

**Family Handbook  
On-Site Instruction**



**Laveen**  
SCHOOL DISTRICT

*Updated 02/19/2021*

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## Return to On-Site Learning Quick Guide

**Acknowledgment Form:** The parent/guardian of each student returning for on-site, in-person instruction must sign the District's COVID-19 Acknowledgment Form. This can be completed and submitted electronically through ParentVue. It is also attached to this message and may be returned to your child's school. This form must be on file before your child may return to campus.

**Face Coverings:** All students in Grades Preschool – 8, employees, service providers, and visitors are required to wear a face mask while on campus or on buses. Face coverings must cover the nose and mouth. They may not have valves and must be free of emblems/artwork that is disruptive to the educational process. It is recommended that students keep a back-up mask in their backpack each day. For complete information regarding face coverings, refer to Page 8.

**Immunizations for 11-year-olds:** The Arizona Department of Health Services requires that all 11-year-old children, regardless of their grade level, obtain two adolescent vaccines, Tdap and Meningococcal (MCV4), or provide a valid exemption. Parents should review their child's immunization records. If these vaccinations have not been received, the child should obtain the vaccination at either their doctor's office or an immunization clinic. Proof of immunizations will need to be received before the student can begin school. Students who do not have these required shots or a valid exemption will not be allowed to start school. Children who are not yet 11 will be required to get the new immunizations once they turn 11.

More: <https://www.laveenschools.org/immunizations>

**Bus Transportation Registration:** Beginning in the 2020-21 school year, all qualified families who wish to utilize bus transportation must register for this service. Please visit the [transportation webpage](#) for information on eligibility, routes, and to register online. For complete information regarding bus transportation safety measures, refer to Page 10.

**Chromebooks:** Students returning to on-site learning must return their Chromebook and charger to school. These will remain on campus beginning on October 12.

**Water:** Drinking fountains will be shut off. Students must bring their own refillable water bottle and will be permitted to use water station dispensers for refilling.

**Dress Code:** With the exception of face coverings, the student dress code remains unchanged.

**ID Badge:** Students are required to wear their ID at all times.

**School Meals:** The U.S. Department of Agriculture has temporarily granted a waiver providing breakfast and lunch free of charge to all students. For complete information regarding school meals, refer to Page 10.

**Visitors:** Visitors will not be permitted past the front office.

## Message from the Superintendent

Dear Laveen Parents,

Thank you for the incredible support you have provided to your child(en) and to the Laveen staff since March. As a parent myself, I think about you every day and the challenges parents face during this pandemic. Each of us has been pushed in directions we never imagined and, amidst the chaos, we have emerged to serve children and each other.

Our #1 commitment throughout this pandemic has been the safety of our students and staff. This Parent Handbook is designed to provide you with procedures and practices we will have in place when we resume on-site learning. Please carefully review and contact your child's teacher, front office, or school administration if you have any questions.

With great appreciation and admiration,

A handwritten signature in black ink, appearing to read "Jeff Sprout". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Dr. Jeff Sprout  
Superintendent

**Our Commitments**

- Safety of students, staff, and community
- Outstanding learning and instructional environment
- Social-emotional wellness of students and staff
- Options for parents

**Disclaimer**

This document is subject to change based on new information provided by the Centers for Disease Control, Arizona Department of Health Services, Maricopa County Department of Public Health, and other health partners.

## Options for Reopening Schools

Beginning March 1, the Laveen School District will offer three learning options for families, These include:

- Daily On-Site Learning (Full-Day, Every-Day at School)
  - Students in Grades PK-8 attend school every day, in-person.
  - Schools will implement as much of the CDC guidance as feasible (e.g., hand washing, limited sharing of supplies, health screenings, and face coverings).
  - Space will be maximized between desks.
  - Bus transportation is available for qualifying families (one-time registration required).
- Virtual Learning
  - Students will participate in online classes for the remainder of the 2020-21 school year.
  - Students in Grades K-8 attend school every day from home through an online platform taught by Laveen teachers.
  - Laveen curriculum/instruction is provided live and recorded.
  - Each student will be provided a district-issued Chromebook.
  - Availability is based on sufficient enrollment.
- Estrella Foothills Global Academy (Grades K-6)
  - EFGA is located at 55th Ave. and Carver.
  - Two classrooms are planned for every grade level in Grades K-6.
  - Class sizes will be capped at 18 students.
  - Parents will be responsible for transporting their children to and from school.
  - Registration for EFGA will be accepted on a first-come, first-served basis.

All options offer the following (see further information below):

- Special area classes every day
- Social-emotional support
- Small group support/interventions
- Special education service
- Chromebooks for every student

Learning Labs will discontinue when the Daily On-Site Learning option begins.

## Preparing for On-Site Instruction

### Acknowledgment Form

- The parent/guardian of each student must sign the District's COVID-19 Acknowledgment Form.
- This may be completed and submitted electronically in ParentVue or it can be printed and returned to your child's school.
- This form must be on file before students may return to campus.

### Classroom Setup

- Staff will keep physical distancing measures in mind when setting up the classroom. Measures include:
  - Maximized distancing between desks
  - Students facing forward
  - Students staying together (cohorting)
    - Departmentalized teachers, rather than students, move from class to class
    - Special area teachers, except Physical Education and Band, travel to classes
    - If appropriate, students will travel to a separate classroom for Special Education classes (see **Special Education Classes**)
  - Teachers prevent congregating and congested areas in the classroom, e.g. around the sink area

### Student Training /PBIS

Expected behaviors and procedures will be built into and taught through the school's current PBIS rubric. The behaviors will focus on face coverings, social distancing, hand washing, and self-reporting. Training materials and videos have been provided to the school's PBIS team.

### Distance Learning

Once in-person classes resume, the option for accessing remote learning at home through paper/pencil ends. Students completing studies through this method are expected to return to school in-person. This does not apply to students who are participating in the online/ virtual learning option.



## Starting the Day

### Self-Check

- Families must conduct a health check each morning before leaving for school. If your child is not feeling well, they must stay home. If your child is recovering from an illness, remain home until fever-free, without the use of fever-reducing medications for at least 24 hours or until released by your physician.
- Self-Screening Questionnaire
  - Is your child currently experiencing any of the following symptoms that you cannot attribute to another health condition (asthma, allergies, etc.)?
    - Fever/Chills
    - A cough
    - Shortness of breath or difficulty breathing
    - Sore throat
    - Muscle pain
    - New loss of smell or taste
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - If you answered "Yes" to any of the questions above, your child must stay home from school and seek guidance from your child's physician.

### Visual Screenings/Temperature Checks

- The Centers for Disease Control (CDC) does not currently recommend universal temperature screenings (screening all students grades K-12) be conducted by schools.
- Parents or caregivers are strongly encouraged to monitor their children for signs of infectious illness every day.
- Students who are sick cannot attend school in-person.
- If a staff member observes or is notified that a student is feeling ill, the staff member will immediately send the student to the school's Isolation Room.
- All teachers will have access to their own non-contact infrared thermometer for temperature checks if a student shows signs of illness.
- Anyone with a sustained temperature of 100.4 degrees or higher will be sent home.

### Student/Staff Dress Code

- The dress code for students and staff is unchanged with the exception of face coverings.

### Face Coverings

- All students in Grades Preschool – 8 (unless they have a medical or mental health condition or developmental disability that prohibits them from doing so) are required to wear a face mask while on District property or on District buses.
- Face coverings may not have an emblem/artwork that is disruptive to the educational process.

- Face coverings must fully cover a person’s nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one’s hands and are to not have holes or valves. They are to be laundered regularly or disposed of appropriately.
- Exceptions:
  - When allowing breaks for students to take their face coverings off in a safe environment. These breaks will be done outside and away from walkways and common areas.
  - When actively eating and drinking with physical distancing.
  - When communicating with someone with hearing loss in a way that requires the mouth to be visible.
- If a student seeks an accommodation related to face coverings due to a disability, the student’s parent or guardian should contact the principal at their child’s school.
- See addendum for Face Covering regulations.

### **Chromebooks / Materials**

- Students will have one Chromebook assigned to them for use at school, and those Chromebooks will stay at the school overnight.
- Other school materials must also be assigned to individual students to limit sharing. For example, number/label textbooks, trade books, whiteboards, etc. so that students use the same materials each day.
- Shared items such as pencils, must be separated in “clean” and “used” containers. Encourage students to bring a supply of pencils to keep at their desks.

## Daily Run Down

### Transportation

- Beginning in the 2020-21 school year, qualifying families wishing to utilize bus transportation must register for service (please allow up to five days for processing).
- All persons riding the bus will be required to wear a face covering.
- Only one student will be permitted to sit on each seat (exception: students from the same household may be required to sit together).
- Students must remain in their assigned seats for the duration of the run.
- The bus driver will conduct a visual screening of each student (symptoms to watch for include coughing, shortness of breath or difficulty breathing, congestion or runny nose, vomiting).
- If a student appears feverish or displays symptoms, they will sit in an area at the front of the bus set aside for extra distance, a call will be placed to the school, and the child will proceed directly to the health office's isolation room upon arrival. No child will be left at the curb.
- Buses will be disinfected after each run.
- Bus windows will be down when possible.
- Student ID's will be required.

### Student Arrival

- Students will report directly to their classroom when they arrive at school.
- Staff will conduct a visual screening of students (symptoms include coughing, shortness of breath or difficulty breathing, congestion or runny nose, vomiting).
- If a student appears feverish or displays symptoms, they will proceed directly to the health office's isolation room upon arrival.
- Students will wear cloth face coverings as per orders from Maricopa County and the City of Phoenix.
- Students will wash or sanitize hands prior to class starting.
- Staff will help ensure students go directly to the classroom.

### Meal Services

- Breakfast in the Classroom (BIC)
  - Breakfast will be served in the classroom to all students free of charge.
  - Breakfast will be served by teachers to each student in individual bags with all necessary items included. Students are encouraged, but not required, to take breakfast.
  - Meal accommodations will be made for students with medical conditions who wish to participate in BIC. Parents/guardians need to contact the District Nutritionist at 602-237-9100 ext. 3043 or [specialdiets@laveeneld.org](mailto:specialdiets@laveeneld.org).
  - Breakfast must be served within the first 30 minutes of the start of the school day.
  - Students must wash their hands prior to eating.

- Lunch
  - Lunches will be served in the cafeteria to all students free of charge.
  - Self-contained classrooms may eat lunch in the classroom if requested.
  - Students are able to bring lunch from home or participate in the Laveen Child Nutrition Lunch Program.
  - Lunches will be pre-plated using disposable food service items.
  - Students will have a choice of a hot lunch or a cold grab & go meal each day.
  - Meal accommodations will be made for students with medical conditions who wish to participate in lunch. Parents/guardians need to contact the District Nutritionist at 602-237-9100 ext. 3043 or [specialdiets@laveeneld.org](mailto:specialdiets@laveeneld.org).
  - Students must wash their hands prior to eating.
  - Physical distancing measures will be in place with floor markings for lines and table decals for seating at 6' intervals.
  - Posters will be displayed throughout the cafeteria to remind students of safety etiquette.
  - Masks will be worn while waiting in line. Masks will not be worn while students are seated and eating.
  - Student arrival times will be spaced out to allow for reduced capacity in the cafeteria.
  - Cafeteria staff will wear masks and face shields when serving students.
- Afterschool Meals
  - Afterschool meals will be available for the first 15 minutes after the school day ends to students participating in afterschool activities, free of charge.

### **Special Area Classes**

- Special area classes will be held in the homeroom classrooms with the exception of the following:
  - P.E. classes will be held in the gym or outside.
  - Band classes will be held in the band room (limit of 8 students) or outside.
- Special area teachers will limit the sharing of materials and disinfect between classes.

### **English Learners**

- English Learners in each grade level should be grouped together to the extent feasible.
- The updated SEI Models regarding ELD instruction will be followed.
- EL students may be pulled out for small group targeted EL time, but social distancing and sanitation of shared surfaces/supplies will be in place.

### **Gifted Learners**

- Gifted Learners in each grade level should be grouped together to the extent feasible.
- Gifted students may be pulled out for small group time, but social distancing and sanitation of shared surfaces/supplies will be in place.

### **Special Education Classes**

- Resource students may travel to the resource classroom for their scheduled service time. However, teachers will take care to keep students grouped in the same cohorts to the extent feasible and seat students to maximize spacing.
- In the resource classroom, tables/desks and materials used by students will be cleaned between groups.
- Self-contained students will stay within their assigned class/group for the majority of the day. Service providers are encouraged to do push-in when feasible or work with students following the guidelines for resource classrooms.

### **Student Groupings / Interventions**

- For interventions or small group instruction, students should be kept with students from their homeroom.

### **Student Movement on Campus**

- Student movement on campus will be limited as much as possible.
- When a class is traveling to lunch or specials, students will all face forward in a single file line with at least three feet in between students.
- Hallway traffic will follow one-way directions.

### **Restroom Use**

- Only allow one student to leave the classroom at a time to use the restroom.
- When a student signs out to use the restroom, they must use their own pencil/pen.
- Do not have students share restroom passes. Utilize single-use, disposable passes.

### **Recess/Playground**

- Only one grade level is allowed to be at recess at a time.
- Students are required to wear face coverings at recess if they are interacting with peers.
- At least two recess breaks are required for grades K-5 (A.R.S. 15-118). Lunch recess and P.E. can be included for this requirement.
- Additional recess or face covering breaks will be arranged by site administration.
- Students and staff will immediately wash or sanitize their hands when returning to the classroom from recess.
- Custodians will sanitize playground equipment throughout the day.
- Schools will encourage activities that promote physical distancing (e.g., soccer, jump rope, swings, playground equipment, HORSE, Around the World, kickball)

### **Dismissal**

- In order to reduce congestion and to help social distance, dismissal will be staggered.
- Walkers and bike riders are recommended to be dismissed first.
- Bus riders and car pick-up are also recommended to be staggered.

**Fire / Lockdown Procedures**

- All emergency procedures will continue to be followed.

## Extracurricular Activities

### Field Trips

- Off-campus field trips are not permitted during the 2nd quarter.
- Requests for spring field trips will be evaluated as more public health benchmark data becomes available.
- Teachers are encouraged to engage students in virtual field trips in lieu of off-campus trips.

### After-School Activities

- Daily On-Site students may stay on campus for after-school activities.
- Masks and social distancing procedures must be followed at after school activities.
- After school tutoring may be offered using Google Meet to include those students who are off-campus as well as those attending in-person.

### Kids Club

- Kids Club will begin its normal schedule as a before- and after-school child care program when the Daily On-Site Learning option starts.

### Intramurals

- Spring intramural seasons are cancelled.

## When Illness Occurs

### Sick Student/Staff Procedures

- If a person shows symptoms while on campus, they will immediately be separated from others in a designated isolation area and sent home. Sick students/staff will not return to school until they have met the criteria to discontinue home isolation:
  - At least 10 days have passed since symptoms first started, **and**
  - At least 24 hours have passed since the fever resolved (without the use of medication), **and**
  - Other symptoms have improved.
- It is recommended that the students/staff seek a COVID-19 test.
- Students/staff may return to school before 10 days if they receive a negative COVID-19 test and are symptom-free for 24 hours.

### Positive COVID-19 Test

- Schools have two assigned points of contact for reporting confirmed COVID-19 cases which are the attendance clerk and health associate.
- Maricopa County Department of Public Health (MCDPH) will investigate the reported case(s) and follow up with the school with further recommendations for the facility.
- The person who tested positive for COVID-19 must:
  - Be excluded from the facility until they have completed the isolation period outlined in the [MCDPH Home Isolation Guidance](#).
- The facility is required to report cases of COVID-19 to MCDPH.
  - MCDPH will investigate the suspected case and follow up with any further recommendations for the facility.
  - Unless otherwise directed, schools will remain open and continue to implement mitigation strategies.
- Household members of people with COVID-like illness do NOT need to quarantine unless the person with symptoms tests positive. Therefore, siblings do NOT need to be sent home. They need to continue to wear their masks, maintain social distancing, perform hand hygiene, and monitor for symptoms.
- Doctors' notes ruling out COVID-19 will not be accepted UNLESS the note states that the student was tested for COVID-19 and the results were negative. Doctors may provide a note stating another diagnosis, but those notes will not be accepted to reduce isolation time.
- If a student/staff previously tested positive for COVID-19 and are feeling symptoms again:
  - If it has been LESS than 3 months, the student/staff does not have to isolate or retest again. They will stay home until symptoms resolve.
  - If it has been MORE than 3 months, the student/staff MUST isolate and retest if they choose.
- If a person tests positive for COVID-19, the district will notify staff and families.



## Campus Safety

### Visitors to Campus

- All visitors entering the campus must wear a face mask.
- No visitors will be allowed on the school campus beyond the office except those authorized to provide a service to the campus or a student.

### Parents/Guardians on Campus

- Parents/Guardians entering the campus must wear a face mask.
- Parents/Guardians will not be allowed on the school campus beyond the office.
- If there is a need for a parent/guardian to attend a meeting on campus, the meeting will be held in the office area and the parties attending must wear a mask. All persons entering the school campus who are non-employees must sign the District's COVID-19 acknowledgment form.

### Volunteers on Campus

- Volunteers are not allowed on campus with the exception of student teachers and interns.

### Use of Facilities

- At this time, the only use of facilities allowed is the outdoor facilities at the LEC.
- All participants will be required to sign an acknowledgment form.

### Campus Disinfecting

- High-touch surfaces will be disinfected throughout the day by the school's custodial crew.
- All student desks will be disinfected every evening by ABM, the district's contracted custodial crew.
- High traffic areas will be sprayed with Clorox 360 machines prior to school each day. These include:
  - Reception area for the public
  - Health offices
- All Self Contained Developmental Preschool rooms will be sprayed daily between sessions by school staff (utilizing the hand sprayers).
- The Clorox 360 machine will be used to disinfect the entire school during breaks (fall, winter, spring, and summer).
- Nurses will be provided with hand sprayers to be used on an "on-demand" basis depending on need.
- Areas used by a sick person are to be closed off (preferably for 24 hours) until cleaning and disinfecting take place.

**Campus Filtration Information**

Laveen's schools are among the newest in the valley and are equipped with the latest technology. All air circulating in the classrooms and school buildings has a minimum of 20% fresh air introduced on a continual basis. This is monitored through a special technology that senses the Carbon Dioxide content in the air and adjusts to ensure that there is a 20% fresh air content being circulated. According to the Environmental Protection Agency, ensuring proper ventilation with outside air is a standard best practice for improving indoor air quality.

The District maintenance staff continually monitors the equipment on a daily basis and provides preventive maintenance as recommended by the manufacturer.

## Addendum

- **COVID-19 Testing Locations**
- **Acknowledgment Form**
- **Face Mask Regulation**

**COVID-19 Testing Locations**

An updated list of COVID-19 testing locations can be found on the Arizona Department of Health Services website at <https://www.azdhs.gov>.



**Laveen Elementary School District, No. 59  
COVID-19 Parental Acknowledgment and Disclosure**

Each statement below should be read by either a parent or the child’s guardian. **Signature by a parent or the child’s guardian is required below.**

1. I understand that during this COVID-19 public health emergency, I will NOT be permitted to enter the facility/school beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present at the facility/school and to limit to the extent possible everyone’s risk of exposure.
2. I understand that it is my responsibility to inform other members of my household of the information contained herein.
3. I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area, I MUST wash my hands and wear a mask before entering. While in the facility, I will practice social distancing and remain 6 feet from all other people, except for my own child.
4. I understand that in order to attend school, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the class and moved to a supervised, secure area. I will be contacted, and my child MUST be picked up within 1 hour of being notified.

Symptoms include:

- Fever of 100.4 degrees Fahrenheit or higher
- Chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Any other symptom of illness, whether or not you believe it’s related to COVID-19

While the District understands that many of these symptoms can also be due to non-COVID-19-related issues, we must proceed with an abundance of caution during this public health emergency.



Symptoms typically appear two to seven days after being infected. Children with any symptoms consistent with COVID-19 should isolate at home until:

- At least 10 days have passed since symptoms first started and
  - At least 24 hours have passed since fever resolved (without the use of medication) and
  - Other symptoms have improved
5. I understand that as the parent/guardian, I will need to take my child's temperature prior to coming to school. I understand that, as the parent/guardian, I must also conduct daily self-screening of my child for symptoms prior to the child arriving at school.
  6. I understand that over the course of the school day, my child's temperature may be taken.
  7. I understand that my child will be required to wash their hands throughout the day using CDC-recommended handwashing procedures.
  8. I understand that my child must wear a face covering throughout the day according to the protocols established by the District.
  9. I will immediately notify the Site Point of Contact if I become aware that my child has had close contact with any individual who has been diagnosed with COVID-19. The CDC defines "close contact" as being within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.
  10. The Site/District will continue to follow the guidelines of both the CDC and state and local officials. As changes occur, parents and guardians will be notified. The Site Point of Contact will contact the Arizona Department of Health Services if any staff member or student contracts COVID-19 to help make crucial decisions on next steps.
  11. I understand that, while present at school each day, my child will be in contact with children and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove the risk of exposure to COVID-19. I understand that the members of my family play a crucial role in keeping everyone at school safe and reducing the risk of exposure by following the practices outlined herein.

I, \_\_\_\_\_, certify that I have read, understand, and agree to comply with the provisions listed herein.

Student's Name: \_\_\_\_\_

Student's DOB: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **GBGB-R**

### **REGULATION**

#### **STAFF PERSONAL SECURITY AND SAFETY**

##### **Threats**

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

##### **Eye Protective Devices**

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

- A. Molten metals or other molten materials.
- B. Cutting, shaping, and grinding of materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Welding fabrication processes.
- E. Explosive materials.
- F. Caustic solutions.
- G. Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.

## Face Coverings

When determined to be necessary or recommended by federal, state, or local health authorities employees shall wear a face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Face coverings should not be worn by:

- A. Anyone who has trouble breathing
- B. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a face covering in accordance with applicable law and guidance from local health authorities.

Face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of face coverings, staff and students are to be educated on how to wear and care for their face coverings.

Exceptions:

1. When allowing breaks for staff to take their face coverings off in a safe environment. These breaks should be done outside and away from walkways and common areas.
2. When actively eating and drinking with physical distancing.
3. When communicating with someone with hearing loss in a way that requires the mouth to be visible.
4. When driving alone in a District vehicle when it is anticipated no other individuals will be driving that vehicle that day. At the end of each daily shift, the employee must disinfect the vehicle.
5. When working outside in extreme heat to complete maintenance or mechanic related functions such as roof work and landscaping while maintaining physical distancing.
6. When working alone in an office or classroom setting that is not anticipated to be occupied by another individual during that day.

If an employee seeks an accommodation related to face coverings due to a disability, the employee should contact Human Resources Department.



## **JICA-RB**

### **REGULATION**

#### **STUDENT DRESS**

##### **Face Coverings**

When determined to be necessary or recommended by federal, state, or local health authorities all students shall wear a face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Face coverings should not be worn by:

- A. Children under the age of 2:
- B. Anyone who has trouble breathing
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a face covering in accordance with applicable law and guidance from local health authorities.

Face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of face coverings, staff and students are to be educated on how to wear and care for their face coverings.

Exceptions:

1. When students can physical distance or are outside in playground settings with distancing.
2. When allowing breaks for students to take their face coverings off in a safe environment. These breaks should be done outside and away from walkways and common areas.
3. When actively eating and drinking with physical distancing.
4. When communicating with someone with hearing loss in a way that requires the mouth to be visible.

If a student seeks an accommodation related to face coverings due to a disability, the student's parent or guardian should contact the principal at their child's school.

## **KI-RB**

### **REGULATION**

### **VISITORS TO SCHOOLS**

#### **Face Coverings**

When determined to be necessary or recommended by federal, state, or local health authorities all persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Face coverings should not be worn by:

- A. Children under the age of 2:
- B. Anyone who has trouble breathing
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a face covering in accordance with applicable law and guidance from local health authorities.

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Exceptions:

1. When actively eating and drinking with physical distancing.
2. When communicating with someone with hearing loss in a way that requires the mouth to be visible.

If a visitor seeks an accommodation related to face coverings due to a disability, the visitor must contact the location they will be visiting prior to arrival.