screening of students upon entry to the school site and or bus and throughout the school day.

To help us slow the spread and limit exposure of our students and staff to COVID-19, and other contagious illness, students must not come to school or remain in the school setting if they exhibit any of the following symptoms listed on Appendix A. Additionally, students may experience a change in wellness in route to school, or at some point during the day. Please use the visual screening process described below.

Staff visually and auditorily screen for the following symptoms upon entry to the school site or school bus.

- Fever as evidenced by looking flushed or is sweating
- Shortness of breath or difficulty breathing as evidenced by rapid breath or gulping breaths
- Runny nose or sneezing
- Cough
- Red eyes

Things to consider in the classroom throughout the day:

- Changes in mood and/or listless, or becomes irritable when disturbed
- Drowsy or non-responsive
- Loses interest in playing or is unusually quiet and inactive
- Does not want to eat
- Looks tired, flushed, or pale
- Complaining of feeling cold or hot
- Complaining of pain
- Increased request to use the restroom

If you believe a student to be ill or symptomatic:

Greet the student in a friendly manner (use their name if known) and ask if they are feeling ok.

- If the student responds that they are feeling fine determine which of the below responses is most reasonable for the situation.
  - Allow the student to continue to the classroom & notify the teacher to check on them throughout the day.
  - Ask the student to go with you to the nurse office for a screening.
- If the student responds that they are not feeling well or are unable to provide a response, immediately notify the nurse that a student has been referred and escort the student to the nurse.

Updated 7/16/2020

## Appendix C-Reporting procedures for COVID-19 Symptoms or a Positive Test

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated, and employees, parents and families will be notified of major changes to reporting procedures.

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
  - a. If a student: School Principal
  - b. If a student in before/afterschool program: School Principal
  - c. If an employee: Director of Human Resources/School Principal

**Confidentiality must be maintained to the greatest extent possible.**

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, family member, friend or other methods of transport to get the employee home or to a health care provider will be arranged by the site supervisor. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member or supervise the student. This staff member will wear additional PPE (face shield, gown, gloves) and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The school will immediately notify a parent or emergency contact to pick up the student and call 911 if the student appears to be in medical distress.
4. Areas that were exposed to the symptomatic employee or students for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.
5. The site principal will determine whether other employees or students may have been exposed to a COVID-19 positive individual (unmasked, within 6 feet, and for the prolonged period of time, typically longer than 10 minutes). If so, the site principal will notify the Director of Human Resources. If it is determined that those exposed individuals should be notified, the notification will recommend that the exposed individuals monitor their healthy closely, contact their health care provider if possible, and if symptoms develop, self-quarantine.

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the CDC or State/County Health Department Guidelines at that moment in time. Because guidelines change regularly, describing the steps would not be prudent.



**Communicating and Consulting with Local Health Authorities**

In coordination with the Director of Human Resources, a district designated nurse will be the point of contact for the Maricopa County Department of Public Health and/or Arizona Department of Health Services if there are verified cases in the facility or an increase in cases the local area. The district will follow any additional guidance required by these departments.

**Potential School Closures**

At this time and depending on state government and/or health departments' criteria for closing an individual school, it is not known what would cause a school to close as a result of a COVID-19 outbreak at a particular campus. Once and if the District obtains that information, it will be communicated to Union Employees, parents and families. In addition, the District has put plans in place should the need arise for closing the entire district, as was done in March 2020, if ordered by the state.

Note: In order to continue to receive funding, only the state has the authority to close schools, not the local governing boards.

**ADDITIONAL RESOURCES****The Centers for Disease Control**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**Arizona Department of Health Service**

<https://www.adhs.gov/>

**Maricopa County Public Health Department**

<https://www.maricopa.gov/5460/Coronavirus-Disease-2019>

## Supplies for 2020-2021 On-Line and In-Person Learning

Parents have inquired about purchasing supplies and/or donating supplies for the upcoming year. We know times are challenging and budgets are tight; additionally, we want every student to have their own set of personal supplies. Therefore, we will be providing the following supplies for each student. These supplies will be used for both models.

Families who choose the In-Person model are also encouraged to set up a space at home, and if they want to buy supplies, stock them with the list below. Parents who choose On-Line, can keep extra materials on-hand should you choose. Additionally, families who want to donate, can purchase these extra materials which will be collected and distributed by the school front office. Please do not feel obligated; we will supply students with what they need to learn.

- Pencils
- Spiral notebook for each content (ELA, Math, Science, Social Studies, SEL)
- Pocket Folders for each content
- Pens (black, blue, red)
- Erasers
- Whiteboard
- Whiteboard markers
- Whiteboard eraser/sock/cloth
- Markers (non-permanent)
- Crayons
- Colored pencils
- Highlighters
- Glue Sticks
- Scissors
- Pencil Sharpener
- Backpack

If you wish to donate other items such as tissue and copy paper; the school front office will accept and distribute those supplies as needs arise.

Should you want to support our schools in other ways, we encourage you to utilize the tax credit donation process. Please see your principal for details.

## Frequently Asked Questions

### General Registration and Enrollment

#### **How do I register/enroll my child for the upcoming year?**

All Union Elementary School District schools use our online enrollment site. Once you have completed the enrollment process, the school will contact you to come in to complete the process. Please visit enroll at: <http://unionesd.org/enrollment/registration/enroll>

If you have any difficulties, or need assistance, you can contact the school directly at:

<b>Dos Rios</b>	<b>(623) 474-7000</b>
<b>Hurley Ranch</b>	<b>(623) 478-5100</b>
<b>Union Elementary</b>	<b>(623) 478-5000</b>

All school offices are open M-F, please call ahead to schedule a time. Please wear a mask, as we are adhering to all CDC, state, and local guidelines to prevent Covid-19 spread.

#### **If my child attended last year and did not withdraw, do I need to enroll again?**

No. Your child remained enrolled. However, you will need to choose which learning model your child will use. Please complete the Learning Model Choice Form at [Learning Model Choice Form](https://bit.ly/38O6zyS) at <https://bit.ly/38O6zyS>

#### **How do I select the model I would like for my child?**

If your child is already enrolled from the prior year, or you have completed the enrollment process for 2020-2021, you simply need to complete the [Learning Model Choice Form](https://bit.ly/38O6zyS) at <https://bit.ly/38O6zyS>

### Learning Model Questions

#### **Will Union Elementary be offering multiple models of learning for the 2020-2021 school year?**

Yes. We will be offering two models: In-Person, and On-Line. Both models will be six-hours per day, five days per week. Parents will choose the model that works for the family and remain in that model for nine-weeks at a time.

#### **Will a hybrid option be offered, or is that off the table?**

At the present time the hybrid is not being offered as a model. To start the year we will be offering two models: In-Person, or On-Line, each six-hours per day. We have the hybrid as a contingency model, should we need to change; however, at the present time, we only have the two offerings.

#### **The school day is six hours. Will the day be split between time at school and On-Line?**

No. Union Elementary School District only has two approved learning models: In-Person for six hours, or On-Line for six hours.

#### **Will students be actively On-Line for the full six hours?**

Students will be engaged in On-Line instruction at the same time, six-hours per day. There will be times when they are given an independent task to work on. Additionally, there will be lunch breaks and structured physical activity times. During the breaks for independent work time, the classroom teacher will be operating somewhat like they do in the regular classroom and pulling small groups and checking in with individual students.

**Is there a plan for transition from all On-Line to In-Person after August 17<sup>th</sup>, 2020?**

Parents have been asked to select which model they would prefer for their child for the first nine-weeks of school. If it is safe to open on August 17<sup>th</sup>, 2020, students in the In-Person model will begin classes in person on that day. Families that chose On-Line will continue On-Line until the end of the quarter.

If we are not able to return to In-Person on August 17<sup>th</sup>, 2020, those who selected In-Person will continue On-Line until we are safe to return. We will monitor this situation as the State works to slow the spread of Covid-19. We know that many of our families work and need a safe place for their child to learn. We are exploring options that we might be able to provide should In-Person learning be delayed further.

**Will On-Line students be interacting with In-Person students?**

In general, we expect that the On-Line students will only interact with other students in their On-Line class. In-Person will interact only with those in their In-Person class. Teachers might be able to arrange for virtual class interactions, and specials may combine classes On-Line. Virtual awards and assemblies will be planned. However, daily core instruction will be limited to their assigned In-Person or On-Line classroom.

**Will On-Line students have different teachers than those who attend in person?**

Most likely we will have dedicated On-Line teachers and In-Person teachers, at least for nine-week segments. This will be dependent upon how many families choose each model. Additionally, after each nine-week segment, if a family selects a different learning model, the child's teacher may change.

**When will we be able to pick up the books & supplies our students need to effectively work On-Line?**

We will be distributing those materials on August 3<sup>rd</sup> and August 4<sup>th</sup>, during a scheduled meet the teacher conference. Teachers will be calling to set up your time, where they will review all the plans for helping you support your child.

**Will the curriculum remain the same as In-Person schooling, in order to meet a student's IEP requirements?**

We are committed to providing consistency in the use and access to the district approved curriculum regardless of the model used. Both models will be using district adopted curriculum, and delivered by Union ESD teachers/employees.

**How will special education services (resource and therapies) be provided?**

Union Elementary School District will continue to provide students with a Free Appropriate Public Education (FAPE) in accordance with each Individual Education Plan (IEP) and appropriate CDC guidance. IEP teams will meet to review and discuss any supports and services an individual student may need based upon the preferred learning model selected and/or changes in student's present levels of performance in any area of development (academic, social, physical, behavioral).

**When will we be able to pick up the books & supplies our students need to effectively work On-Line?**

We will be distributing those materials on August 3<sup>rd</sup> and August 4<sup>th</sup>, during a scheduled meet the teacher conference. Teachers will be calling to set up your time, where they will review all the plans for helping you support your child.

**Would it be possible to have a student desk loaned to families, like we are loaning laptops? I would like to set up a school environment without having to purchase something permanent?**

We may have a limited supply of used desks that could be loaned out. Please contact your child's school principal to determine availability.

**Can we establish a protocol for students at home?**

Union Elementary School District will provide two learning models to support students. These models are designed to ensure we can transition from either model in a seamless manner, depending on the spread of Covid-19. The school day and curriculum are designed to provide a consistent and predictable routine for students and their families during very uncertain times. For student in the On-Line model, we will create a day as similar as possible to the In-Person model. We encourage students and families to follow a daily schedule that would include dressing for school, eating breakfast prior to the school day starting, and engaging in learning in an area designated for instruction. Ideally, this space should be free from distractions and equipped with the supplies the child needs for the day. We also encourage parents to set expectations for what activities their children can engage in during classroom breaks and lunch to mirror what students would normally do in a school setting. Talk to your child's teacher if you need suggestions about how to structure this time.

**Are uniforms still required?**

Uniforms are required for In-Person instruction and are highly recommended for On-Line instruction. For maintaining a healthy routine, we encourage families to follow as normal of a schedule and expectations for instruction as possible. This will support a healthy daily routine and set them up for a positive return to school.

**What will the model be for Preschool?**

See page 9 of the Back to School Plan.

## **Technology Questions**

**Do we have enough laptops/computers for students who will be On-Line?**

Earlier this year we ordered a computer for every child; however, due to international demand, those computers have not yet arrived. Because all students are starting the year On-Line, at least through August 17, 2020, and at some point every K-8 student may have to spend some time in On-Line learning, every student enrolling in our District will need a computer.

To start the year, we are asking parents to let us know if they do not have a computer each child can use for the six-hour per day model. We will prioritize the computers we have to be checked out to those families in most need. Upon arrival of the remaining computers we will check those out to families as well. Rest assured, we will have a computer for every child. It just will not be on August 3, 2020.

**What support will be provided to parents/students that have issues during video conferencing or On-Line learning?**

Our IT department will be using an email help desk ticketing system to troubleshoot issues as they arise. Your child's teacher will share this information with you during the meet the teacher conferences on August 3<sup>rd</sup> or August 4<sup>th</sup>.

## **Health & Safety Questions**

### **Will students be rotating between classes/classrooms?**

No. We will be implementing CDC guidance to practice grouping students in “cohorts”. Cohorts are groups of students who do not mix or mingle with other groups. For PreK-6 this means that students will remain with the students in their homeroom class throughout the full six-hour day. They will have structured breaks, have meals, and stay in the class with the same individuals throughout the day. Specials will push into their classroom. Students in grades 7 and 8 will remain with their homeroom, and teachers will rotate into their classroom or have all subject streamed into their classroom. Either way, students will remain with their homeroom for the full six-hours per day.

### **How many students will be in a classroom cohort?**

We have set the maximum In-Person class size of 25 students. All classrooms will have desks, be spaced apart, and facing forward. Class cohorts will not exceed 25; however, class size may be smaller depending on how many families choose the On-Line vs. In-Person model.

### **Twenty Five (25) students in the In-Person classes too high to maintain social distancing guidelines, how is this following CDC Guidelines?**

CDC guidelines are designed to be implemented where feasible. The guidelines recommend six-feet apart, where feasible. Where not feasible, they recommend implementing other safety guidelines including: desks spaced as far apart as possible, individual desks, individual supplies/materials, desks facing forward, universal masking, and cohorting of students. We will be implementing all of the other recommendations. Additionally, the cap is for 25 in a classroom. That is not the minimum. Depending upon the number of families opting for On-Line instruction, the class size could be much smaller.

### **What is the restroom protocol?**

Principals will create campus specific protocols prior to their first day of In-Person instruction. Staff will be trained on these protocols. Restroom capacity has been set to the number of stalls for all multi-occupant restrooms. Signage will be installed to reinforce social distancing and handwashing expectations. Floor signage will support social distancing when students are waiting to wash hands. Students will be expected to wash or sanitize hands one they re-enter the classroom to further ensure that handwashing/sanitizing expectations are followed.

### **Will everyone, including students be required to wear a mask, and can my child bring their own?**

Yes, everyone entering campus will be required to wear a mask. We will be providing two washable masks per student and will have disposable masks should the child forget. Students and staff can wear their personal masks; as long as they are school appropriate and adhere to dress code policy.

### **When will students be required to wear masks?**

Per updated guidance from the Maricopa County Public Health Department, students, staff and visitors will be required to wear masks when on school grounds or within school buildings. This will include parking lots and outdoor spaces. Masks will be removed during designated times for eating lunch/breakfast; and as required for drinking.

### **What if a student forgets their mask?**

Students will be provided a disposable mask to wear. Students will not be permitted into their classroom without a proper face covering.

**How will you support students having difficulty wearing a face mask?**

First, we ask parents to begin preparing each child to wear a face mask. Start in small amounts of time and work your way up. At school students will be provided direct instruction on how to follow the masking expectations. We will be teaching proper mask wearing procedures through PBIS. We are Being Safe, Responsible, and Respectful in helping slow the spread of germs by wearing our masks. We will positively reinforcing students who demonstrate these behaviors.

Students needing additional support will be provided a reminder of the expectation, a re-teach of the expectation, and if they are unable to adhere to the expectation after being provided support, they would be referred to the office for further intervention. We will make plans/accommodation to support children in learning this new behavior.

However, if together we are unable to successfully teach this skill, the child may have to attend On-Line learning. For any student who need an accommodation, please contact your school administration.

**In case of emergency, how will multiple classes safely and swiftly exit and congregate?**

Each campus has an emergency plan that we will continue to use. We will follow guidance from state and local officials. Training for those procedures will take place in smaller groups, and with their cohorts; for example, per July 10, 2020, guidance from Arizona Department of Forestry and Fire Management

“To promote social distancing during fire drills, the Arizona State Fire Marshal’s Office recommends that schools be creative in how they perform the drills. For example, classes staggering their evacuation DURING THE DRILL ONLY to minimize the number of students congregating in the hallway and outside assembly areas. Students may also be required to space apart during the fire drill. At the beginning of a drill, an announcement may be made by school administrators to distinguish the drill from an actual fire alarm activation. Other instructions regarding social distancing practices during the drill may be given.

**PLEASE NOTE: In the event of an unplanned fire alarm, all building occupants must evacuate immediately. Social distancing requirements do not apply to normal fire alarm activations.”**

**Will teachers and staff be tested regularly?**

No. Public Health advises employers NOT to require a Covid-19 test for employees. However, sick employees and students are required to stay home. Additionally, staff and parents are expected to screen daily before heading to school.

**How will students with no insurance be tested if needed?**

There are many free testing sites across the valley, including testing sites operating 24/7. You can find a location closest to you at Arizona Department of Health Services <https://www.azdhs.gov>

**How will students access water during the school day?**

Students and staff are encouraged to bring personal water bottles to school each day. Bottles can be filled in classrooms with sinks. Additionally, we will have water bottle refilling stations at each campus.

**Can parents eat lunch with their students on campus?**

To begin the year, and until further notice, no visitors, including parents will be permitted within the school setting. Meal time is a high risk time; therefore, we are working to limit the socialization during this period of time to ensure students focus on eating. We will afford students other opportunities to socialize; however, we will do this while they are masked.

**How does a parent screen their child?**

See screening protocol, Appendix A of the Back to School Plan. We will also publish this on our website [www.unionesd.org](http://www.unionesd.org) and will update as information changes from public health.

**How will children be screened at school?**

At designated entry points staff will ask students upon arrival if they are feeling ill and visually scan for signs of illness. Staff will be trained on how to perform a visual screening. Visual screenings will be done at all district access points including the school bus. Staff will be asked to monitor students throughout the day using the information shared in the visual screening training provided. Students will be trained to self-report if they begin feeling ill.

**Transportation Questions****How will we line up for arrival and dismissal for In-Person learning?**

School sites will design and communicate specific entry and exit plans. These plans will be communicated at your August 3<sup>rd</sup> or 4<sup>th</sup> meet the teacher meeting.

**Who is eligible for district provided transportation this year?**

Any K-8 student who lives more than 1 mile from school and any student who qualifies for specialized transportation will be eligible for district provided transportation.

**How would students from the same household ride together if different grades had different start times?**

At this time staggered times will be by mode of transportation, not grade level. Example, walkers may be asked to arrive at a different time than buses would drop off.

**Would children with special needs who receive specialized transportation be released earlier than the rest of the students?**

To reduce the number of students arriving at any one time, we may need to implement staggered start and end times for bus riders. If this becomes necessary, the length of the instructional day would be maintained for all students.

**Can you only drop off students in the car line or can you walk your child to the entry gates?**

Parents will be asked to drop off in the car line if they drive their child to school. If you walk or bike to school, you will be asked to leave them at the gate. Each site will determine where the drop off location is for the modes of arrival/departure.

**What happens if my children walk home together?**

Each school will have an entry and exit plan specific to their campus. Students will have a designated place to meet before exiting campus. In no case, will students pick up their siblings at the classroom.