

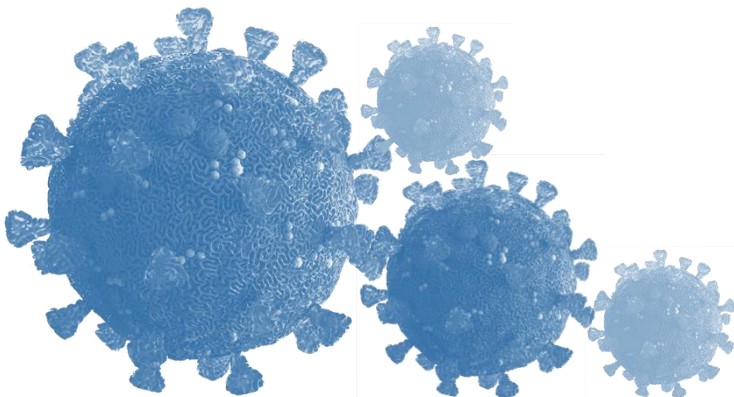
# 2020 Pandemic Response & Mitigation Plan

A Draft Plan for Students, Families, and Staff

8/12/2020

## A Safe and Healthy Return to Learning

Prepared for the Casa Grande Elementary  
School District Community



# CGESD Pandemic Response & Mitigation Plan

## Table of Contents

- Introduction.....2
- Plan Priorities .....3
- Instructional Options/Scenarios .....3
- Annual District Calendar .....4
- Preventing the Spread of COVID-19 .....5
- When Someone Gets Sick .....6
- Guidelines for Confirmed Case of COVID-19 .....6
- Guidelines for Close Contact with Confirmed COVID-19 Case.....7
- Facility Procedures for Confirmed Cases of COVID-19.....8
- Communication .....9
- Technology Infrastructure.....10
- Social, Emotional, and Academic Learning.....10
- Student Attendance During Distance, Hybrid, or Online Learning.....12
- Grading .....13
- Students with Disabilities .....13
- Students identified as needing Language Support .....13
- Health and Safety During In-Person Learning .....14
- Student Activities/Field Trips.....16
- “On-site Support Services” .....16
- Nutrition Services.....16
- Student Privacy During Distance, Online, or Hybrid Learning .....17
- Mandated Drills.....18
- Work from Home/School Expectations .....18
- Employee Evaluations .....19
- Working Document .....19

# CGESD Pandemic Response & Mitigation Plan



## Introduction

On March 12, CGESD sent our students and staff off to spring break knowing it was possible we wouldn't return as anticipated for in-person learning due to the outbreak of COVID-19. During this break, Governor Ducey called for a school closure that eventually was extended through the end of the academic year. During the last quarter of school, students and teachers engaged in emergency remote learning throughout the district.

While our preferred model of teaching and learning is one that embraces in-person approaches, leadership opportunity, and innovative thinking, we anticipate continued public health restrictions when school is scheduled to resume in the fall. The purpose of this document is to share the foundation from which decisions have been and will continue to be made, understanding how school operations can change in a minute, and that there is no universal plan to address the various issues facing students, educators, and school/district leaders. For this reason, our plan is intended to be a "living" document and will change and adapt as our District and schools learn more from ongoing developments.

Our intent is and will always be to provide in-person learning to the greatest extent feasible, while also taking the necessary actions to keep our students, staff, and community safe. In doing so, we understand that some families may prefer a remote learning environment for their children for the entire 2020-21 school year in order to mitigate disruptions. Working within the confines of state mandates and health related decisions, our schools may operate via distance learning for weeks or longer at a time, or when we do return to in-person learning, a COVID-19 surge may require our schools or district to shift to a hybrid format for temporary periods with little to no warning. Our goal is to be prepared for a variety of known and unknown circumstances. This is why several work teams spent numerous hours this spring and summer planning for a variety of scenarios.

Our plan is also based on the following tenets: 1) Keep the student experience at the center of all decisions, 2) Consider our district's vision and values before constraints, and 3) include and engage others as decisions are made. Over 120 individuals worked on teams informing this plan. Included are school teachers, support staff, nurses, counselors, principals, family members, community members, and district personnel. We are grateful for their time and willingness to support a safe and healthy start to the 2020-21 school year.



# CGESD Pandemic Response & Mitigation Plan

## Plan Priorities

The COVID-19 pandemic experienced during the Spring semester of the 2019-20 school year resulted in an unprecedented amount of change for educators. In this situation, changes were thrust upon school systems with little to no warning. We were forced to rapidly respond to decisions being made at the local, state, and national levels.

Our district learned a great deal about our approach to emergency remote teaching and learning practices during this time, and this plan outlines some of the changes made as a result of this new knowledge.

The priorities of our plan include:

- Slowing the spread of the virus
- Limiting the burden on hospital and municipal services throughout our community due to illness
- Preserving the continuity of essential school functions
- Minimizing educational disruptions
- Minimizing academic losses
- Mitigating economic concerns

Our decisions will be guided by a framework based on the following:

- All District decisions will be made with the health and safety of all students and staff as the primary factor.
- The District will adapt plans as necessary to follow established guidelines and Executive Orders to the extent possible.
- Schools will work with families to provide the necessary resources to address the needs of students.
- District and school leaders will provide professional learning, time, and support for staff to assist with providing a high quality learning experience for all students.
- District and school leaders will provide proactive communication to all families and staff.

## Instructional Options/Scenarios

The District developed an instructional delivery plan that allows for flexibility. Families may select in-person or online learning options for their children. Additionally, distance learning and hybrid learning plans have been developed should it be decided that it is unsafe to bring all students back for in-person learning and a distance or hybrid learning scenario is warranted.

1. **Distance Learning** – students return to learning on August 17<sup>th</sup> from home or another safe place outside the school campus. In this model, students participate in daily class sessions with teacher support using a provided device. Age-appropriate expectations for screen time are included, and educators/families will be expected to follow attendance procedures.
2. **In-Person Learning** – students return to school in a typical fashion with extra precautions in place to ensure hygiene, distancing, and enhanced disinfecting of high-touch surfaces. In this model, students will remain with one cohort of students throughout the day. Age-appropriate activity and physical movement will continue to be incorporated.
3. **Online Learning** – students will enroll on CGESD's Online Learning Academy and all learning will take place at home. Students will learn grade level content from a certified teacher, and be considered a CGESD student, but the learning will occur remotely. Should a vaccine be made

# CGESD Pandemic Response & Mitigation Plan

available during the year and families wish to send their students back to an in-person learning environment, the transition will be seamless because similar standards pacing will be used.

- 4. **Staggered Schedule Hybrid Learning** – students return to school in-person two days a week with extra precautions in place. Students will learn from home on the other days. This model will be used as we transition back to in-person learning, or if levels of community spread remain high after it is deemed safe to return. Cohorts of students will be assigned to attend on either Monday and Tuesday **OR** Thursday and Friday. Wednesday will be a day for extensive cleaning and disinfecting. Students will learn remotely on the days in which they do not attend in-person.

Students participating in the distance, in-person, online, or hybrid learning formats will be eligible to participate in the extracurricular activities offered as long as they comply with all eligibility requirements.

## Annual District Calendar

Arizona Revised Statute (A.R.S.) governs the number of days and the instructional hours that are required for students attending school in Arizona. A.R.S. 15-901 requires all students to attend one-hundred and eighty (180) days of school or a specific number of instructional hours per grade level per year. The law requires the following for each grade level:

Kindergarten	1 <sup>st</sup> – 3 <sup>rd</sup> Grade	4 <sup>th</sup> -8 <sup>th</sup> Grade
356 hours	712 hours	890 hours

The annual calendar for the District is built based on these parameters as well as required national or state holidays. The law allows for local considerations for Fall, Winter, and Spring breaks and/or professional development days.

Our Governing Board has approved a two-year calendar for the District. These calendars cover the 2020-21 and 2021-22 school years.

Upon our planning team’s recommendation to begin the school year with family-student-teacher conferences, our Governing Board approved an August 14, 2020 start date. Then, as a result of Governor Ducey’s Executive Order issued on June 29, 2020 delaying the opening of schools, the Governing Board agreed to the start date of August 17, 2020. Although the executive order stated that in-person learning may not start until August 17, but virtual learning may begin prior to this date, the Governing Board felt it important to communicate consistency with other schools across the state. The additional 2 days offer more time for conferencing and professional learning and preparation to begin the school year successfully.

In developing future or additional changes to the District calendar, factors related to the pandemic will determine specific adjustments. Possibilities to be discussed when changing the calendar include:

- Resuming the school year later than normal to respond to student/community needs.
- Reducing or eliminating the length of Fall, Winter, and/or Spring breaks.
- Reducing or eliminating professional development days.
- Eliminating school breaks not mandated under current law.
- Extending the school year into the summer months.

# CGESD Pandemic Response & Mitigation Plan

## Preventing the Spread of COVID-19

Before returning to in-person learning, our District and community will have to do everything possible to prevent and reduce the spread of COVID-19. Our District will continue to collaborate with local and state health officials to ensure a safe and healthy learning environment for students and staff. Any person entering school or district facilities will be required to follow all public health recommendations and guidelines. Summarized below are the health and safety procedures we are using as long as schools remain physically closed for learning.

### Personal Protective Equipment:

- All staff, students, visitors, and contractors must wear face coverings while in District and school facilities. Exceptions may be made for students ages 5 and under, and for those with accommodation plans.
- Barriers such as windows, dividers, and sneeze guards will be used to reduce exposure.
- Gloves are required for Nutrition Service employees, and custodians, and are highly encouraged for other staff exchanging equipment/materials with students, families, and/or other visitors.

### Handwashing and Hygiene:

- All staff, students, visitors, and contractors are asked to wash hands or use hand sanitizer immediately upon entering a school or district facility.
- Staff, visitors, students, and contractors will be encouraged to cover coughs and sneezes with a tissue or place their mouth and nose in the crook of their elbow. Used tissue will be thrown in the trash and hands will need to be washed immediately after a cough or sneeze.

### Physical Distancing:

- All staff, visitors, students, and contractors will be encouraged to maintain a distance of six feet from one another.
- Schools and other locations will have processes and signage in place to facilitate physical distancing to the extent possible.

### Building Protocols:

- Non-essential visitors will be limited to minimize exposure and lower building capacity. Most offices will be open for scheduled appointments only.
- Staff, students, visitors, and contractors are not allowed on a CGESD school or district facility if any COVID-19 symptoms are present.
- Signage and messaging will be displayed in highly visible locations throughout school and district facilities to encourage healthy habits such as handwashing, traffic flow, physical distancing, and proper use of face coverings. Staff may be screened for and may require quarantine for an acceptable time period depending on county and state health department guidelines.
- Staff, students, and contractors are expected to regularly clean and disinfect their work area and other high-touch areas in their larger work environment.

### Shared Objects:

- Our school and district facilities will have a limited number of disinfected pens and other supplies on hand for documents requiring signature. Visitors are asked to please plan to bring their own pen and/or supplies to remain as safe and protected as possible.

# CGESD Pandemic Response & Mitigation Plan

## When Someone Gets Sick

The following guidelines from the Center for Disease Control (CDC) will be used by the District when a staff member or student gets sick while at a school/district facility:

- Stay Home
  - If you're not feeling like yourself, stay home to protect others.
  - Staff and families should not come to a school or district facility if they or members of their household become sick with COVID-19 symptoms or test positive for COVID-19.
  - Staff must notify their immediate supervisor immediately if they become sick with COVID-19 symptoms or test positive for COVID-19.
  - If a staff member is exposed to someone with COVID-19 symptoms, they must follow the guidelines outlined in the [CGESD COVID-19 Employee Health & Safety Guidance](#) document.
- Isolate and Transport those who are Sick
  - If a staff member is suspected of having COVID-19 at work/school, they will be immediately isolated from others.
  - Staff who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
  - An isolation area will be implemented at each site to separate anyone who has COVID-19 symptoms until they are appropriately transported away from the site.
- Clean & Disinfect
  - The District will close off areas used by a sick person and the area will not be used until after thorough cleaning and disinfecting.
  - The District may wait 24 hours or longer before cleaning and disinfecting.

## Guidelines for Confirmed Case of COVID-19

The following guidelines from the Center of Disease Control (CDC) will be utilized by CGESD when a staff member has a confirmed case of COVID-19. These guidelines also provide specific steps that must be completed prior to returning to work following a positive test for COVID-19. All staff with a confirmed case of COVID-19 must stay home for 14 days after the date the positive test is taken. Upon confirmation of a positive test, staff must inform their direct supervisor as well as the Office of Talent Acquisition & Employee Services, of the test results immediately. Staff may return to work upon meeting the following criteria:

- At least 14 calendar days have passed since the date of their first positive test, AND
- The staff has had no fever for at least 72 hours prior to returning (that is three full days of no fever without the use of fever-reducing medications), AND
- Other symptoms have improved (for example, when cough or shortness of breath have improved), or symptoms were never present.

*\*In all cases, the staff is expected to follow the guidance of their doctor and local health department. The decision to return to work should be made in consultation with healthcare providers and state and local health departments. Some people, for example, those with weakened immune systems, may continue to*

# CGESD Pandemic Response & Mitigation Plan

*shed the virus even after they recover, hence additional guidance may be necessary. Staff may not return to work or come to a CGESD building without first consulting with their supervisor.*

## Guidelines for Close Contact with Confirmed COVID-19 Case

The following guidelines from the Center for Disease Control (CDC) will be implemented by CGESD when a close contact has been identified. Per the CDC guidelines, close contact is when an individual has been within 6 feet, for 15 minutes or more, of a person who has tested positive for COVID-19. The timeframe for having contact with the confirmed individual includes the period of time 48 hours before the individual became symptomatic.

To the extent possible, staff will be notified if they meet the criteria of close contact of a confirmed case. This notification should come from the county health department but may come from the school district. If a staff member feels they may meet the requirement for close contact, but they have not been notified of a close contact situation, they must follow the guidelines presented below.

Staff who have had exposure as a close contact but remain asymptomatic will notify their supervisor prior to arriving at work as well as the Office of Talent Acquisition & Employee Services. The employee is required to quarantine 14 days or until a negative test is returned with comments from the healthcare provider which is recommended. If staff choose to take a test for COVID-19, they should provide their supervisor with the results of a negative test. If they receive a positive test, they must adhere to the District protocols outlined in "Guidelines for Confirmed Cases of COVID-19".

The following practices must be adhered to if/when the asymptomatic staff member returns to the work setting:

- **At-home Symptom Screenings:** Staff must take their temperature and assess symptoms. Prior to arrival to work, they will need to complete the symptom screening health attestation and check in with their supervisor regarding the status of their health. A form will be forthcoming.
- **Regular Monitoring:** As long as the staff member is fever or symptom-free, they should self-monitor - check their temperature twice a day, watch for fever, cough, loss of taste, shortness of breath, or other symptoms of COVID-19.
- **Mask Use:** Staff who meet close contact criteria must wear a mask at all times while at work for at least 14 days after the last exposure.
- **Physically Distance:** Staff must maintain a distance of at least 6 feet and practice physical distancing to the fullest extent possible in the work setting. Avoid contact with people at higher risk for severe illness from COVID-19.
- **Disinfect and Clean Workspaces:** Staff should clean and disinfect their workspaces routinely. CGESD will implement their cleaning processes for all facilities, and staff is encouraged to also maintain cleanliness throughout the day.
- **Testing:** If staff choose to take a test for COVID-19, they should provide their supervisor with the results of a negative test. If they receive a positive test, they must adhere to the District protocols outlined in "Guidelines for Confirmed Cases of COVID-19".



# CGESD Pandemic Response & Mitigation Plan

## Facility Procedures for Confirmed Cases of COVID-19

If there is a confirmed case of COVID-19 in one of our district buildings, short-term closure of some or all facilities may be implemented. A confirmed case is identified as an infected person being in a school/district building. In such cases, CGESD will implement the following procedures:

### Coordinate with Local Health Officials

Once the District learns of a confirmed COVID-19 case of someone who has been on CGESD property, CGESD will immediately notify local health officials. Health officials will help CGESD leaders determine an appropriate course of action based on the case and potential exposure.

### Temporary Closure of Facilities

CGESD may send staff and students home from an affected school site or facility depending on the situation. An initial short-term closure will allow time for the local health officials and CGESD leaders to assess the situation and determine appropriate next steps, including making the determination if an extended closure is necessary to stop or slow the further spread of COVID-19. During the assessment period of temporary closure, local health officials and CGESD leaders will:

- Establish recommendations for the scope (e.g., a partial school, single school, multiple schools, the full district) and duration of closures.
- Recommend that staff and their families of the impacted site or building be discouraged from gathering or socializing elsewhere.

### Communication

CGESD will work closely with local health officials to disseminate accurate and timely communication regarding confirmed COVID-19 cases and any school or facility closures.

### Cleanliness During Temporary Closure

Our District team will implement the following procedures for the impacted school or District building:

- Close off areas used by the person who is ill.
- Where able and if weather conditions permit, open outside doors to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is ill, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, etc.
- Vacuum the space, if needed, using vacuum cleaners equipped with high-efficiency particulate air (HEPA) filters if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- For disinfection, the District will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

### Extending a Closure

The decision to temporarily close a school site or facility is not taken lightly, and the extension of closure may take place if deemed necessary to stop or slow the further spread of COVID-19.

# CGESD Pandemic Response & Mitigation Plan

- Depending on exposure and health and safety factors, some facilities may be allowed to open for limited use during a temporary or extended closure.
- District leaders will work in close collaboration and coordination with local health officials to make closure and cancellation decisions. The District will not be expected to make decisions about closures or cancellations on its own. The nature of these actions (e.g., geographic scope, duration) may change as the public health situation evolves.
- District leaders will seek guidance from local health officials to determine when staff should return to schools and work, and what additional steps are needed to ensure the safety of the school community.

## Communication

Staff members and families will receive several pieces of key information regarding plans and guidelines that will necessitate response or action. These updates will be shared via email, social media, our messaging service (School Messenger), and/or phone calls. In order to ensure receipt of these updates, families and staff should confirm that correct contact information and email addresses are on file with the school. It is also important to check the District website for updates, and follow our District on Facebook and Twitter if possible.

We are scheduled to get a new website in September; this is designed to enhance the user experience. It will have the same web address. Until then, please see the tab entitled “[School Reopening](#)” to view the latest notifications, letters, and information from the District.

Our District will use a variety of traditional and digital platforms to deliver responsive and timely information to staff, students, families, and our community. Communication channels will include the following:

Platform	Content
Website – <a href="http://www.cgesd.org">www.cgesd.org</a>	With updated information, District and school websites serve as the primary platform for information. The “School Reopening” page is a one-stop resources that houses all key communication, FAQs, resources, and more.
Email	Primary communication channel for messages and updates for students, families, and staff. “School Messenger” updates are often delivered via email and are used for important messages
Phone Calls	Urgent “School Messenger” updates may also take the form of a phone call/message. Phone calls are also encouraged for relationship building and rapport.
Social Media <a href="https://www.facebook.com/CGESD4/">https://www.facebook.com/CGESD4/</a> <a href="https://twitter.com/CGESD4">https://twitter.com/CGESD4</a>	District and school social media channels are used to provide engaging and current content that encourages interaction. The most up-to-date information is shared via social media.
Signage	Signs are to be posted in highly visible areas to convey important information about health, safety, schedules, etc.
Media Coverage	Media inquiries are addressed promptly by the individual closest to the inquiry. All media coverage should be maintained and tracked.
Internal Communication	Staff should receive notifications prior to the public if possible. Messages to staff should take the stress of a pandemic into consideration; effectively conveying authenticity and integrity.

# CGESD Pandemic Response & Mitigation Plan

## Technology Infrastructure

CGESD has prioritized technology to ensure all students and teachers have access to a working device. iPads were purchased to ensure access to technology for our students in grades K-1 and Chromebooks were purchased for all students in grades 2-8. Our District is also collaborating with various departments, community partners, businesses, and others in problem-solving efforts to promote reliable internet access for all students and staff to learn and complete their work remotely. Further information regarding internet access for families will be communicated at a later date.

### Technology Area 1 – Devices for Students and Staff

- Procedures are being developed for checking out and taking home devices.
- Plans include public Wi-Fi access at various locations. [Protection plans](#) for devices are available for students.
- [Technology support](#) procedures and a help-line are available to students, families, and staff.
- Keeping devices clean and charged will be a priority.
- Procedures for the care and possible repair of devices will be communicated.

### Technology Area 2 – Professional Learning

- Google Classroom and other online tools including Clever, Nearpod, and myViewboard may be used to enhance the learning experience for students.
- Troubleshooting issues with devices should entail consulting with teacher and/or the help line.
- Professional learning and study related to digital teaching and learning will be on-going and job embedded.

### Technology Area 3 – Asynchronous and Synchronous Learning

- There are two types of learning that can and will occur throughout the school year.
- Asynchronous learning is similar to some of the learning that occurred this past Spring as a part of our emergency remote learning
- Synchronous learning is learning that happens at the same time with peers and a teacher.
- It is anticipated that a secured Zoom classroom will be used for synchronous learning.

Synchronous	Asynchronous
At the same time	Work at own pace
Direct interaction between teachers and students	Communicate within a designated timeframe
Meet at pre-scheduled times	Learn on own schedule
Instant feedback and clarification	Videos activities, links, materials that can be accessed at any time

## Social, Emotional, and Academic Learning

CGESD has embraced our vision of building ‘a community of learners, leaders, and innovators’. In working toward our vision, we understand that any change to the learning environment has the potential to be a barrier for our learners. Attending to the social emotional needs of our students in each learning scenario (in-person, hybrid, and in our online academy) will involve trauma informed classroom management, positive behavior interventions and supports, and an emphasis on relationship building and engagement to enhance learning climate and culture. The [SEL 3 Signature Practices Playbook](#) put out by the Collaborative for Academic Social Emotional Learning stands as a framework for the lessons developed

# CGESD Pandemic Response & Mitigation Plan

and the work to be done to continue developing the SEL competencies of our students. Additionally, the Arizona Department of Education [SEL Resource page](#) offered guidance for our work.

We also commit to ensuring grade level standards are taught and reinforced from day one of our return. No matter what limitations may be imposed on our teaching and learning in the year ahead, a strong focus on literacy will continue during the 2020-21 school year. The [Learning Acceleration Guide](#) put out by TNTP provided a framework for planning our approach to teaching grade level standards.

By offering distance, in-person, hybrid, and online learning for our students, CGESD will continue to focus on strong relationships and opportunities for engagement. We have planned for hybrid learning during rolling quarantines, closures, and/or times of high community spread after it is deemed safe to return to full, in-person learning. Hybrid learning is a combination of in-person and remote learning, and we understand that this method will not recreate the classroom experience to which our staff and students are accustomed. Therefore, tools and systems will be in place to support teachers and staff across the district to meet the needs of all students.

In hybrid situations, students will be taught in ways that are most effectively delivered in an in-person environment while still accessing online resources through Google Classroom. In-person time with students will include experiences that are positive, welcoming, and geared toward student connections and needs. Remote learning will look different than it did during the Spring 2020 final quarter. We have the opportunity to provide devices to each student, and the combination of in-person and remote learning can take place asynchronously. Asynchronous learning is when instruction and learning do not happen at the same time for all learners. The teacher provides learning resources and tasks, and students access learning at a time that works for them and their family. Synchronous learning is an approach where teachers and students engage online in learning together and at the same time.

## **SEAL Area 1 – Partnering with Families and Students**

- Family conferences will be scheduled in lieu of “Meet Your Teacher” events.
- Individual appointments will take place during the week preceding the opening of school to ensure a smooth transition and re-entry for students, parents, and staff.
- Instruction for accessing Google Classroom will take place prior to school re-entry.
- Ongoing communication will be provided to support families in the learning process.
- An online learning academy will be available for families wanting to support in-home learning.
- Additional resources to help make hybrid learning successful for students at home will be shared.
- Technology tips and troubleshooting guidance will be available to help students and families navigate online instructional tools such as Google Classroom.

## **SEAL Area 2 – Social Emotional Learning**

- A social-emotional learning curriculum will be used to help support student belonging and engagement.
- School counselors will work with their teams, school leaders, and staff to ensure the social emotional needs of students are being considered and addressed.
- A focus on supporting a positive climate and culture that acknowledges universal trauma care strategies for students will be present in our interactions.
- Protocols will be used to administer a strengths-based screener at all schools to assess and positively respond to student needs.

# CGESD Pandemic Response & Mitigation Plan

## SEAL Area 3 – Relationships, Routines & Learning Expectations

- Teachers and staff will ensure grade level content is taught.
- Teams have developed plans to help students start the school year with strong relationships, routines, and expectations.
- Flexible learning expectations and timelines are being created for students in order to prepare them for in-person and hybrid learning.
- Teachers will review and provide meaningful feedback on student work; adjusting the pace as necessary.
- Remediation will occur just before new content is being taught in order to help refresh the memory and build new skills on prior knowledge.
- Teaching approaches that facilitate in-person and hybrid learning will use data to inform next steps in learning.
- Literacy skills will be supported by ensuring that reading, writing, and talking about text are embedded into every routine and content area.
- Teachers and staff will work together to identify anticipated student learning gaps and use strategies to close them throughout the year.
- Foundational literacy and math skills will be a priority.
- Teachers will build upon and support student learning interests to the greatest extent possible.

## Student Attendance During Distance, Hybrid, or Online Learning

**Daily attendance is required by the Arizona Department of Education (ADE).** ADE and CGESD recognize daily attendance can be counted as present if one of the following occurs:

1. **Weekly Attestation Form** - Completed by parents documenting participation each day, due at 11:59 PM each Sunday for the previous week. Parents should complete this form if their child was unable to participate online in method #2-5 for one or more days during the week. One form must be completed for each child.
2. **Synchronous Participation**- Student participates during a live online instructional session or meeting.
3. **Online Activity**- Student activity within online classroom, online learning platforms, or email that day (examples including turning in an assignment, responding to a poll question, responding to a question in the stream, email from a student, etc.)
4. **Parent Communication**- Phone or email conversation with the student or parent indicating participation in learning activities that day. Teachers can complete the weekly attestation form on behalf of the parent as a result of phone conversation.
5. **Login Activity**- Activity log in Clever or LearnPlatform shows student participation online that day.

Weekly attestation forms must be submitted no later than 11:59 PM each Sunday for the preceding week. Saturday and/or Sunday can be considered as an attendance day in place of 1-2 other days during the week. For example, if a student is absent on Tuesday, but completes asynchronous work on Saturday, the student can be marked present. Students with 10 consecutive unexcused absences must be officially withdrawn from school.

# CGESD Pandemic Response & Mitigation Plan

## Grading

Grading is a process of communicating progress while learning. It documents student learning and encourages/supports student academic progress. Regardless of learning scenario selected, the following will be applied:

- Teachers are responsible for communicating student progress on learning intentions/goals.
- Success criteria of learning goals should be clearly articulated and shared with students and families.
- First attempts at practicing new learning should not be graded, however students should receive descriptive feedback that helps the learner understand what s/he needs to do in order to improve.
- Students should be given every opportunity to demonstrate mastery of skills and understanding of content related to learning intentions/goals.

## Students with Disabilities

Services and supports are provided to students that have an identified disability and require specially designed instruction (SDI). Each student eligible for special education has an Individualized Education Plan (IEP) that is reasonably calculated to provide educational benefit.

IEP teams determine the necessary services and supports to ensure a free appropriate public education (FAPE) is available to each student with a disability. For students participating in distance, online, or hybrid learning, the case manager of the student will share the IEP information document from IEP-PRO to ensure all relevant staff have information about the student. Detailed schedules or meeting times will be provided for those receiving IEP or Section 504 services, and will be shared with families directly by their school.

Regardless of learning scenario, students who participate in general education classrooms and special education self-contained classrooms, including the preschool program, will continue to do so. For students who receive pull-out services, the special education teacher or service provider will collaborate with the classroom teacher to ensure that the instruction is accessible for the student and adaptations provided as identified on the student's IEP.

## Students identified as needing Language Support

All students identified as needing language support will be serviced either through distance learning, traditional in-person learning, online learning, or hybrid learning. The district will follow the following state approved SEI models: 2-Hour Model for our middle school students and Pull-Out Model for our elementary students.

Once a student has been identified as needing language support, the student will be placed in English Language (EL) services. Elementary aged students will receive integrated instruction through district planned lessons with language supports provided. The content will be differentiated using the ELP Standards. They will also receive targeted instruction that includes direct, explicit language instruction to support their growing proficiency levels. Targeted instruction is based on the ELP Standards. Middle school aged students will receive all targeted instruction to meet their required EL minutes.

# CGESD Pandemic Response & Mitigation Plan

During the remaining instructional minutes that are not part of the targeted instruction, the EL students will be in mainstream classes with other native English learners. This aspect complies with the State approved models and the Language Development Approach. While the EL students will be with other native English speakers, the teachers will still provide scaffolds to support content mastery as needed.

## Health and Safety During In-Person Learning

CGESD will continue to collaborate with partners across Arizona when in-person learning resumes to ensure a safe and healthy learning environment for our students and staff. Regardless of the learning model (distance, in-person, hybrid, or families choosing to send their children to our new online academy) all individuals entering CGESD property will be required to follow the health and safety regulations articulated. Below is an explanation of the health regulations we anticipate based upon current information:

### Health and Safety Area 1 – Restricting Large Group Gatherings

- CGESD will limit the use of large group gathering areas including gymnasiums, cafeterias, and hallways.
- We will work to deter mass gatherings in large groups for assemblies, field trips, and large group meetings.
- Breakfast and lunch will be served in classrooms.
- Buses will use a distancing plan of not more than one student (or if family living in the same home – two students) per seat.
- Recess and other outside activities may look different to help with distancing. Limiting the sharing of playground equipment will be considered.

### Health and Safety Area 2 – Limiting Physical Interactions

- Classrooms will space seating to allow distance between students.
- Teachers will use assigned seating to help track virus spread if a student/staff member tests positive for COVID-19.
- Physical barriers will be used when students and teachers work closely in proximity to one another (small group instruction, speech language therapy, etc.).
- Physical guides such as tape on floors or walkways and signs on walls may be used to help staff and children remain appropriately distanced.
- Mixing between groups of students will be limited.
- Staggered arrival and dismissal times will be used to limit contact between students.
- To lower building capacity and preserve space for students and staff, visitors will be limited.
- To the extent possible, CGESD intends to keep the same student cohorts together.

### Health and Safety Area 3 – In-School Symptom Screening

- Students will be symptom screened upon school entry. This may include a temperature screening as appropriate.
- To the extent possible, the same staff will conduct symptom screening with the same group of students upon school entry each day to increase efficiency and enable staff to know their students when recognizing if certain students present as ill.
- School staff will be trained by our district nurses and provided protocols on how to screen students.

# CGESD Pandemic Response & Mitigation Plan

- Staff will complete at-home symptom screening attestations daily. Further temperature screening as appropriate will take place at school.
- Staff may be screened for travel to high spread areas, and may be required to quarantine for the appropriate length of time depending on guidance from PCHS.

## Health and Safety Area 4 – Hygiene and Other Protective Measures

- We anticipate face coverings will be required for students and staff during at least part of the school day.
- Gloves are required for Nutrition Services employees at all times and for other staff whenever cleaning or sanitizing an item or surface.
- Personal Protective Equipment (PPE) will continue to be provided to schools throughout the year.
- Additional PPE and accommodations (e.g., plexi-glass, sneeze guards) will be provided for staff and students working in close proximity to others.
- Additional signage about hygiene measures will be on display in buildings.
- Consistent scheduled times and procedures will be established throughout the day for hand hygiene and promoting hand washing (e.g., entering the school, classroom, throughout the day).
- Each school will attempt to create a one-way traffic flow pattern for students who transition between classes and/or areas of the campus.
- Visual cues such as floor decals, colored tape, or signs to indicate to students and staff the flow and direction of traffic will be posted.
- Hallway water fountain and bottle filler usage will be restricted. Students are encouraged to bring water daily.
- Furniture will be arranged to support student distancing to the extent possible.
- All staff and students will be required to stay home when experiencing COVID-19 symptoms.
- Contractors and visitors requesting access beyond the front office will be required to sign a waiver.

## Health and Safety Area 5 – Suspected COVID-19 Cases

- Symptomatic staff and students in the school will need to go to an established isolated room (not the nurses' office, as this must be kept available) until they can safely leave the building.
- District personnel will coordinate with Pinal County Health Services regarding suspected and confirmed cases.
- Our schools and/or district will work with PCHS to determine a course of action on a case-by-case basis.
- A confirmed case on-site may include rolling closures of school for a short-term period.

## Health and Safety Area 6 – Transmission Mitigation and Cleaning

- Outdoor air will be circulated in buildings as long as it does not pose a safety or health risk to students or staff.
- Students and staff should limit the sharing of all supplies, devices, toys, books, and other learning aids to the greatest extent possible.
- Disinfecting surfaces where bacteria or viruses are most likely to be transmitted will be prioritized.

## Health and Safety Area 7 – Transportation Services

- Face coverings are required on buses and physical distancing will be enforced.



# CGESD Pandemic Response & Mitigation Plan

- All students will be visually screened for signs of illness when getting on the bus.
- Bus schedules will likely be significantly different from pre-pandemic bus schedules, and may include staggered arrival drop-off and pick-up times.
- Students may be required to load the buses from back to front to promote one-way movement and other practices related to health and safety.
- Students and families are requested to help maintain physical distancing while at bus stops.
- Students who walk home are requested to maintain physical distancing practices.
- Buses will be thoroughly disinfected after each run.
- Drivers will be supported by the establishment of a buffer zone on the bus. This means no one will be able to sit in the seat directly behind the bus driver.

## Student Activities/Field Trips

All field trips, athletics, competitions, and other travel related activities will be canceled until it is deemed safe to resume such activities. In the event we start an activity back up, only to have to close school, the following procedures will be followed:

- Payments for activities made directly to the school/district (e.g., not tax credit donations) will be refunded in all situations.
- Refunds for payments received through the state tax credit system are not allowed under the law. This would include money for field trips or for extra-curricular activities. The state tax credit allows an individual to receive a dollar for dollar credit on their tax filings as a result of the donation. Since the individual is receiving a state tax credit benefit on their tax filings, the District is not able to refund these donations.

## “On-site Support Services”

Options for students needing a safe, supervised, and connected place to learn will be articulated through CGESD’s agreement with the [Boys and Girls Club of the Sun Corridor](#). Currently, the Boys and Girls Club is providing “on-site support services” in three locations:

1. Nap Lawrence Branch located in the Casa Grande Community Recreation Center,
2. Len Colla Branch located in the Len Colla Recreation Center, and
3. Mesquite Branch located at Mesquite Elementary School.

Families with children attending ‘on-site support services’ will be required to sign and return a COVID-19 Parental Acknowledgment and Disclosure form. Additionally, a few non-profit organizations within our community are offering free Wi-Fi and a cool place for students to learn. Families should contact the United Way of Pinal County (their offices are located in the Promenade Mall) at 836-0736 and/or the Casa Grande Alliance (their offices are located at the CGMS and Saguaro campus) at 836-5022 to ensure your child(ren) can take advantage of these services.

## Nutrition Services

CGESD will continue to follow local, state, federal, and CDC guidelines when preparing and distributing meals to students. We understand that during this pandemic and economic downturn, food distribution may be more important than ever. Regardless of the learning option selected, the District will continue to provide meal service to students.

# CGESD Pandemic Response & Mitigation Plan

CGESD has petitioned the United States Department of Agriculture (USDA) to extend key waivers allowing school districts to continue operating under the Summer Food Service Program (SFSP), which allows us to feed all students. If these waivers are not extended, we will continue to feed students to the greatest extent possible, following the National School Lunch Program (NSLP) requirements.

As per NSLP requirements, families may be eligible to receive free or reduced price meals (FRM). Please complete the application to ensure your child continues to receive services. Families not qualifying for FRM will be required to pay for meals in the same manner as if their child(ren) were attending school in-person. Please be in touch with our Nutrition Services department if you have questions.

- Nutrition Services will prepare portable, packaged food items that may be consumed regardless of meal location.
- Nutrition Services will continue to prepare meals as medically necessary for those children with properly documented allergies (special dietary needs form on file with Nutrition Services).
- Disposable food service items such as utensils and trays will be used for all meals.
- Employees will use appropriate PPE such as masks and gloves during student interaction and food preparation.
- Single line and one-way direction for meal distribution will be encouraged, including the practice of physical distancing for students and staff.
- Individuals will wash their hands after removing their gloves or after directly handling used food service items.
- “Grab and Go” meal distribution will continue, but may look different than summer.
- Please check our website for more information related to meal distribution, as changes may take place without much warning.

## Student Privacy During Distance, Online, or Hybrid Learning

The transition to distance, online, and/or hybrid learning within students’ homes presents many challenges, including the maintenance of student privacy. General teaching and learning in distance, online, or hybrid settings does not pose any issues with FERPA. However, in order to remain consistent with the Family Educational Rights and Privacy Act (FERPA) during distance, online, or hybrid learning, the following guidelines will be implemented:

- Teachers will remind students to refrain from sharing or recording any private or confidential information in virtual classrooms.
- Recording by students will be restricted to minimize inadvertent disclosure of personally identifiable information.
- Teachers and staff are reminded that recording by the school of virtual classrooms may create education records that are pursuant to the requirements of public record law.
- The District will review the terms of service and privacy policies of its online learning platforms to ensure that those that potentially receive personally identifiable information shall be FERPA compliant.
- Additional guidance on best practices will be provided to teachers regarding the recording of synchronous lessons for on-demand access by students.

# CGESD Pandemic Response & Mitigation Plan

## Mandated Drills

The following guidance will be provided for drills normally conducted during the school year. These drills include fire drills, bus evacuation drills, and drills related to [Standard Response Protocols](#). For the overall safety of students and staff, these drills will continue to be conducted upon return to in-person teaching and learning. However, they will be modified to the extent possible, to meet particular pandemic-related considerations.

- Schools are expected to meet the legal obligation of holding one drill per month once school resumes for in-person teaching and learning.
- The District will work with Fire and Police officials to determine best options for ensuring distancing considerations while also adhering to the safest way to conduct a drill.
- Bus evacuation drills will be modified to ensure health, safety, and distancing to the extent possible.

## Work from Home/School Expectations

CGESD is providing flexibility for employees during distance learning mode. Teachers, support professionals, and certain other support staff members may be able to choose whether they work from home or work from a school site. This flexibility is offered as a way to balance personal needs as well as the needs related to fulfilling job responsibilities.

The District is providing all employees with the following:

- An agreement that defines expectations when working from home in the event of school/district closure or the need for an employee to work from home.
- Expectations for the different scenarios the District may need to follow throughout the pandemic.
- Relevant training and guidance to properly adhere to the guidance provided.

It is expected that all employees remain within commuting distance of CGESD to ensure all responsibilities can be taken care of during our rapidly changing pandemic. We understand though, that from time to time, circumstances may call an employee out of the area to care for a family member or to assist family in other ways related to health and well-being. If the employee is willing and able to continue working while away, this certainly benefits the continuity of instruction and/or operations for the District. The District will offer flexibility for employees to work away from the area for up to one week at a time, as long as all remote responsibilities are fulfilled.

## Use of Substitute Employees

Although we prefer not to use substitute employees for continuity and health/safety sake, we anticipate a need for substitute employees from time to time. This may include long-term assignments *and* daily assignments. Guest teachers will be expected to support asynchronous and synchronous learning practices. Other substitute employees will be expected to adhere to all safety protocols in the position for which they are substituting. The District is responsible for delivering training modules with target offerings to ensure our guest teachers/employees have information on new responsibilities and approaches, technology, on-site safety, and other appropriate topics.

# CGESD Pandemic Response & Mitigation Plan

## Employee Evaluations

All District staff will continue to practice accountability for their assigned work and the education of students.

- The District will expect informal and formal observations to be completed throughout the school year with a culminating summative evaluation in the Spring of 2021.
- The 5D+ Rubric will be used to help teachers develop plans for professional growth, and the new CGESD Support Staff Evaluation Rubric will be used to help support staff continue growth in their own job responsibilities. All employee groups are expected to develop goals with indicators of success.
- Evaluations for administrators and support staff will be completed by the end of the school/work year, in the Spring of 2021.

## Working Document

As we learn more about COVID-19 and ways to mitigate spread, we want to ensure accurate and up-to-date information within this document. Please check back often for changes, and look to the date printed stamp on the cover page to ensure you are viewing the most recent document.

We will never take for granted the trust our families and community place in us to provide a quality learning experience for our students. Please do your part to reduce the spread of COVID-19 so we can get back to what we love most – teaching and reaching our students through in-person learning. We appreciate your support.

# CGESD Pandemic Response & Mitigation Plan



## **POSITIVE RELATIONSHIPS, ROUTINES & EXPECTATIONS**

A positive classroom and school culture that supports student belonging and meaningful engagement will continue to be our priority



## **FAMILY CONFERENCES TO PARTNER & START STRONG**

Individual appointments will take place during the week preceding the opening of school to ensure a smooth transition and re-entry for students, parents, and staff



## **DISTANCING PLANS**

Safe distancing plans have been developed for public locations such as buses, cafeterias, gyms, and hallways



## **SYMPTOM SCREENING**

At-home and in-school protocols will be used to keep students and staff safe. Students and staff with fevers, coughs or signs of respiratory illness will not be allowed on CGESD property



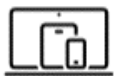
## **ENHANCED CLEANING & DISINFECTING**

Members of our team will perform disinfecting measures throughout the day and across all areas of our schools



## **PROTECTIVE HYGIENE MEASURES**

Routines for hand washing, furniture placement, physical barriers, and face coverings will be implemented



## **DEVICES FOR ALL STUDENTS & TEACHERS**

Every student will be assigned their own device for in-school and at-home learning



## **BOTH IN-PERSON & ONLINE LEARNING OPTIONS**

Families may choose to enroll their child at their home school or in our free online academy