

**Safe Return to In-Person Instruction  
Family Handbook**



**Laveen**  
SCHOOL DISTRICT

*Updated 8/23/21*

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## Our Commitments

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

## Teamwork / If You Have an Idea or Concern

- If you have an idea or concern that improves safety, procedures, or learning, please contact your supervisor
- We are all in this together!

## 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.

## Schooling Options

### 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, and health screenings).
- Space will be maximized between desks.
- Bus transportation is available for qualifying families.

### Full-Year Online Learning (Laveen Online Academy)

- The Laveen Online Academy is for students who will participate in online classes for the entire 2021-22 school year.
- Students in Grades 3-8 attend school every day from home through an online platform taught by Laveen teachers.
- Laveen curriculum/instruction is provided.
- Each student will be provided a district-issued Chromebook.
- Availability of LOA is based on sufficient enrollment.

## Preparing for On-Site Instruction

### Classroom Setup

Staff will keep physical distancing measures in mind when setting up the classroom. Measures include:

- Maximized distancing between desks
- Students facing forward when feasible
- Students staying together (cohorting)
- Teachers prevent congregating and congested areas in the classroom, e.g. around the sink area

### Student Training /PBIS

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

### Supplies for Staff

- A teacher kit containing a no-contact thermometer, face masks, surgical gloves, hand sanitizer, and disinfecting wipes is provided to each teacher.
- Replacement supplies are maintained in the school health office.
- A limited supply of cloth masks is maintained in the school health office.
- Additional Personal Protective Equipment (PPE) is maintained at LEC.
- Any staff member utilizing disinfecting equipment must use district-provided PPE.

## 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 should 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 should 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.

### 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. Parents/guardians may opt their child out of this requirement by submitting the opt-out form to their child's school office.

## Chromebooks / Materials

- Students will have one Chromebook assigned to them for use at school, and those Chromebooks should 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

- Federal guidelines require the use of face coverings on public transportation, which includes Laveen School District buses.
- 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 wash or sanitize hands prior to class starting.
- Staff (TBD by school administration) must be on duty when students arrive to 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.
  - Child Nutrition staff will deliver breakfast in insulated coolers to each classroom 30 minutes prior to the school day starting.
  - Napkins, gloves, and heavy-duty trash bags will be provided to each classroom by child nutrition staff.
  - 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 should contact the District Nutritionist at 602-237-9100 ext. 3043 or [specialdiets@laveeneld.org](mailto:specialdiets@laveeneld.org).
  - Trash will be placed outside the classroom for custodial staff to dispose of.
  - Leftover foods will be placed in the insulated coolers and will be placed outside the classroom for child nutrition staff to return to the kitchen.



- Breakfast must be served within the first 30 minutes of the start of the school day.
- Students must wash their hands prior to eating.
  - Teachers will complete the BIC Google Document daily, indicating a “1” for each student that took a breakfast. The Google Doc must be completed as breakfasts are distributed. This is a very important federal requirement of the USDA School Meals Programs.
  - Cafeteria Managers will review the Google Document daily and enter the breakfast counts in the Point of Sale system.
- 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 should 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.
  - Posters will be displayed throughout the cafeteria to remind students of safety etiquette.
  - Student arrival times should be spaced out to allow for reduced capacity in the cafeteria.

### Special Area Classes

- Special area teachers should limit the sharing of materials, and disinfect between classes.
  - Limit student access to materials/supplies/equipment that can be more easily and repeatedly cleaned.

### 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 should 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 should be in place.

### Special Education Classes

- Resource students may travel to the resource classroom for their scheduled service time. However, teachers should 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 should be cleaned between groups.
- Self-contained students should 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

- Support staff can provide push-in support at this time, or work with a small group in the hallway or other location.

### Student Movement on Campus

- Student movement on campus should be limited as much as possible.
- When a class is traveling to lunch or specials, they should 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 out on a field or playground at a time.
- 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.
- Students and staff should 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)

## Extracurricular Activities

### Field Trips

Off-campus field trips will be permitted during the 2021-22 school year.

### After-School Activities

Clubs, tutoring, and other extracurricular activities may be held outside of the school day.

### Kids Club

Kids Club will continue its normal schedule as a before- and after-school child care program

### Intramurals

Intramurals will resume during the 2021-22 school year. A start time will be determined in the weeks ahead.

## When Illness Occurs

### Mitigation

The Laveen School District has developed a plan for the safety of students and staff using guidance from the Maricopa County Health Department, Arizona Department of Public Health, Arizona Department of Education, City of Phoenix, and the Centers for Disease Control. This document is available on our website at [www.LaveenSchools.org/Return-to-Laveen](http://www.LaveenSchools.org/Return-to-Laveen).

### 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 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 by filling out the [COVID-19 School Report Form](#) or [School Reporting Line](#).
  - 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 should continue to 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 we are not accepting those notes 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 should 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 using the District's COVID-19 Data Dashboard.
- Fully vaccinated students do not need to quarantine if they are a close contact to someone who tested positive for COVID-19.

#### Quarantine Guidance for Close Contacts

The Laveen School District continues to follow [MCDPH school guidance](#), which aligns with CDC school guidance, and requires quarantine of exposed close contacts of a COVID-19 case who are unvaccinated. A student with close contact to a positive case should remain quarantined for 10 days after an exposure. The student may return after 7 days with a negative test. The test has to be conducted after 5 full days of being quarantined and the student must be symptom-free since exposure. Students who return after 7 days must wear a mask for 14 days from the date of exposure.

- **Close Contact through Proximity and Duration of Exposure:** Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic

patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation

- **Close Contact Exception:** In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory confirmed or a clinically compatible illness) where – both students were engaged in consistent and correct use of well-fitting masks; and – other K–12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K–12 school setting.
- Fully vaccinated students do not need to quarantine if they are a close contact with someone who tested positive for COVID-19.

## Campus Safety

### Visitors to Campus

- All parents, visitors, and volunteers entering the campus must wear a face mask if they are not fully vaccinated. No visitors will be allowed to visit classrooms during the day until further notice.

### 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. 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.

### COVID-19 Response Team

The District's COVID-19 Response Team is a committee of administrators, teachers, and school nurses to consider school specific metrics to guide when a school may have to transition to virtual learning. This is part of our ongoing strategy to mitigate the spread of COVID and support the continuation of in-person learning, while also maintaining a safe environment for students and staff.

### Transition to Virtual Learning Guidelines

- All decisions to transition to virtual learning are ultimately made by the COVID Response Team in consultation with the Maricopa County Department of Public Health.

## Addendum

### Face Mask Regulation

See *GBGB-R Staff Personal Security and Safety And JICA-RB Student Dress* for regulations regarding face coverings.

### 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>.

## **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.

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 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.