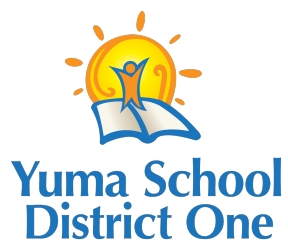

#RETURN To LEARNING

YSD#1



Yuma
District



School
One

Guide to Reopening Schools 2020/2021 School Year





<p>Learning Management System</p> <p>Instruction</p> <p>Testing (Closing The Achievement Gap)</p> <p>Overview</p> <p>Superintendent's Message</p> <p>Development of Our Plan</p> <p>District's Mission</p> <p>District Priorities and Goals</p> <p>Return to Learning Plan</p> <p>Reason for selection</p> <p>Official guidance</p> <p>Considerations</p> <p>Communication</p> <p>Health & Safety Measures</p> <p>Social Distancing Requirements</p> <p>Reduced Group Gatherings</p> <p>Symptom Screening</p> <p>Student Expectations</p> <p>Parent/Guardian's Role</p> <p>Staff Expectations</p> <p>How To Report a Positive COVID Case To School</p> <p>PPE and Hygiene Measures</p> <p>Student Expectations</p> <p>Staff Expectations</p> <p>Cleaning Procedures</p>	<p>Wellness</p> <p>Health & Safety Measures</p> <p>Response plan for confirmed case of COVID-19</p> <p>Health Office</p> <p>Elementary School</p> <p>Middle School</p> <p>Preschool</p> <p>Exceptional Student Services</p>	<p>Maintenance/Custodial</p> <p>Health & Safety Measures</p> <p>Transportation</p> <p>School Breakfast and Lunch</p> <p>Elementary School</p> <p>Middle School</p> <p>Preschool</p> <p>Exceptional Student Services</p>
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Elementary School School Schedule Elementary School	Communication Development of Plan Overview Response plan for confirmed case of COVID-19	Child Nutrition School Breakfast and Lunch Elementary School Middle School Preschool
Middle School School Schedule Middle School	Technology Instruction	ESS Exceptional Student Services
Preschool School Schedule Preschool	Transportation Transportation	Other Before and After School 21st Century Program Staff

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Overview

Superintendent's Message

Dear District One Families,

As we prepare for a new school year, District One understands the range of concerns that exist due to COVID-19. We are grateful for the valuable feedback provided by parents and staff, which helped guide us as we developed plans to return to learning this fall. Through thoughtful planning, collaboration, and following health and safety guidelines, we have developed new procedures and protocol necessary to ensure a healthy and safe environment on school campuses. This guide provides information for all school buildings, grounds and buses that will be in place when school reopens this fall to ensure the safest environment for students and staff. In addition, we have included ways that you can help, such as:

- Staying home if you're sick - symptoms and guidance
- At-home health checks before attending school
- Good hygiene habits and social distancing practices

The guidance included on the following pages are intended to familiarize parents, students and staff with the changes they will see on their school campus. This guidance is subject to change to mirror any changes in the COVID-19 environment in Yuma County. We invite families to read through this guide together as we all prepare to return to school. If we all work together, we can keep ourselves and others healthy, as we embark on a new school year.

Respectfully,
James Sheldahl
District One Superintendent

Development of Our Plan

District's Mission

While we prepare to begin a new school year in these unprecedented times, Yuma Elementary School District One remains committed to providing meaningful, equitable, and rigorous education in a safe and healthy learning environment. We believe education should be an adventure where every child is thrilled to learn. At District One, we foster an environment that challenges students to develop their innate talents and abilities to the fullest. We know that investing in our children will enrich our community for years to come.

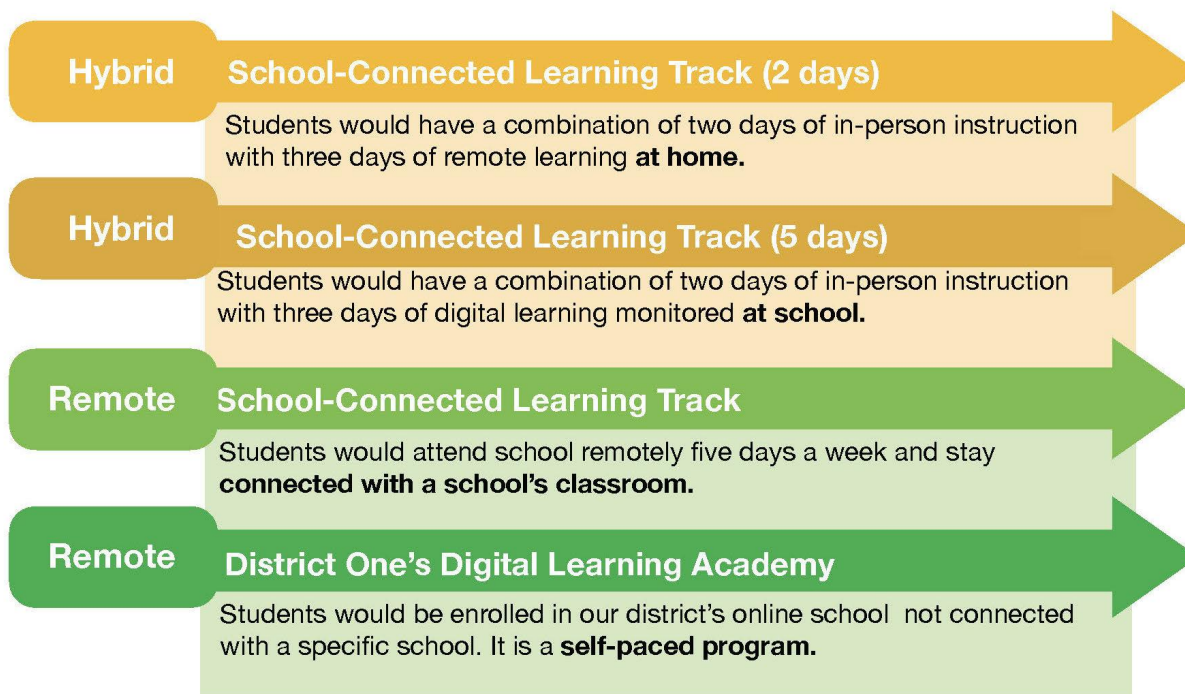
District Priorities and Goals



 <h3>Health and Wellness</h3> <p><i>We care for the whole child through providing for the physical and social-emotional well being of each student and employee of District One.</i></p> <ul style="list-style-type: none"> • Health and Safety Protocols • Parent and Family Engagement • Wraparound Support and Community Services • Trauma Informed Practices • Social Emotional Learning • Child Nutrition • Kids at Hope Philosophy 	 <h3>Equitable and Excellent Student Learning</h3> <p><i>We support and encourage the learning of every student through mastery of essential, meaningful content and personalization.</i></p> <ul style="list-style-type: none"> • Personalized Learning • Addressing Learning Gaps • Interventions • School Schedules • Professional Learning • Highly Effective Staff • Google Learning Platform • Guaranteed & Viable Curriculum • Summative and Formative Assessment 	 <h3>Safe Schools and Operations</h3> <p><i>We design systems and operations to ensure a safe learning environment that is supported by the most recent and comprehensive knowledge from experts in the field.</i></p> <ul style="list-style-type: none"> • Facilities Use and Sanitation • Transportation • Connectivity • Technology • Federal Funding and Flexibility • Communication and Community Engagement • Community Partnerships
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Return to Learning Plan

Yuma School District One has been thoughtful and deliberate in developing a series of learning tracks that are designed to accommodate families and their current preferences during this time. With the meaningful input from parents and staff, District One has developed the following learning tracks:



School will begin remotely for all District One students on August 3rd. When schools resume in-person instruction, the above learning tracks will be in place.

Reason for selection

Official guidance

Arizona Governor Doug Ducey issued an Executive Order (EO) on June 29, 2020, that schools may not return to in-person learning until August 17th. The EO allowed school districts to begin the school year remotely prior to August 17th, should they choose. For this reason, District One will begin the school year on August 3rd, remotely, for all students.

In planning for when schools reopen for in-person learning, District One follows the guidance of local, state, and federal officials. The district routinely monitors guidance from the Centers for Disease Control ([CDC](#)), Arizona Department of Health Services ([AZDHS](#)), and Yuma County Public Health Services District ([YCPHSD](#)). In addition, we maintain frequent communication with YCPHSD to remain informed of the local COVID-19 situation.

Considerations

In developing the 4 learning track choices, District One had many considerations. First and foremost was ensuring the health and safety of students and staff. It was important to provide remote learning options for families concerned about returning to in-person instruction. In addition, in-person instruction provides valuable services to students, such as interaction, meals, safety, and social emotional well-being. For this reason, it was important to also provide the option to return to the classroom, while ensuring social distancing and smaller class sizes.

From the feedback received from staff and parent surveys, it was clear that families have a wide range of concerns and preferences. A population of parents and staff were not ready to return to in-person instruction at the start of school on August 3rd. In addition, a population of parents and staff were ready to return to a traditional school environment. With the range of concerns received, it was our priority to provide a similar range of options.

Communication

In this fluid environment of COVID-19 in Yuma County, it is vital that schools and parents maintain reliable two-way communication. Please ensure that your child's school has up-to-date contact information.

Schools and the District Office will use various ways to share important messages with families and staff. When possible, multiple platforms will be utilized to ensure all parents are reached. The platforms may include;

- 1. Email**
- 2. Text**
- 3. Voicemail**
- 4. Social Media**
 - a. Facebook
 - b. Instagram
 - c. Twitter
- 5. Google Classroom**
- 6. ClassDojo**
- 7. District One Website and/or School Website**

Health & Safety Measures

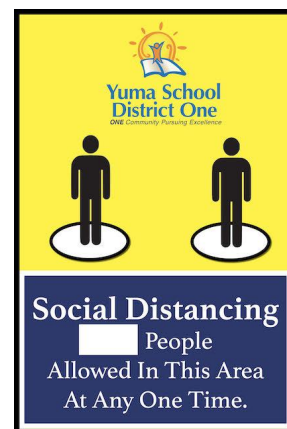
Social Distancing Requirements

By providing remote options, and forming cohorts of students attending in-person learning on different days, District One can ensure smaller class sizes. By maintaining smaller class sizes, this will allow students' desks to be placed 6 feet apart. In high-traffic areas, floor stickers will be placed 6 feet apart to remind students and staff to maintain social distancing.

Reduced Group Gatherings

Group gatherings will be limited on campus unless social distancing can be reasonably ensured. Students and staff will see a similar sign posted in group areas to indicate how many people will be allowed at one time in a given space.

Visitors on campus will be limited to essential visitors only. Nonessential visitors and volunteers at school will not be allowed on campus at this time. Teachers are asked not to invite parent volunteers in the classroom during the COVID-19 health crisis.



Symptom Screening

Student Expectations

At School

Upon arrival at school, each student will proceed directly to the student's first period classroom.

OPTION 1: A staff member, wearing appropriate PPE, will visually check each student and take temperatures with a non-contact thermometer prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

OPTION 2: A staff member will visually check each student for symptoms prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

What To Do If a Student Becomes Sick at School

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 to supervise the student. This staff member will wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. A parent or emergency contact will be immediately notified to pick up the student. We will call 911 if the student appears to be in medical distress.

Parent/Guardian's Role

At Home: How To Conduct and Record Daily Health Screenings

To protect other students and staff, anyone with a temporary infection should be kept at home. Each morning, parents should screen students for symptoms of COVID-19 before attending school. Parents should self-report symptoms and must keep students at home if any of the following symptoms are present:

Stay Home If Your Sick

- fever of 100.4 degrees or higher, or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough
- vomiting
- diarrhea
- new loss of taste or smell

Parents are asked to complete an updated health survey which will inform the Health Office of allergies, asthma, and/or chronic illnesses to assist with assessing students for COVID-19 symptoms.

*NOTE: Students will have the opportunity 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.

If your child is exhibiting other signs of illness, he/she may need to stay home. The following are additional guidelines that may help in deciding if a student should come to school:

Colds	Go to School: if mild, but otherwise feeling well
	Stay Home: if heavy, deep, or hacking cough, even without a fever
Sore Throat	Go to School: if no other other symptoms
	Stay Home and/or See a Doctor: if white spots in the back of throat or fever
Diarrhea	Stay Home
Vomiting	Stay Home
Headache	Go to School
Fever	Stay Home: if a student has a temperature of 100.4F or above. A student is to remain at home until he/she is fever-free for 24 hours without any help of medication.
Rash	Stay Home and/or See a Doctor: if any unexplained rashes

What To Do If A Student Becomes Sick With Covid-19

1. Do not send your child to school.
2. Report the illness to your child's school.
3. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two scenarios has occurred:

Scenario One

- ☐ At least 3 days (72 hours) have passed since recovery, which is defined as:
(a) resolution of fever without the use of fever-reducing medications; and
(b) improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- ☐ At least 10 days have passed since the first symptoms emerged.

OR

Scenario Two

- ☐ There has been a resolution of fever without the use of fever-reducing medications; **and**
- ☐ There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- ☐ The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Staff Expectations

Daily Screening

Each morning, staff should screen themselves for symptoms before attending school/work. Staff should self-report symptoms and must stay at home if any of the following symptoms of COVID-19 are present:

Stay Home If Your Sick

- fever of 100.4 degrees or higher, or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough
- vomiting
- diarrhea
- new loss of taste or smell

OPTION 1: Each employee's temperature will be taken by a designated staff member, wearing appropriate PPE, when employees report to work. Staff will use a non-contact thermometer, if available. If a non-contact thermometer is not available, the designated staff member will wear gloves, change gloves between each temperature check, and wear a cloth face mask. Thermometers will be disinfected between uses according to the manufacturer's instructions.

If an employee's temperature is at or above 100.4, the employee will be sent home. Employees must self-report any symptoms that develop during the day, and must remain home if they exhibit any of the symptoms identified above while away from school.

OPTION 2: Each employee will take his/her own temperature at home prior to arriving at work. When an employee arrives at work, he/she will check in with the designated on-site staff person, maintaining at least 6 feet of distance and verbally confirm that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

OPTIONAL: Have the designated on-site staff member keep a daily checklist of employees who have affirmed that they were symptom-free upon arrival. Maintain these records in a separate file marked "Confidential."

What To Do If A Staff Member Becomes Sick With Covid-19

Employees who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to their work site until either of the following two scenarios has occurred:

Scenario One

- ☐ At least 3 days (72 hours) have passed since recovery, which is defined as:
 - (a) resolution of fever without the use of fever-reducing medications; and
 - (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- ☐ At least 10 days have passed since the first symptoms emerged.

OR

Scenario Two

- ☐ There has been a resolution of fever without the use of fever-reducing medications; **and**
- ☐ There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- ☐ The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

How To Report a Positive COVID Case To School

1. Notify your school Principal or Health Office Staff of a positive COVID-19 case.
2. Provide daily logs of COVID-19 symptoms or provide a report from the student's family to the Health Services Coordinator. The district's coordinator will work directly with the Yuma Health Department for further instructions.
3. The school principal will receive a copy of the daily log of COVID-19 symptoms, or reports from families of COVID-19 positive test.
4. A confidential log will be maintained in each Health Office of students with COVID-19 symptoms and/or notification of a positive case.

PPE and Hygiene Measures

Student Expectations

All students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- After being outside for physical activity
- Before and after lunch
- Prior to leaving school for home
- After sneezing, coughing, or blowing nose
- After using the restroom

Student Belongings/Materials

For younger grades and where possible, student belongings will be kept in individual bins or cubbies labeled with each student's name. Belongings should be sent home for cleaning each day.

Students will not be permitted to share school supplies with other students. If a school supply or piece of equipment must be shared by students (for instance, a pencil

sharpener or blocks/toys), a staff member is required to wipe down the item with disinfectant after use by each student.

Cloth Face Coverings

Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

Students are required to wear cloth face coverings when physical space does not allow for maintenance of 6 feet of space between individuals, subject to the health condition exception stated below.* Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

**NOTE: Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff.*

Students are encouraged to bring their own cloth face coverings to and from school. Subject to availability, schools will have a small supply of face coverings available for students who do not bring their own. District One recommends parents and staff follow CDC guidelines regarding how to wash face coverings and how often.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Staff Expectations

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, these items will be provided to staff at no cost. Also, staff will be trained on its correct use

Cloth Face Coverings

Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of individuals wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved.

Staff are required to wear cloth face coverings when physical space does not allow for maintenance of 6 feet of space between individuals, subject to the health condition exception stated below.* Staff will not be required to wear cloth face coverings when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

**NOTE: Any employee who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by supervisors and staff.*

Cleaning Procedures

District One has purchased electro-static disinfectant sprayers. This will allow staff to disinfect items, rooms and common areas at a faster, more efficient and safe manner. Also, each school will install touchless hand sanitizing stations at strategic locations throughout campuses. These stations will allow students, staff, parents and community members an opportunity to safely and regularly sanitize their hands when they visit, work, or attend our facilities.

Classrooms

- All areas and surfaces will be cleaned and disinfected as often as the class schedule will allow. This process will focus on high touch surfaces and materials such as door handles, light switches, desks, counters, computer keyboards, gym equipment, etc. District staff will also adhere to the “dwell” time that disinfectant must remain on a surface, which is currently 10 minutes.
- A checklist may be utilized to ensure that all custodial tasks are completed at their designated time. This will also be utilized by teaching staff after hours to ensure they are-disinfect an area that has been used after custodial staff have disinfected the room.
- Rooms will be set up to allow for recommended CDC social distance guidelines, which will also allow for a consistent cleaning and disinfecting plan and procedure for all campuses.
- School HVAC systems may be adjusted to allow for more fresh air to be introduced into classrooms.
- Staff are encouraged to limit the materials in a classroom to only what is necessary for instruction by eliminating excess and personal items. This will allow for more efficient and timely cleaning and disinfecting of rooms.

Bathrooms

- Students and staff are encouraged through verbal reminders and signage to wash hands and follow CDC guidelines, including limiting the number of individuals in a restroom at a given time.
- Restrooms will be cleaned and disinfected often. District staff will adhere to a very rigid and thorough cleaning schedule.
- Additional signage stating that a restroom has been cleaned and disinfected will be posted to notify staff that a restroom has been attended to.

Common Areas

- Common areas include, but are not limited to, cafeterias, libraries, activity rooms and gyms. The use and occupancy of these areas will be limited, unless 6 foot social distancing guidelines can be followed. If needed, there will be scheduling and use parameters put in place.
- All areas and surfaces will be cleaned and disinfected as often as the common area is used. This process will focus on high touch surfaces and materials such as door handles, light switches, desks, counters, computer keyboards, gym equipment, etc. District staff will also adhere to the “dwell” time that disinfectant must remain on a surface, which is currently 10 minutes.
- A checklist may be utilized to ensure that all custodial tasks are completed at their designated time.

Playground Equipment

Playground structures and outdoor equipment will not be in use at this time to reduce the exposure potential. Students will be encouraged to use the fields while at recess, and engage in no-contact activities such as, shadow tag, running, and dancing.

Stay Home if You're Sick

To protect other students and staff, anyone with a temporary infection should be kept at home. If your child is exhibiting any of the following COVID-19 symptoms, do not send him/or her to school:

Stay Home If Your Sick
<ul style="list-style-type: none">● fever of 100.4 degrees or higher, or chills● shortness of breath or difficulty breathing● muscle aches● sore throat● headache● fatigue● congestion or runny nose● cough● vomiting● diarrhea● new loss of taste or smell

In addition, if your child is exhibiting other signs of illness, he/she may need to stay home. The following are additional guidelines that may help in deciding if a student should come to school:

Colds	Go to School: if mild, but otherwise feeling well
	Stay Home: if heavy, deep, or hacking cough, even without a fever
Sore Throat	Go to School: if no other other symptoms
	Stay Home and/or See a Doctor: if white spots in the back of throat or fever
Diarrhea	Stay Home
Vomiting	Stay Home
Headache	Go to School
Fever	Stay Home: if a student has a temperature of 100.4F or above. A student is to remain at home until he/she is fever-free for 24 hours without any help of medication.
Rash	Stay Home and/or See a Doctor: if any unexplained rashes

Response Plan for Confirmed Case of COVID-19

Will District One Conduct Contact Tracing?

All reported confirmed cases of COVID-19 will be traced through the Yuma County Public Health Services District. A confidential log of student and staff positive cases will be maintained in the individual's School Health Office. This information and log will be kept confidential.

Will Positive COVID-19 Cases be Shared with the Public?

District One will maintain the privacy of students and staff, and will not share personal information. District One's Health Services Coordinator will routinely communicate with the Yuma County Public Health Services District, who will determine if/when the presence of a positive case will be public information.

Thresholds - If Hybrid Learning

Classroom closure

School closure

District-wide closure

Thresholds - If Traditional Learning

Classroom closure

School closure

District-wide closure

School Schedule

Preschool

Remote Learning

Preschool will begin remotely on August 3rd.

District One's Preschool Services' goal is to provide remote learning opportunities to our children and families with instructional support, routines and structure to help stay engaged, connected, and ensure that children are healthy and continue to learn.

School Connected Remote Learning

Students would attend school remotely five days a week and stay connected with a school's classroom by teacher-led virtual instruction. With this learning track, students would keep pace with their class' activities and may have the opportunity to engage in real time with their classmates and teacher.

Emergency Remote Learning

In the event that a classroom, school, or district should temporarily close to protect the health and safety of students and staff, an emergency remote learning track would be immediately implemented. The structure and daily schedule would resemble the remote learning that is in place at the start of this school year.

Hybrid

When it is deemed safe to return to in-person learning, preschool schedule will be:

Preschool Programs	Monday	Tuesday	Wednesday	Thursday	Friday
FTF\ESS Inclusion (Full Day)	In-person	In-person	Non Student Day	In-person	In-person
ESS (Half Day am/pm)	In-person	In-person	Non Student Day	In-person	In-person
AWC-ESS\ Migrant Inclusion (Full Day)	In-person	In-person	Non Student Day	In-person	In-person

**Preschool's current hybrid schedule is subject to change to mirror the district's hybrid model to better serve more students safely.*

Preschool classroom ratios will be reduced and follow the CDC guidelines to our fullest potential. The CDC currently recommends a preschool class size of 10 students, not including adult Instructors/Teachers and paraprofessionals.

Wednesdays are designated as a day to deep-clean each classroom, prepare and plan, attend evaluation meetings.

Elementary School

Remote Learning

Elementary school will begin remotely on August 3rd.

School Connected Remote Learning

Students would attend school remotely five days a week and stay connected with a school's classroom by teacher-led virtual instruction. With this learning track, students would keep pace with their class' curriculum and may have the opportunity to engage in real time with their classmates and teacher.

Digital Learning Academy

Students have the option to enroll in our district's online school, which is not connected with a specific brick and mortar school. This is a self-paced program in which a parent would serve as a co-teacher. Students would receive supervision from a district provided mentor.

Emergency Remote Learning

In the event that a classroom, school, or district should temporarily close to protect the health and safety of students and staff, an emergency remote learning track would be immediately implemented. The structure and daily schedule would resemble the remote learning that is in place at the start of this school year.

Hybrid

When it is deemed safe to return to in-person learning, elementary school hours will be:

Monday - Friday

2-Day

Students will have a combination of two days of in-person instruction with three days of remote learning at home. To allow for smaller class sizes and social distancing, students will be divided into two smaller groups: Cohort A or Cohort B. Each cohort will attend in-person instruction on differing days to limit the potential spread of illness. Also, Wednesdays are designated as a day to deep clean each classroom before students in Cohort B arrive on Thursday.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A In-person	Cohort A In-person	Remote Learning	Remote Learning	Remote Learning
Remote Learning	Remote Learning	Remote Learning	Cohort B In-person	Cohort B In-person

5-Day

Students will have a combination of two days of in-person instruction with three days of digital learning monitored at school. During in-person instruction, students will be in their assigned classroom. For the three days of remote learning, students would learn digitally in an area supervised by a certified teacher or certified substitute. The teacher or substitute will also be available to provide support or guidance to students, but will not teach the class in a traditional manner.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A In-person	Cohort A In-person	Remote Learning on Campus	Remote Learning on Campus	Remote Learning on Campus

Middle School

Remote Learning

Middle school will begin remotely on August 3rd.

School Connected Remote Learning

Students would attend school remotely five days a week and stay connected with a school's classroom by teacher-led virtual instruction. With this learning track, students would keep pace with their class' curriculum and may have the opportunity to engage in real time with their classmates and teacher.

Digital Learning Academy

Students have the option to enroll in our district's online school, which is not connected with a specific brick and mortar school. This is a self-paced program in which a parent would serve as a co-teacher. Students would receive supervision from a district provided mentor.

Emergency Remote Learning

In the event that a classroom, school, or district should temporarily close to protect the health and safety of students and staff, an emergency remote learning track would be immediately implemented. The structure and daily schedule would resemble the remote learning that is in place at the start of this school year.

Hybrid

When it is deemed safe to return to in-person learning, middle school hours will be:

Monday - Friday

2-Day

Students will have a combination of two days of in-person instruction with three days of remote learning at home. To allow for smaller class sizes and social distancing, students will be divided into two smaller groups: Cohort A or Cohort B. Each cohort will attend in-person instruction on differing days to limit the potential spread of illness. Also, Wednesdays are designated as a day to deep clean each classroom before students in Cohort B return on Thursday.

Monday	Tuesday	Wednesday	Thursday	Friday
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Cohort A In-person	Cohort A In-person	Remote Learning	Remote Learning	Remote Learning
Remote Learning	Remote Learning	Remote Learning	Cohort B In-person	Cohort B In-person

5-Day

Students will have a combination of two days of in-person instruction with three days of digital learning monitored at school. During in-person instruction, students will be in their assigned classroom. For the three days of remote learning, students would learn digitally in an area supervised by a certified teacher or certified substitute. The teacher or substitute will also be available to provide support or guidance to students, but will not teach the class in a traditional manner.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A In-person	Cohort A In-person	Remote Learning on Campus	Remote Learning on Campus	Remote Learning on Campus

Instruction

Digital Platforms Used

Hybrid Learning Experience and School Remote Learning Experience

District One schools will utilize Google Classrooms and G-Suite for our instructional experiences when we return to school on August 3rd. Schools will also use our digital content to provide a comprehensive learning experience for students. Below are the districtwide digital content that will be utilized:

<p>Districtwide Digital Content (Elementary):</p> <ul style="list-style-type: none"> • Reading Eggs, K-2 • Math Seeds, K-2 • Mystery Science, K-5 • Quaver Music, K-5 • Benchmark Advance, K-6 • Zearn, K-7 • MobyMax, K-8 • Nearpod, K-8 • Study Island, 3-8 • IXL, 4-8 (EL) 	<p>Districtwide Digital Content (Middle School):</p> <ul style="list-style-type: none"> • Benchmark Advance, K-6 • Zearn, K-7 • MobyMax, K-8 • Nearpod, K-8 • Study Island, 3-8 • IXL, 4-8 (EL) • Gizmos, 6-8 • Newsela, 6-8
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Digital Learning Academy Learning Experience

The Digital Learning Academy utilizes the Eenuity Learning Platform for grades 6-8 and the XXXXX Learning Platform for grades K-5.

How to Access the Curriculum

Hybrid Learning Experience and School Remote Learning Experience

For all digital learning experiences, students will use Google Classroom for assignments and instruction. All programs will be available on school-issued iPads. The following guide provides helpful information for access and logging in to various programs [Digital Content Login Information](#).

The use of Google Classroom and digital content will be the same for both in-person and remote learning. This will allow students to easily transition from home to the classroom.

Digital Learning Academy Learning Experience

The

How will the curriculum be delivered

Hybrid Learning Experience and Remote Learning Experience

The

Digital Learning Academy Learning Experience

The

StudentVue/ParentVue Access

District Expectations for Student Participation

Hybrid Learning Experience and Remote Learning Experience

Students are encouraged to participate in live instruction, when available. This will allow for an engaging, teacher-led learning experience. Also, students will be able to ask questions and receive support in real-time.

Academic Hours

Kinder

1st - 3rd Grade

4th - 8th Grade

Digital Learning Academy Learning Experience

Students are expected to log in to the learning platform for the specified hours for their grade daily. A Digital Learning Academy teacher will oversee student work daily and check in with their students weekly. Teachers will also hold online office hours through Google Meet or WebEx.

Academic Hours

Kinder - 2 hours daily

1st - 3rd Grades - 4 hours daily

4th - 6th Grades - 5 hours daily



7th - 8th Grades - 6 hours daily

Testing (Closing The Achievement Gap)

Galileo, Formative Testing, Lexile Level measurements

Quantify students' regression since March?

How will we address this regression?

How will we monitor the growth students are making starting in August?

Ensure efforts are effective and efficient enough to close the gap

Student Attendance

Excused absences if sick

Attendance policy

Health Office

Health Services Team

Yuma School District One has 1 health services coordinator, 4 registered nurses (RN), and 13 health assistants. Each RN is assigned a cluster of schools to supervise, in addition to their assigned school. The RN for each cluster can be contacted for assistance if your child has special health care needs.

The Health Services Office on each school campus will continue to provide important services for students. These services include, but are not limited to:

Immunization Review	Blood Pressure Screening
Height & Weight screening	Scoliosis Screening
Vision Screening	Health Teaching
Hearing Screening	Growth & Development
Communicable Disease Reporting	

NOTE: Health Office Hearing and Vision screenings will only be conducted by Health Office Staff until further notice.

Health & Safety Protocols

To protect other students and staff, anyone with a temporary infection should be kept at home. If your child is exhibiting any of the following COVID-19 symptoms, do not send him/or her to school:

- fever of 100.4 degrees or higher, or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough
- vomiting
- diarrhea
- new loss of taste or smell

In addition, if your child is exhibiting other signs of illness, he/she may need to stay home. The following are additional guidelines that may help in deciding if a student should come to school:

Colds	Go to School: if mild, but otherwise feeling well
	Stay Home: if heavy, deep, or hacking cough, even without a fever
Sore Throat	Go to School: if no other other symptoms
	Stay Home and/or See a Doctor: if white spots in the back of throat or fever
Diarrhea	Stay Home
Vomiting	Stay Home
Headache	Go to School
Fever	Stay Home: if a student has a temperature of 100.4F or above. A student is to remain at home until he/she is fever-free for 24 hours without any help of medication.

Students must have proof of all required immunizations, or a valid exemption in order to attend school.

Parents will be contacted for moderate abrasions, and potential head injuries. Please ensure your child's school has current emergency contact information.

Protection of Sick Students

Designated Areas

All health rooms will provide the following areas:

- A separated space for ill students. This area will have a cubicle and privacy curtain, or a separate room with a cot.
- A space for students who require treatments or medications, or emergency care. This will be separate from the space for ill students in order to prevent cross-contamination.

Limiting Visits to the Health Office

To prevent the spreading of illness and ensure social distancing, we will limit the amount of students in the health office at any given time. To accomplish this, staff will implement the following procedures for emergencies, medication/treatments, and non-COVID-19 related illnesses:

- School staff will use a QRCode check-in to notify health office staff that a student needs to be seen. Health office staff will then call the classroom when the

student may come to the health office. In the event of an emergency, the health office will be called and the student will be sent immediately.

- Non-emergency visits will be limited to:
 - One student allowed at a time in small health rooms
 - One - two students allowed at a time in medium sized health rooms
 - Three - Four students allowed at a time in large sized health rooms
- After each visit, cots will be cleaned between each use. Health office staff will wear a facemask and gloves during visits of students, parents, and staff.
- Oral medications, and most treatments will be given in the health room with orders from a medical provider. Inhalers will be allowed, but students must have an inhaler spacer. If a student has orders to carry his/her inhaler, the student must maintain a 6 ft distance from other students and staff when using the inhaler.
- No Nebulizer treatments will be given until further notice due to the higher risk for COVID-19 transmission.

Preventative Measures & PPE

Health Office Staff Protocols

- Maintain universal precautions at all times.
- Face masks and gloves must be worn by health office staff when students are in the health office. If available, wear a gown and face shield when interacting with a student or staff member exhibiting symptoms of COVID-19.
- Staff may wear scrubs or business casual attire. We recommend the use of a scrub jacket or lab coat.
- Disinfectant wipes will be used on surfaces such as cots, chairs, and counters between student visits.
- After each visit, cots will be cleaned between each use. Health office staff will wear a facemask and gloves during visits of students, parents, and staff.

Transportation

Pick-Up Procedures

- Due to the proximity of individuals on a school bus, students and bus staff will be required to wear a face mask. A mask must be provided by the parent.
- Physical distancing will be required at the bus stop, when boarding the bus, and exiting the bus.

- If there are insufficient drivers to run bus routes, the bus routes will be canceled for that school day.

Boarding the Bus

- Students will board the bus from the back to front and exit the bus from the front to the back.
- Students will sit in the seat position closest to the window.
- Students will first sit one per seat when possible. Siblings will be encouraged to sit together

If a Student is Visibly Sick at the Bus Stop

- If a parent is present at the bus stop the student will be sent home with the parent.
- If there is no parent present at the bus stop the student will be isolated as much as possible on the bus and transported to school. Once arrived at school, the student will be taken to the Health Office and a parent or emergency contact will be notified.

Drop-Off Procedures

- Students will remain in their seats until the driver dismisses them. Students will exit the bus beginning with the front seats.

Cleaning Procedures

- The inside of buses will be sprayed with disinfectant:
 - Between AM and PM bus routes
 - At the end of each school day
- The driver will wipe down high touch areas between groups of students

School Breakfast and Lunch

Cleaning and Safety Measures

- Hand washing and/or hand sanitizer use will be required prior to entering the school cafeteria, multi-purpose room dining areas, or the serving line.
- All staff members responsible for monitoring students at meal times will be trained on proper hand washing and/or the use of hand sanitizers for students, and practice these procedures themselves.
- Subject to availability, staff will provide students with disposable service items, such as containers, individual utensil sets with napkins, etc., to minimize contact. In situations where the use of disposable service items is not practical, every precaution will be taken by staff to minimize direct contact with reusable items. Staff will wear proper gloves and promptly return these items to the kitchen area to be washed, rinsed and sanitized properly, or placed into an automatic dishwashing unit.
- Staff will follow procedures for removing trash from classrooms. This may include the use of portable trash receptacles moving from one classroom to the other.

HACCP-Based SOPs

Meal Service

Students Eating on Campus

Staggered dismissal by classroom to the cafeteria will be scheduled. This will prevent any large gatherings of students entering the cafeteria at one time.

Grab 'n Go Meals

When District One begins school remotely on August 3rd, Grab 'n Go meals will be provided to students currently enrolled in a District One school. Meal service will be available from 10:00am - 12:00pm at the following schools:

Breakfast

Distancing in Cafeteria

Lunch

To limit the potential spread of illness in food service areas, students will eat lunch in their classrooms. Consuming individual meals in the classroom instead of in the cafeteria creates the need for more diligent attention to safety of students and teachers with food allergies.

Food Allergies

All unique or special dietary requirements will still be adhered to and every precaution will be taken to ensure the health and safety of individuals with food allergies. All staff members overseeing students at mealtime will be trained in food allergen safety and prevention of cross contact with potential allergens. Procedures such as proper hand washing with soap and water after food allergen contact, proper cleaning and disinfection of surfaces after food allergen contact, along with a very strict policy regarding “No Food Sharing” will be implemented before any service can take place.

Before and After School Programs

Right at School

Right at School will resume service at the following District One schools, when in-person learning resumes:

Palmcroft Elementary	Desert Mesa Elementary
Rolle Elementary	Otondo Elementary
Dorothy Hall Elementary	Sunrise Elementary

To learn more about what Right at School has implemented to ensure the health and safety of students, please visit their website at: <https://rightatschool.com/>

21st Century

The following District One schools will continue their 21st Century program:

Carver Elementary	Castle Dome Middle School
Desert Mesa Elementary	Fourth Ave Jr. High
McGraw Elementary	Gila Vista Jr. High
OC Johnson Elementary	Ron Watson Middle School
Roosevelt Elementary	Woodard Jr. High

21st Century activities vary by school site. For details on policies and procedures, please contact your child's school.

Preschool

Classroom Setup

- Small group sizes will be considered in all preschool classrooms as recommended by CDC guidelines and AzDHS
- Classroom furniture will be arranged six feet apart to incorporate physical distancing to the degree possible
 - Students will practice six feet physical distancing to the degree possible during group activities, meal time, nap time and play/learning time
- Surfaces will be kept clear to allow for easy cleaning and disinfecting
- Teachers will provide students as much open space as possible
- Teachers will remove any items that are unnecessary for instructional purposes
- Students' backpacks and personal items will be kept in individual bins/cubbies
- Materials/Toys that cannot be properly sanitized and disinfected will be removed from the classroom environment
- During seasonal times, windows may be open for fresh air

Cleaning Procedures

- All areas and surfaces will be cleaned and disinfected daily, or more frequently if the class schedule will allow. This process will focus on high touch surfaces and materials such as door handles, light switches, desks, counters, computer keyboards, etc. District staff will also adhere to the "dwell" time that disinfectant must remain on a surface, which is currently 10 minutes.
- A checklist may be utilized to ensure that all custodial tasks are completed at their designated time. This will also be utilized by teaching staff after hours to ensure they re-disinfect an area that has been used after custodial staff have disinfected the room.
- Rooms will be set up to allow for recommended CDC social distance guidelines, which will also allow for a consistent cleaning and disinfecting plan and procedure for all campuses.
- School HVAC systems may be adjusted to allow for more fresh air to be introduced into classrooms.
- Staff are encouraged to limit the materials in a classroom to only what is necessary for instruction, by eliminating excess and personal items. This will streamline the cleaning and disinfecting process for custodians and also keep personal items from being damaged during cleaning.
- Students will take all work and items home at the end of each day. Additionally, students and staff are encouraged to assist with picking up pencils, papers,

crayons, etc. off of the floor at the end of the day. This will allow custodial staff to focus on important disinfecting.

- Machine washable toys will be washed after each individual use or removed from the play environment completely
- Bedding will be washed at least weekly (twice is recommended)

Good Hygiene Education

All infectious diseases can live on surfaces that have been touched. Students and staff must wash hands often and make sure that you do not touch your face: eyes, nose and mouth

Hand Cleaning

Adults and children are required to engage in hand washing at the following times:

- **Upon arrival** - when an adult or child enters the preschool classroom
- **Before** and **after** handling food, feeding a child, or eating
- **Before** and **after** using the restroom, changing a diaper, or helping a child use the restroom (also wash the child's hands after restroom use or diaper change)
[changing diapers or cleaning up a child who has used the toilet](#)
- **When** hands are visibly dirty
- **After** wiping your own or after assisting a child wipe their nose/mouth or tending to a cut/sore
- **Before** and **after** working/playing in children's play areas, messy play, play dough, sensory table etc.
- **After** handling waste baskets or garbage
- **Before and after** children nap
- **After** cleaning
- **Before and after** caring for someone who is sick with vomiting or diarrhea (a sick student will also be sent to the Health Office)

Alcohol Based Hand Sanitizer

Hand sanitizer will be used if soap and water is not available and hands are not visibly dirty

- Young children will be supervised when they use hand sanitizer to prevent swallowing alcohol.
- Hand sanitizer will NOT be accessible to children. Keep out of reach of children.

Educational Materials

Upon returning to in-person learning, children will see signs throughout campus that will serve as reminders for practicing good hygiene or to identify important areas on campus. Below are just some examples of what students will see at school.



In addition, teachers will provide education in the form of fun videos, reminders, and take-home flyers to encourage students to follow good hygiene guidelines.

Personal Belongings

- Personal items for students are to be left at home
- Students will take all work and items home at the end of each day
- One extra pair of clothing for children will be acceptable in case of an emergency
- Teachers will leave all personal items at home in order to minimize surfaces that require cleaning
- Only instructional and school related items will be used in the classroom and kept in a student backpack/personal storage

Visitors in the Classroom

- No outside or district employee visitors will be permitted to visit any classroom.
- Teachers are asked not to invite parent volunteers to the classroom.

Arrival and Departure

- Drop-off and pick-up times will be staggered to reduce large groups on campus
- Direct contact with parents and staff will be limited, as much as possible
- Sign-in stations will be placed outside and parents are asked to bring their own pen for sign-in and sign-out
- If possible, the same parent or designated person should drop off and pick up the child every day. Those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness](#)
- Temperature checks and visual screening of children will be done upon arrival prior to entering the classroom
- Each classroom will designate a staff member to greet children outside as they arrive. The staff designee will walk each child to their classroom, and at the end of the day, walk all children back to their cars.

Lunch

- Preschool support staff will pick up meals in the cafeteria by using a meal cart. Breakfast, lunch and snacks will be delivered into the preschool classroom to reduce the amount of people going to the cafeteria.
- Children will be served individually. No family-style meals.
- will be provided in the classroom
- Food surfaces will be sanitized before eating
- Children and staff will wash hands prior to and after meals
- Children will be seated six feet apart to ensure physical distancing

- A teacher or staff member will sit with children during mealtimes to engage and encourage conversation

Recess

- Recess times between classrooms will be staggered to keep groups separate.
- Paraprofessionals will be provided time to disinfect high touch areas prior to the next group coming out.
- When possible, children will maintain a distance of six feet.
- Staff will plan activities that limit close physical contact, sharing of equipment, and waiting in line.
- Students will wash hands immediately after outdoor play time

Elementary School

Classroom Setup

- All tables, chairs, and desks will face in the same direction and be placed 6 feet apart to ensure physical distancing
 - Students will practice six feet physical distancing to the degree possible during group activities and meal time
- Surfaces will be kept clear to allow for easy cleaning and disinfecting
- Teachers will remove any items that are unnecessary for instructional purposes
- Teachers will have a designated area in the classroom for his/her desk and belongings
- Students' backpacks and personal items will be kept in individual bins/cubbies
- Materials/Toys that cannot be properly sanitized and disinfected will be removed from the classroom environment

Cleaning Procedures

- All areas and surfaces will be cleaned and disinfected daily, or more frequently if the class schedule will allow. This process will focus on high touch surfaces and materials such as door handles, light switches, desks, counters, computer keyboards, etc. District staff will also adhere to the "dwell" time that disinfectant must remain on a surface, which is currently 10 minutes.
- A checklist may be utilized to ensure that all custodial tasks are completed at their designated time. This will also be utilized by teaching staff after hours to

ensure they are not contaminating an area that has already been disinfected by custodial staff.

- Rooms will be set up to allow for recommended CDC social distance guidelines, which will also allow for a consistent cleaning and disinfecting plan and procedure for all campuses.
- School HVAC systems may be adjusted to allow for more fresh air to be introduced into classrooms.
- Staff are encouraged to limit the materials in a classroom to only what is necessary for instruction, by eliminating excess and personal items. This will streamline the cleaning and disinfecting process for custodians and also keep personal items from being damaged during cleaning.
- Students will take all work and items home at the end of each day. Additionally, students and staff are encouraged to assist with picking up pencils, papers, crayons, etc. off of the floor at the end of the day. This will allow custodial staff to focus on important disinfecting.
 - Parents are asked to properly disinfect iPads and other supplies before they return to school.
- Machine washable toys will be washed after each individual use or removed from the play environment completely

Good Hygiene Education

All infectious diseases can live on surfaces that have been touched. Students and staff must wash hands often and make sure that you do not touch your face: eyes, nose and mouth

Hand Cleaning

Staff and students are required to engage in hand washing at the following times:

- **Upon arrival** - when an adult or child enters the classroom
- **Before** and **after** handling food or eating
- **Before** and **after** using the restroom or helping a child use the restroom (also wash the child's hands after restroom use) [cleaning up a child who has used the toilet](#)
- **When** hands are visibly dirty
- **After** wiping your own or after assisting a child wipe their nose/mouth or tending to a cut/sore
- **Before** and **after** working/playing in children's play areas, messy play, play dough, sensory table etc.
- **After** handling waste baskets or garbage

- **Before and after** children nap
- **After** cleaning
- **Before and after** caring for someone who is sick with vomiting or diarrhea (a sick student will also be sent to the Health Office)

Alcohol Based Hand Sanitizer

Hand sanitizer will be used if soap and water is not available and hands are not visibly dirty

- Young children will be supervised when they use hand sanitizer to prevent swallowing alcohol.
- Hand sanitizer will NOT be accessible to children. Keep out of reach of children.

Educational Materials

Upon returning to in-person learning, students will see signs throughout campus that will serve as reminders for practicing good hygiene or to identify important areas on campus. Below are just some examples of what students will see at school.



In addition, education in the form of short videos, reminders, and take-home flyers will be used to encourage students to follow good hygiene guidelines.

Personal Belongings

- Personal items for students are to be left at home
- Students will take all work and items home at the end of each day
- Teachers will leave all personal items at home in order to minimize surfaces that require cleaning
- Only instructional and school related items will be used in the classroom and kept in a student backpack/personal storage

Visitors in the Classroom

- No outside or district employee visitors will be permitted to visit any classroom.
- Teachers are asked not to invite parent volunteers to the classroom.

Lunch

Staggered dismissal by classroom to the cafeteria will be scheduled. This will prevent any large gatherings of students entering the cafeteria at one time.

- Students will eat their lunch in the classroom
- Food surfaces will be sanitized before eating
- Students and staff will wash hands prior to and after meals
- Students will be seated six feet apart to ensure physical distancing

Recess

- Recess times between classrooms will be staggered to keep groups separate.
- Paraprofessionals will be provided time to disinfect high touch areas prior to the next group coming out.
- When possible, children will maintain a distance of six feet.

- Staff will plan activities that limit close physical contact, sharing of equipment, and waiting in line.
- Students will wash hands immediately after outdoor play time

Athletics

Athletic programs have been cancelled at this time, until further notice. This determination is based on the guidance by the Southern Yuma County Interscholastic Association. District One will continue to follow guidance and monitor the COVID-19 situation to determine when sports programs are safe to resume.

Social Connection (clubs)

Social & Emotional Needs

Our counselors, support staff, and teachers will remain focused on the social and emotional needs of students as they return to school. Trauma informed practices will continue to be utilized and practiced every day.

iPads

iPads will be provided to each student at the beginning of the school year. Devices will be used for both in-person learning and distance learning. Please refer to the Digital Learning Device Handbook for terms of use.

- Parents are asked to properly disinfect iPads and other supplies before they return to school.

Bathrooms

Students and staff are encouraged through verbal reminders and signage to wash hands and follow CDC guidelines, including limiting the number of individuals in a restroom at a given time. To ensure social distancing in restrooms, students will wait outside until the number of students inside matches guidelines.

Specials

Teachers will travel to each classroom to minimize the movement of students.

Drop Off/Pick Up

Parents will drop off students in a designated drop-off lane. At this time, parents may not escort children on campus. When students arrive on campus, they will proceed to the cafeteria, and then to their classroom. Staff will be present to assist younger students.

Middle School

Classroom Setup

- All tables, chairs, and desks will face in the same direction and placed 6 feet apart to ensure physical distancing
 - Students will practice six feet physical distancing to the degree possible during group activities and meal time
- Surfaces will be kept clear to allow for easy cleaning and disinfecting
- Teachers will remove any items that are unnecessary for instructional purposes
- Teachers will have a designated area in the classroom for his/her desk and belongings

Cleaning Procedures

- All areas and surfaces will be cleaned and disinfected daily or more frequently if the class schedule will allow. This process will focus on high touch surfaces and materials such as door handles, light switches, desks, counters, computer keyboards, etc. District staff will also adhere to the “dwell” time that disinfectant must remain on a surface, which is currently 10 minutes.
- A checklist may be utilized to ensure that all custodial tasks are completed at their designated time. This will also be utilized by teaching staff after hours to ensure they re-disinfect an area that has been used after custodial staff have disinfected the room.
- Rooms will be set up to allow for recommended CDC social distance guidelines, which will also allow for a consistent cleaning and disinfecting plan and procedure for all campuses.
- School HVAC systems may be adjusted to allow for more fresh air to be introduced into classrooms.
- Staff are encouraged to limit the materials in a classroom to only what is necessary for instruction, by eliminating excess and personal items. This will streamline the cleaning and disinfecting process for custodians and also keep personal items from being damaged during cleaning.
- Students will take all work and items home at the end of each day. Additionally, students and staff are encouraged to assist with picking up pencils, papers, etc. off of the floor at the end of the day. This will allow custodial staff to focus on important disinfecting.
 - Parents are asked to properly disinfect iPads and other supplies before they return to school.

Good Hygiene Education

All infectious diseases can live on surfaces that have been touched. Students and staff must wash hands often and make sure that you do not touch your face: eyes, nose and mouth

Hand Cleaning

Staff and students are required to engage in hand washing at the following times:

- **Upon arrival** - when an adult or child enters the classroom
- **Before** and **after** handling food or eating
- **Before** and **after** using the restroom
- **When** hands are visibly dirty
- **After** wiping your nose/mouth or tending to a cut/sore
- **After** handling waste baskets or garbage
- **After** cleaning
- **Before and after** caring for someone who is sick with vomiting or diarrhea (a sick student will also be sent to the Health Office)

Alcohol Based Hand Sanitizer

Hand sanitizer will be used if soap and water is not available and hands are not visibly dirty.

Educational Materials

Upon returning to in-person learning, students will see signs throughout campus that will serve as reminders for practicing good hygiene or to identify important areas on campus. Below are just some examples of what students will see at school.



In addition, education in the form of short videos, reminders, and take-home flyers will be used to encourage students to follow good hygiene guidelines.

Personal Belongings

- Personal items for students are to be left at home
- Students will take all work and items home at the end of each day
- Teachers will leave all personal items at home in order to minimize surfaces that require cleaning
- Only instructional and school related items will be used in the classroom and kept in a student backpack/personal storage

Visitors in the Classroom

- No outside or district employee visitors will be permitted to visit any classroom.

- Teachers are asked not to invite parent volunteers to the classroom.

Lunch

Staggered dismissal by classroom to the cafeteria will be scheduled. This will prevent any large gatherings of students entering the cafeteria at one time.

- Students will eat their lunch in the classroom
- Food surfaces will be sanitized before eating
- Students and staff will wash hands prior to and after meals
- Students will be seated six feet apart to ensure physical distancing

Athletics

Athletic programs have been cancelled at this time, until further notice. This determination is based on the guidance by the Southern Yuma County Interscholastic Association. District One will continue to follow guidance and monitor the COVID-19 situation to determine when sports programs are safe to resume.

Social Connection (clubs)

Social & Emotional Needs

Our counselors, support staff, and teachers will remain focused on the social and emotional needs of students as they return to school. Trauma informed practices will continue to be utilized and practiced every day.

iPads

iPads will be provided to each student at the beginning of the school year. Devices will be used for both in-person learning and distance learning. Please refer to the Digital Learning Device Handbook for terms of use.

- Parents are asked to properly disinfect iPads and other supplies before they return to school.

Bathrooms

Students and staff are encouraged through verbal reminders and signage to wash hands and follow CDC guidelines, including limiting the number of individuals in a restroom at a given time. To ensure social distancing in restrooms, students will wait outside until the number of students inside matches guidelines.

Drop Off/Pick Up

Parents will drop off students in a designated drop-off lane. At this time, parents may not escort children on campus. When students arrive on campus, they will proceed to the cafeteria, and then to their classroom.

Exceptional Student Services

Instructional Plan for ALL ESS teachers

Creating Cohorts for Hybrid Model

Resource/Co-Teach Programs:

- Collaborating with your general education counterparts is important in the development of your Cohorts for the resource model.
- When planning with your general education counterparts, work with them to develop your cohorts, taking into consideration IEP minutes, IEP goals, medical needs, social/emotional needs, behavioral needs, ability to socially distance, ability to wear a mask, potential small group needs and how peers interact together
- While developing schedules, work with your principal to ensure access to all levels and all classrooms where you will need to provide services.

Specialized Programs:

- Collaborate with your general education counterparts where your students may spend time. Work with them where appropriate.
- When planning for your students and developing your cohorts, take into consideration their IEP minutes, IEP goals, medical needs, social/emotional needs, behavioral needs, ability to socially distance, ability to wear a mask, and how peers interact together.
 - *Use this mandatory [ESS Special Program Hybrid Return to School Plan 2020 - 21](#) spreadsheet to help guide your planning when creating your cohorts.*
- Work with your principal while developing schedules.

Schedules and Timelines for Services

Teachers should create a simple schedule and timeline for services for both Hybrid and Remote Learning - ([article](#)). A schedule must be created by each teacher and shared with your coordinator.

- Set up small groups
 - Flexibility is important when working with students, parents and general education teachers.
 - Hybrid: Students will be at school only for two days. Pulling students out of the general education classroom needs to be done very thoughtfully. Students' access to grade level standards needs to be even more of a consideration in a hybrid model. Look for opportunities to utilize co-teaching to provide IEP services.

Consider which students can participate remotely in small groups/ one-on-one when planning your groupings in a hybrid model. Take into consideration which services can be best provided in person and which could be done remotely. (speech, OT, PT, etc.)

- Group students by skills, as appropriate
- Group students by subject, as appropriate
- Assign a time for each group and communicate this with parents
- In a hybrid model, your schedule will need to ensure students are receiving appropriate support on the days they are learning in-person, as well as the days they are home learning remotely.
- Communicate to parents the time for services via email, text, phone, Class Dojo, Google Meet.
- When providing services through remote learning send the session link through Google Calendar, email, or in any other way you have been communicating with your students.
- Offer flexible times for individual support and/or questions.
- Collaborate with general education teachers and, if appropriate, join gen-ed. teacher sessions.
- Utilize your paraprofessionals through breakout sessions for small groups. Include paraprofessional schedules in your planning and documented schedule.
- Schedules should match the district wide plan
 - Working in collaboration with your general education teachers and ESS teachers is crucial at this time. Become familiar with the activities and expectations for all students.

ESS Specialized Programs

- ESS Specialized program teachers are expected to provide support as indicated in the bullets above. The materials for your students may look different as your curriculum is modified. When appropriate, offer the following to provide services:
 - Set up small group support
 - 1:1 session
 - Video chat
 - Packets and manipulatives that can be sent home
 - Put kits together to send home
 - You may want to create your own Google Classroom

Co-Teaching Remotely

- Don't reinvent the wheel. Shift your thinking from "in-person" to "virtual."
- Here is a fantastic resource for [VIRTUAL CO-TEACHING](#).

- [This article](#) is an excellent resource.
- Join gen-ed teacher's sessions and provide support just as you would in person.
- Create breakout-sessions, while gen-ed class is going on, for students to join for extra support. Just like small groups are done in person.
- Co-manage the assessment of student learning with the gen-ed teacher.
- General Education and Special Education teachers are co-hosts to live lessons.
- The teacher not speaking should be monitoring the chat box to see if there are questions.
- Special Education teachers should be sending personal chat messages to targeted students in the class to check for understanding and offer additional support after the class.
- If students are struggling, you can pull them into a breakout room for small group or individual support.
- Follow lessons by offering re-teach and pre-teach support as part of SDI.
- Keep clear and frequent communication with the gen-ed teacher.
- Clarify specific IEP goals to the gen-ed teacher.
- Create an online classroom community, just as you would in-person.
- Provide effective online classroom management where ALL students respect and receive instruction from both teachers.
- At the end of every lesson, both teachers should post their support session times and places for students to access.
- Support sessions with either teacher can be utilized in breakout rooms or small group instruction.
- Monitor attendance of students for lessons and call students who are absent or have paraprofessionals make phone calls.
- Enter time in the Log.

Tracking Students' Progress

Tracking students' goal progress is important as you strategically design your groups.

- Track progress as you typically do in the classroom.
- Remember to be flexible in the way you collect data.
- Remember that you WILL be required to complete IEP progress reports.

Recording Students' Attendance/Participation & Parents' Contact

- Track students attendance for specialized programs in the Google Sheet ([Sample](#))
- Track parent contact through [Google Form](#)

- [ESS Contact Log Responses Sheet by School](#) - This is just an informational sheet for all teachers.

How Will Each Teacher Provide Support to Students?

- The teacher should base the support they provide on the program(s) that are being used at their sites. Examples: Benchmark Advance, Zearn, etc.
- <https://sites.google.com/yumaed.org/learning-services-main/covid-19-information>
- Remain focused on IEP goals and providing accommodations/modifications as noted in the IEP
- Monitor student progress toward goals on an ongoing basis
- Provide learning opportunities based on modality preferred by the parent (hard copy, virtual classrooms, small group/one-to-one Google Meets, phone call, Facetime, etc.)

Student Expectations

Students should:

- Understand the rules/norms of the virtual classroom
- Understand this is a time for learning and practicing skills
- Ask questions. Practice asking questions with students and help make them feel comfortable doing so.
- Come to class with necessary materials
- Complete assignments
- Routinely check for teachers' emails and messages, when ability appropriate

Homebound and Parochial Services

- ESS homebound services and parochial school services should be provided in the same manner using Google Meet. No home visits during school closure.

Related Services

Speech, OT & PT

- Services will be provided employing many different techniques to best meet the needs of all students.
 - In-person, if hybrid model is implemented
 - Video support with consultation
 - Phone session/consultation
 - Google Meet sessions/consultation

- Take-home packets/kits with consultation
- Each service provider will be responsible for scheduling sessions and communicating what each child's plan will be during a school closure.
- Frequent communication is required.
- Each service provider is required to track all services and contacts made.

Counseling Services

- Counselors will schedule student sessions based on need and IEP minutes.
- Sessions will be tracked by the counselor in their logs.
- Sessions will be scheduled in conjunction with teachers, to ensure minimum interruption of online learning.

Staying in Compliance

IEP and MET Meetings

Scheduled meetings need to continue via Google Meet. It will be your responsibility to contact the meeting participants with the necessary information for logging in. This includes the parent, LEA, general education teacher, and therapists. For the parent signature, you can write in "participated by phone" and note the reason in the last box of the PWN. e-IEP Pro electronic signatures can be used for those with access.

As the facilitator, please continue with the meeting as if you were holding it in person. There is a sample VIRTUAL IEP meeting agenda on pages 45-47, and sample MET meeting agenda on pages 51-52 of the [ESS Handbook](#). There is also a parent input form on page 49. You may need to copy that into an email to send to the parents/guardians at least 24 hours prior to the meeting. PWN should be emailed to the parent within 2 days of the meeting.

It is likely you will have questions and concerns over the next few weeks. Our coordinators and coach will be available via email, phone, or Google Meets.

If the parent has refused special education services, develop a PWN to document that services were offered and denied. After developing the PWN, please ask your Coordinator to review it to check for compliance with current ADE directives.

Accommodations and Modifications

What measures do we have in place for various needs

Protocols for at-risk students

Staff PPE and Hygiene Procedures

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, these items will be provided to staff at no cost. Also, staff will be trained on its correct use.

Hand Cleaning

All staff members will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- **Upon arrival** - when an adult enters the classroom
- **Before** and **after** handling food, feeding a child, or eating
- **Before** and **after** using the restroom, changing a diaper, or helping a student use the restroom (also wash the student's hands after restroom use or diaper change) [changing diapers or cleaning up a child who has used the toilet](#)
- **When** hands are visibly dirty
- **After** wiping own or after assisting a student wipe their nose/mouth or tending to a cut/sore
- **Before** and **after** working/playing in student's play areas, messy play, play dough, sensory table etc.
- **After** handling waste baskets or garbage
- **After** cleaning
- **Before** and **after** caring for someone who is sick with vomiting or diarrhea (a sick student will also be taken to the school Health Office)

Alcohol Based Hand Sanitizer

Hand sanitizer will be used if soap and water is not available and hands are not visibly dirty

- Students will be supervised when they use hand sanitizer to prevent swallowing alcohol.



Staff

Training for Staff - Prior To Reopening

Healthy Hygiene Routines For Self

Healthy Hygiene Routines To Teach Kids

COVID Symptoms

Daily Health Screenings

Site Response Plan For Sick Children and/or Staff

Site Response Plan For Confirmed COVID Cases

Staff Leave Policy

What to do if a staff member is sick

District One's Contingency Plan