

# Littleton Elementary School District #65

## Plan for Reopening

### 2020-2021



## OUR MISSION

The mission of the Littleton Elementary School District is to create high quality, comprehensive, and success-oriented learning, and leading opportunities for everyone in our schools.

### Our Core Values

**Trust Respect Integrity Collaboration Dedication**

Mitigation Plan per Governor Ducey's EO 2020-51 begins on page 13

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## LITTLETON ESD Plan for Re-Opening 2020

Message from Superintendent Dr. Roger Freeman

The Littleton Elementary School District (LittletonESD) has taken great care planning for the safe return to the classroom for its students and staff. Groups across the District have worked together to anticipate and potentially mitigate unsafe situations throughout the organization and the community during the pandemic.

Arizona schools are currently using remote or distance learning strategies in response to the COVID-19 global pandemic. This document is designed to document safety measures taken now and when Dynamic Digital Learning returns to the classroom. The frequency of cases of COVID-19 in our community have appropriately concerned all stakeholders regarding the opening of schools as well as the protocols the district is taking to ensure the health and safety of students and staff.

We are passionate about creating a safe learning environment for our school community. The District is collaborating with Governing Board members, teachers and staff, administrators, parents, and community members to help us consider countless variables from diverse perspectives. While the health and safety of staff and students remains our number one priority, we want to continue our commitment to student learning. We believe in being Leaders in Learning, Caring and Growing and that has never been, in the over 100 years of our history, been more fitting than in these challenging times.

The best interest of our community will only be served by plans that are well thought out, comprehensive and consistent with health department protocols and state laws. The plan outlines recommended steps to inform the community on how we will move safely forward with direction from Executive Orders from Governor Ducey, Arizona Department of Education's Roadmap to Reopening School, Centers for Disease Control (CDC), local public health service, and the input of staff, students, families, and stakeholders.

Our Governing Board approved the three models as part of a school based Dynamic Digital Learning Plan to support student safety: In-Person, Flexible Distance and Distance Learning options for the 2020-2021 school year. All models will be taught by Littleton Elementary School District teachers using our adopted curriculum, but we started the school-year with distance or remote learning for everyone because the spread of COVID in our community was too great to bring students back to our schools. Conditions related to COVID-19 likely will continue to be fluid throughout the 2020-2021 school year. *On-site Services Support 2020* plan has been developed to only provide a safe cool place for students to do the distance learning activities designed by their teachers when in person learning is not available. During the mandatory On-Site Support mandated by the Governor, all of the teaching staff are committed to delivering instruction so there will not be extra help for that program, but none-the-less safety protocols have been developed to support that program.

We have reviewed CDC & SPI orders and guidance developing the *On-site Services Support 2020* plan will work with families to meet as many needs as possible. Thank you for your continued care, kindness, and support as we work through this unprecedented time. Littleton leads in caring.

Be Well, Take Care and Be Safe.

Dr. Roger Freeman

## REOPENING AND CLOSURE DECISIONS

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening and closure decisions be driven by the current prevalence of COVID-19 in the community. Littleton Elementary School District (LittletonESD) will operate In-Person Learning when it is safe to do so or will transition solely to Distance Learning, when the need arises due to COVID-19, at the classroom, school, or district levels. Decisions will be made in collaboration with the Governing Board, Superintendent, and in coordination with the Arizona Department of Health Services and Maricopa County Health and Human Services.

## COMMITMENTS AND GUIDANCE

The Plan for Reopening 2020-2021 is based on the following commitments:

- Provide continuity of learning that is engaging to students
- Prepare safe learning environments for students and staff, which mitigates their risk of exposure to COVID-19 in our schools and worksites
- Communicate with students, families, and staff
- Address challenges to social-emotional health of students and staff caused by isolation and disruption due to COVID-19
- Offer students and families flexibility and choice
- Support staff with resources, training, and guidance

LittletonESD has reviewed feedback received from staff, students, and families. Based on this feedback, LittletonESD was able to take away some key pieces of information. They include:

- Enhance access to digital learning offerings for all students
- Develop an online platform to support group/class interaction of students and educators
- Create a clear system for teacher to parent communication that is universal between all schools
- Increase expectations for student attendance, engagement, consistent grading, and address learning loss from this spring
- Provide additional training for staff on digital instructional strategies
- Support students' social-emotional needs

LittletonESD values the input of its team members and obtains information regarding employee working conditions in a variety of ways including: meetings and discussions, committees, surveys, and directly from individual staff. COVID-19 presents challenges and requires procedural changes to ways schools have operated in the past. Continued collaboration and problem solving among the caring and committed LittletonESD community members will be critical as this situation remains fluid throughout the 2020-2021 school year.

Since the beginning of school closures, LittletonESD has held regular team meetings composed of leaders from across the District to prioritize and coordinate next steps and review guidance from the following sources:

- Centers for Disease Control and Prevention (CDC)
- State and Local Health agencies
- Arizona Department of Education [Roadmap to Reopening Schools](#)
- Arizona School Risk Retention Trust, Inc. (the Trust)
- Gust, Rosenfeld Attorneys, PLC

## GOVERNOR DUCEY EXECUTIVE ORDER-PRIORITIZING KIDS AND SCHOOLS DURING COVID-19

Governor Ducey issued Executive Order 2020-41 (2020-2021 School Year Prioritizing Kids and Schools During COVID-19) on June 24, 2020 which provides schools across Arizona budget stability, enables distance learning for any that seeks it, and gets additional resources to students and schools navigating increased challenges related to COVID-19. The Enrollment Stability Grant Program, drawing from the State's CARES Act allocation, ensures that LittletonESD will receive a grant award that minimizes the funding impact of any enrollment declines by guaranteeing the greater of 98% of the 2019-2020 enrollment or their 40th-day ADM as enhanced by funding online learners up to the same level of in-person peer. This program mitigates any major swings in enrollment that might occur due to COVID-19. To be eligible for this grant, the key accountability measures schools must meet are as follows:

1. **Student Attendance Data:** All schools will need to report their day one attendance figures in AzEDS, and continue to provide information on a monthly basis.
2. **Financial Compliance:** Eligibility for any funding and flexibility options will be contingent on the school district complying with all state and federal financial transparency requirements by Oct. 1.
3. **Student Achievement Monitoring:** Each school district shall conduct benchmark testing within the first six weeks of the school year for all students in kindergarten programs and grades one through twelve. This data must be submitted to the State upon request.
4. **Must provide education in-person the same number of days per week that they did last school year.** For school districts that wish to offer a hybrid model with kids learning in the classroom some days, and from home on other days, they can still meet the eligibility criteria as long as they offer free onsite learning for students who need a place to go during the day. This option will need to be available for the same number of days per week and open during the same hours offered during the prior school year before the COVID-19 closure took effect.

These accountability measures may be temporarily waived if due to a COVID-19 outbreak and pursuant to A.R.S. 36-787, the Arizona Department of Health Services, in coordination with local health agencies.

## GOVERNOR DUCEY EXECUTIVE ORDER-PROTECTING PUBLIC HEALTH FOR STUDENTS AND TEACHERS

Governor Ducey issued Executive Order 2020-44 (Protecting Public Health for Students and Teachers) on June 29, 2020 which delays the start of in-person instruction at school facilities, but allows for schools to offer remote and distance learning per their regular schedule. In the coming months, the Governor and the Arizona Department of Health Services will re-evaluate the status of COVID-19 in our state and make updated recommendations around school facilities accordingly. LittletonESD submitted a distance learning plan as required by the Arizona Department of Education (ADE) prior to July 29<sup>th</sup>, the start of the school year. The Executive Order also directs ADE to conduct an analysis of the need to waive the number of school days that schools are required to provide schooling and the impact of such waiver.

## STUDENT LIABILITY WAIVER

Although Littleton is taking numerous steps to protect students, staff, and the community from the spread of COVID-19, it is impossible to reduce the risk to zero. As an example, students may contract COVID-19 outside of school, show no symptoms at all, and unintentionally infect a classmate. The forms are another way of acknowledging that no matter how hard we try, the district cannot control every environmental variable. All families will be required to sign a waiver before their child returns to in person instruction.

## **INSTRUCTIONAL MODELS AT A GLANCE**

LittletonESD is prepared to welcome students back, in-person, to all its elementary schools in the 2020-2021 school year when community health conditions allow. Every site will follow preventive measures to prioritize student and staff safety. LittletonESD has developed plans for three instructional models which prioritize quality learning experiences for all students and safety: In-Person Learning (Model A), Hybrid Learning (Model B), Dynamic Distance Learning (Model C).

### ***In-Person Learning Model A***

This instructional and operational model is most similar to past operations of schools with additional safety and operational accommodations. Local or state conditions may require intermittent closures of schools throughout the 2020-2021 school year, which will require students and staff to transition to Distance Learning if the need arises.

- Kindergarten - Grade 8
- Students will be with the same cohort throughout the day in an effort to decrease exposure
- Enhanced cleaning and safety protocols
- Face coverings are required, per city and county mandates
- Physical distancing when possible
- Materials will not be shared
- Modified breakfast and lunch
- Class sizes may not be reduced
- Social and emotional support to promote student, staff, and family wellness
- Accommodations and services provided (e.g., special education services as determined by the IEP team, gifted, English Language Learners)

### ***Hybrid Learning Model B***

- Kindergarten - Grade 8
- A blended model that includes in-person and remote learning
- While on-campus students will adhere to all In-Person Learning experience protocols
- Allows for enhanced physical distancing by reducing the number of students in the classroom
- Social and emotional support to promote student, staff, and family wellness
- Accommodations and services provided

### ***Dynamic Distance Learning Model C***

Dynamic Distance Learning will be accessible to all LittletonESD students prior to In-Person Learning and in the event of COVID emergency school closures. Teachers will manage learning in core content areas through learning management systems (Google Classroom and Google Meet) or alternative materials as needed. Students will be able to interact with classmates and staff. Students will have the opportunity to experience both synchronous and asynchronous learning. Students may transition from Distance Learning to In-Person or Hybrid Learning when it is deemed safe to return to the classroom.

Participation and attendance of students is expected each school day and student progress will be supported with feedback and grades. Social emotional supports and accommodations and services will be provided (e.g., special education, gifted, English Language Learners). Special education services will be determined by the IEP team.

- Kindergarten - Grade 8
- Enrolled in a LittletonESD school but learning takes place at home due to student health or parent/family preference
- All classes led by LittletonESD teachers

- High quality online learning
- Access to “virtual” specials
- District laptops will be provided to students in need
- Social and emotional support to promote student, staff, and family wellness
- Access instruction in LittletonESD core content with digital or alternative resources
- Participation and attendance of students is expected and student progress will be supported with feedback and grades.
- Accommodations and services provided (e.g., special education services as determined by the IEP team, gifted, English Language Learners). Special education services will be determined by the IEP team).
- **Sample K-3 Schedule Full Time Digital Learning- Model C**

<b>K-3 Equity Allocations</b>		
<b>Asynchronous Learning</b>		
	ELA	60 minutes
	Science	20 minutes
	History & Social Sciences	20 minutes
	Math	50 minutes
	<b>Total Asynchronous Minutes</b>	<b>150 minutes</b>
<b>Synchronous Learning</b>		
Teachers will provide 4 hours of synchronous learning (M,T, TH, F) and 3 ½ hours of synchronous learning on (W).		
<b>Teachers will plan and deliver 240 minutes of small group instruction (M,T,TH,F) and 210 minutes of small group instruction (W) SAMPLE- 20 minutes SEL/Student Agency, 120 ELA, 100 Math</b>		
Student Minutes	SEL/Student Agency	20 minutes
	ELA Small Group	20 minutes
	Math Small Group	20 minutes
	Special Area	30 minutes
	<b>Total Synchronous Minutes</b>	<b>90 minutes</b>
	<b>Total Asynchronous and Synchronous Minutes</b>	<b>240 minutes</b>
Additional Online Support - Office Hours 4 days a week for students who have questions or need additional support. (Monday, Tuesday, Thursday and Friday).		
	Office Hours ELA	30 minutes
	Office Hours Math	30 minutes
	Office Hours Science	25 minutes
	Office Hours History & Social Sciences	25 minutes
	<b>Total Office Hours</b>	<b>110 Minutes</b>
Additional Online Support - Office Hours on Wednesday for students who have questions or need additional support.		



	Office Hours	35 minutes
<p>K-3 teachers would provide instruction in all content areas ELA, Math, Science and HSS. . Teachers would continue to collaborate in PLCs with their colleagues who are teaching in the Full Time In-person Learning and Flexible Distance Learning models.</p>		

## OVERVIEW OF CURRICULUM AND INSTRUCTION EXPECTATIONS

New learning aligned to Arizona adopted standards will be delivered each day and all learning activities will be specific to the instructor of the course. The utilization of a learning management system will be in place to support in-person and flexible remote learning and new learning will be assessed and reported to students and families with appropriate supports for struggling learners.

Attendance for the 180-day calendar year will be documented and reported to ADE for both the in-person and distance learning.

### *Guiding Principles*

- Maintain high expectations for continuity of quality instruction
- Provide social-emotional support systems
- Ensure access and equity for all students
- Continuous communication with students, families, and staff
- Support flexibility of learning environments to meet the needs of the learner
- Provide accurate evaluation of student learning

### *Curriculum*

Curriculum standards for all options are in alignment with the Arizona Department of Education state adopted standards.

### *Instruction*

Within all of the instructional delivery models, best practice is supported through professional learning, professional learning communities, class walkthroughs and teacher evaluations. LittletonESD has supported instructional quality aligned to the Danielson Framework for Teaching including engagement, student cognition level, aligned standards/objectives, lesson design and delivery and learning environment. In addition our practices include formative assessment, constructive feedback, project-based learning, inquiry-based instruction, cooperative learning, multi-tiered systems of support, and data-driven decision making.

It is the expectation of all instructional leaders to provide quality and appropriate instruction to all learners including special populations: special needs, English Language Learners (ELL), culturally diverse learners, disadvantaged, and homeless learners.

Delivery of instruction will follow the adopted school calendar, be consistent between In-Person, Hybrid and Distance Learning. Instructional delivery will be the responsibility of each teacher for the content for which they are assigned.



## Tools for Curriculum and Instruction

Tool Name	Content Area	Grade Level
<i>GoMath! and DreamBox</i>	<b>Math</b>	<b>Kindergarten</b>
<i>GoMath! and DreamBox</i>	<b>Math</b>	<b>1-3</b>
<i>GoMath!(4-5), Big Ideas Math(6) and DreamBox</i>	<b>Math</b>	<b>4-6</b>
<i>Big Ideas Math and DreamBox</i>	<b>Math</b>	<b>7-8</b>
<i>Wonders, SmartyAnts and Fast ForWord</i>	<b>ELA</b>	<b>Kindergarten</b>
<i>Wonders, SmartyAnts, Achieve3000, and Fast ForWord</i>	<b>ELA</b>	<b>1-3</b>
<i>Wonders(4-5), StudySync(6) Achieve3000, and Fast ForWord</i>	<b>ELA</b>	<b>4-6</b>
<i>StudySync(6) Achieve3000, and Fast ForWord</i>	<b>ELA</b>	<b>7-8</b>
<i>Picture Perfect Science</i>	<b>Science</b>	<b>Kindergarten</b>
<i>Picture Perfect Science (1-2), Elevate Science (3)</i>	<b>Science</b>	<b>1-3</b>
<i>Elevate Science (4-5) and Discovery Education (6)</i>	<b>Science</b>	<b>4-6</b>
<i>Discovery Education</i>	<b>Science</b>	<b>7-8</b>
<i>Studies Weekly</i>	<b>History Social Sciences</b>	<b>K-3</b>
<i>Studies Weekly(4-5) and Discovery Education (6)</i>	<b>History Social Sciences</b>	<b>4-6</b>
<i>Discovery Education</i>	<b>History Social Sciences</b>	<b>7-8</b>

Consistent utilization of instructional tools is a high priority and a commitment to our LittletonESD families. Distribution of technology in the case of a school closure will be coordinated with impacted families.

Videoconferencing, where team members are able to connect with an entire class, small group, or individual students, will be available for the 2020-2021 school year with a completed Student Technology User Agreement.

LittletonESD supports a consistent learning management system – google classroom and google meet. Professional development provided by the Educational Services and IT Departments will be provided to teachers.

LittletonESD team members will continue to utilize email, phone calls, Remind, Social Media and/or video conferencing to support families and their child’s educational experience.

### ***Student Accountability***

The expectations for learning will look much different than the fourth quarter of the 2019-2020 school year. Attendance will be marked every day of the adopted school calendar whether attendance is In-Person, Hybrid Learning, or Dynamic Digital Learning. Navigating the possibility of working within three learning environments will require discipline and commitment. This responsibility will need to be supported by families, teachers, and support staff. Progress monitoring of academic achievement will be available through communication accessible on the ParentVue platform.

### ***Assessment of Learning***

Participation in daily assignments, lessons, projects, bellwork and class participation will all be part of students’ evidence of learning and documented in Gradebook for ParentVue and StudentVue.

In accordance with the Governor’s Executive Order, assessment of students (K-8) to measure learning levels will be in place. These benchmark assessments for English/Language Arts and Mathematics must be administered within the first six weeks of students physically returning to school.

<b>Benchmark Assessments (Math)</b>
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	<i>Assessment(s) to be used (Name of Assessment and/or Assessment Provider/Creator)</i>	<i>Plan for Assessment (online, in person, at testing center, etc.)</i>	<i>Proposed date(s) of assessments</i>
<i>Kindergarten</i>	<i>Illuminate</i>	<i>Online</i>	<i>September 14-25</i>
<i>1-3</i>	<i>Illuminate Comprehensive(3) Illuminate Interim</i>	<i>Online Online</i>	<i>August 10-14 September 28- October 2</i>
<i>4-6</i>	<i>Illuminate Comprehensive Illuminate Interim</i>	<i>Online Online</i>	<i>August 10-14 September 28- October 2</i>
<i>7-8</i>	<i>Illuminate Comprehensive Illuminate Interim</i>	<i>Online Online</i>	<i>August 10-14 September 28- October 2</i>

<b>Benchmark Assessments (ELA)</b>
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	<i>Assessment(s) to be used (Name of</i>	<i>Plan for Assessment (online, in</i>	<i>Proposed</i>
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	<i>Assessment and/or Assessment Provider/Creator)</i>	<i>person, at testing center, etc.)</i>	<i>date(s) of assessments</i>
<i>Kindergarten</i>	<i>Acadience Reading</i>	<i>Online</i>	<i>August 3-17</i>
<i>1-3</i>	<i>Acadience Reading Illuminate Comprehensive Illuminate Interim</i>	<i>Online Online Online</i>	<i>August 3-17 August 10-14 September 28-October 2</i>
<i>4-6</i>	<i>Acadience Reading (4-5) Illuminate Comprehensive Illuminate Interim</i>	<i>Online Online Online</i>	<i>August 3-17 August 10-14 September 28-October 2</i>
<i>7-8</i>	<i>Illuminate Comprehensive Illuminate Interim</i>	<i>Online Online</i>	<i>August 10-14 September 28-October 2</i>

### ***Intervention***

For the 2020-2021 school year, LittletonESD will continue to offer school day intervention and extensions for grades K-8. Through the multi-tiered system of support (MTSS), students identified through formative, interim, diagnostic and pre/post assessments will receive additional support at each school site.

## **SPECIAL EDUCATION**

LittletonESD Special Education Department has developed strategies and plans to best meet our students' needs.

### **Hybrid Learning Model**

- 2-hours per day Monday, Tuesday, Thursday and Friday AM session.
- Create documents to monitor minutes provided/parents supports and interactions, etc.
- Coaching support for parents to reinforce in-person lessons.
- Paraprofessionals may shift to other classrooms/duties and may perform online instruction guided by the teacher depending upon needs. They may also prepare materials for students to use at home (e.g., file folders, hands on, tasking boxes).
- Times will be limited to what is outlined on the IEP and necessary for FAPE in order to provide students with as much intensive IEP goal related support as possible during in-person school days.
- Parent/teacher input and discussion will take place to determine what is appropriate for student needs.
- Consideration will be made to monitor the total number of special education students and peers in a classroom.
- Services (Speech, OT/PT, HI, VI) will be provided virtually.

### **Distance Learning**

- If required due to a state or district-wide closure, teachers will work with families to meet student needs through virtual platforms.
- Coaching support for parents to support the work packets that will be provided.
- Parent/teacher conferences may be held to gain parent insight into student/family needs and to further individualize support.
- Teachers/therapists may consider having available manipulatives/tasking type hands-on activities to support home learning.

- In addition to the district tools for curriculum and instruction, self-contained teachers will have access to the STARS Online (SOLS) curriculum.
- This scenario also applies if students require a virtual model due to health concerns (medical certification) and/or if the parent has chosen a virtual option, but the LittletonESD Dynamic Digital Learning is not appropriate to provide FAPE per the IEP team. It additionally applies to all developmental/ preschool students opting in to a virtual model since the Dynamic Digital Learningservices only students in grades K-8.
- Consider small groups or 1:1 in-person services as safety/scheduling permits.
- Paraprofessionals may shift to other classrooms/duties and may perform online supports guided by the teacher depending upon needs. They may also prepare materials for students to use at home (e.g., file folders, hands on, tasking boxes).
- Services (Speech, OT/PT, HI, VI) will be provided virtually
- Work assignments addressing early learning standards will be sent home.

## *Resource*

### **In-Person Learning Model**

- Will include all minutes as typically delivered during the school day.
- Paraprofessionals will perform usual duties, but may need to shift to other classrooms/duties depending upon ratios in classrooms.

### **Hybrid Learning Model**

- Determine if the student can be successful with a combination of resource groups provided virtually and in-person.
- If virtual time will not be successful, consider if the student can be pulled for higher amounts of time to meet minutes during the days on campus without missing core instruction.
- Consider if the student could attend an additional day (or half-day) in a smaller environment to receive those services.
- Paraprofessionals may shift to other classrooms/duties and may perform online instruction guided by the teacher depending upon needs. They may also prepare materials for students to use at home.

### **Distance Learning**

- If required due to a state or district-wide closure, teachers will work with families to meet as many IEP minutes as possible through virtual platforms.
- Parent/teacher conferences may be held to gain parent insight into student/family needs and to further individualize support.
- Teachers/therapists may consider delivering manipulatives/tasking type hands-on activities to support home learning.
- This scenario also applies if students require a virtual model due to health concerns (medical certification) and/or if the parent has chosen a virtual option, but the LittletonESD Dynamic Distance Learning Model is not appropriate to provide FAPE per the IEP team.
- Consider small groups or 1:1 in-person services as safety/scheduling permits.
- Paraprofessionals may shift to other classrooms/duties and may perform online instruction guided by the teacher depending upon needs. They may also prepare materials for students to use at home.

## *Related Services*

### **In-Person Learning Model**

- Will include all minutes as typically delivered during the school day.

### **Hybrid Learning Model**

- Services will be provided in-person if possible depending on the number of IEP services and an assessment of the importance of in-person delivery of each service for efficacy.
- Consideration will be prioritized based on individualized student needs and related services may be provided virtually during non-attendance days if this is deemed to be appropriate or needed.
- Services may also be provided in small groups on opposite days if needed based on therapist scheduling, etc.
- Classified staff will support certified therapists as per typical in providing therapies virtually or in-person as designated by the supervisor based on needs.

### **Distance Learning**

- If required due to a full state or district closure, therapists will work with families to meet as many IEP minutes as possible through virtual platforms.
- Students will be scheduled in small groups at specific times in order to provide as many service minutes as possible to all students.
- This scenario also applies if students require a virtual model due to health concerns (medical certification) and/or if the parent has chosen a virtual option, but the LittletonESD Dynamic Distance Learning is not appropriate to provide FAPE per the IEP team.
- Consider small groups or 1:1 in-person services as safety/scheduling permits.
- Classified staff will support certified therapists as per typical in providing therapies virtually as designated by the supervisor based on needs. They may also prepare materials for students to use at home.

## **CONSIDERATION FACTORS**

As LittletonESD prepares for In-Person, Hybrid and Distance Learning, operational models to offer students and parents, LittletonESD considered the following factors:

- Health and Safety
- Social-Emotional Support
- Access to Technology
- Professional Learning and Staff Supports
- Communications

## **HEALTH AND SAFETY (Mitigation Plan)**

### *In-Person Preventive Safety Measures*

The following measures will be put in place as part of the schools' general operations when community monitoring reveals low levels of spread of COVID-19, which allows for In-Person Learning.

### *Social/Physical Distancing*

#### **CDC Guidelines**

- The CDC “encourages” but does not mandate social/physical distancing.

#### **LittletonESD Plan**

- Have students remain static with the same groupings and the same staff throughout the day and limit mixing between groups as much as possible (Cohorting).
- Organize classroom layout to allow for social distancing as much as possible.
- Social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.
- For employees, social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.

- If an emergency situation arises that requires a staff member to touch a student or another staff member, resume social distancing as soon as safely possible, wash hands, and disinfect any surfaces touched.

## *Signs and Messages*

### **CDC Guidelines**

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Place markings on the floor to promote social distancing; especially in high traffic areas.
- Make regular announcements on reducing the spread of COVID-19.
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

### **LittletonESD Plan**

- Posters for every school, department, and District Office, to promote health and safety protocols
- Protocol establish for use of door hangers to request sanitation in areas that were occupied throughout the day

## *Washing and/or Sanitizing Hands*

Hand cleaning procedures implemented throughout the day include, but are not limited to:

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

## *Daily Health Screenings*

### **CDC Guidelines**

- Conduct daily health checks ([symptom checking](#)) of staff and students. Staff will be trained on what symptoms to look for and when/if symptoms are identified, staff will send students to the school nurse for further evaluation.
- Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

### **LittletonESD Plan**

- A staff member will visually check each student upon arrival.
- Any student with visible symptoms of runny nose, cough, shortness of breath or vomiting will be taken to the health office immediately, where parents may be contacted for pick up, with the following exceptions:
  - If the student has a runny nose and no other symptoms, the nurse/health aide will contact a parent to determine if other symptoms are present or if there is exposure to COVID-19 in the home. If not, the student may return to class.
  - If the student has health information that confirms a diagnosis of asthma or other respiratory condition, the nurse/health aide will contact a parent to confirm that the student has no other symptoms or exposure to COVID-19 at home. If not, the student may return to class.
- The nurse's office will be set up to maintain physical distancing as much as possible.
- The school nurse will encourage staff to only send students who appear ill to the Health Office. Students who are healthy should stay in their cohorts. To encourage this practice each teacher will receive a basic First Aid bag to keep in their room for minor cuts, scrapes, etc.

- If a student is determined by the school nurse to be possibly contagious, parents/guardians are expected to pick up their student in a timely manner once contacted by the school nurse.
- Students who are determined to have certain symptoms listed below may be isolated to contain exposure.
- If a student is isolated, the school nurse or a trained employee will stay with the student until they are picked up by the parent/guardian.
- Parents/guardians are expected to follow guidelines given to them by the school nurse once the student is picked up.
- If a student tests positive for COVID-19 after being at school, and the school nurse receives a confirmed diagnosis from a doctor or health agency, the school nurse will send out a non-identifying letter to all those who were in close contact. Close contact as defined by those who were within six feet for more than ten minutes with the student who tested positive.
- In accordance with state and local laws and regulations, school administrators will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#) and [FERPA](#) and other applicable laws and regulations.
- Students who are diagnosed with COVID-19, have symptoms or think they have been exposed, will be cataloged to contain and keep track of trends. The school nurse and school principal will be the custodian of the COVID records on their site.

### ***At Home***

This is the first point on the screening continuum. Students and staff must not come to school if exhibiting ANY of the following symptoms:

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

By choosing In-Person enrollment, families will agree to follow the student screening expectations for the above symptoms each morning, to self-report symptoms to the school, and keep students at home if any symptoms are present. Families are to be informed with registration documents, online registration pages, individual school and district websites, school-wide phone calls, and email reminders of the expectation to screen students at home. Students will have the opportunity to make-up work missed due to symptoms of COVID-19.

### ***On the Bus***

#### **CDC Guidelines**

- Clean and disinfect frequently
- Maintain 6 feet of physical distancing if possible

#### **Masks**

- Maricopa County residents must now wear masks when in a public setting. The proclamation includes:
  - People older than six must wear masks in enclosed public spaces (where 6 feet of distance cannot be maintained).
  - Adults with children 2 to 5 years old must make reasonable effort to make them wear masks inside enclosed public spaces.



## Staff

- Student transporters and monitors will be required to wear face coverings (masks/face shield) when passengers are on the bus. This will include loading and unloading while at a school campus and bus stops.
- Student transporters and monitors will disinfect the vehicle after morning, mid-day, and afternoon routes (*see Vehicle Information below*). When feasible, and time permitting, vehicles will be disinfected between runs.
- Staff will wear disposable gloves when needed to attend to students/passengers while on the school bus (monitors will change gloves between attending to students to mitigate cross-contamination).

## Students/Passengers

- In order to provide transportation without social distancing, masks/face coverings will be required for all students/passengers riding a school bus.
- Student transporters and monitors will not refuse a ride to any student that does not have a mask/face covering. Staff will have a limited number of disposable masks for students that board the bus without mask/face cover.
- Transportation office staff will communicate with parents on District Standards for riding the school bus, and work with parents if they cannot provide a mask/face cover for everyday use.
- Students/passengers with special needs are strongly encouraged to wear cloth face coverings/face shields with limited exceptions:
  - Students with sensory challenges
  - Students with medical concerns that make wearing face covering unsafe
- Siblings from the same household will sit together (students in older grades will sit with siblings in younger grades to continue the age appropriate seating set by LittletonESD Transportation).
- Students that do not have a parent at the bus stop or at home, that display signs/symptoms will be given a face covering and sat away from other students. Staff will notify the Transportation Dispatch office to contact the school nurse for assessment upon arrival.

## Vehicle Information

- The front two (2) seats on each vehicle will be left open for students that are showing signs and symptoms at the bus stop. Student transporters will give the student a mask, and keep away from other students. They will also communicate with Transportation Dispatch to notify the school nurse of a student arriving with signs/symptoms.
- Cleaning/Disinfecting of Vehicles
  - Each morning upon arrival, student transporters will enter the vehicle and disinfect the school bus using a district approved product.
  - Upon return to the Transportation Department, student transporters will:
    - conduct a thorough Post-Trip of the school bus as directed by the Arizona Minimum Standards for School Buses.
    - sanitize the vehicle.
      - The process listed above will be repeated for all routes.
- All buses will have clearly visible signage above the driver communicating to parents that students should not enter the school bus with any of the identified symptoms (visible symptoms include runny nose, cough, shortness of breath, or vomiting).
- Only students are allowed to board the bus.

## Bus Stops

- Communication will be sent to families emphasizing expectations concerning the importance of 6 feet social distancing while gathering at the bus stop through the District website, department website, school websites, and District email.
- If possible, students should wait in the family vehicle until the bus arrives at the bus stop.
- Students are asked to have masks available and ready to wear prior to getting on the bus.

## *Food Service Operations*

### **CDC Guidelines**

- Avoid offering any self-serve food or drink options, such as hot and cold food bars, salad or condiment bars, and drink stations. Serve individually plated or pre-packaged [meals](#) instead, while ensuring the [safety of children with food allergies](#)

### **LittletonESD Plan**

- Students may continue to receive healthy nutritious meals that meet the USDA's National School Lunch and School Breakfast Programs through LittletonESD Food Services or choose to bring their own.
- Meals will consist of individually plated variety of nutritious, healthy items both fresh made and pre-packaged while allowing students the ability to have a choice of their meals. Self-serve items will be limited to pre-packaged items. Our salad bars will not be available until we are past the COVID-19 pandemic.
- Students will be directed by site administration regarding where they will safely eat their meals.
- We will be encouraging students to follow the CDC's "No Sharing" guidelines with all food, drinks, devices, personal belongings, etc.
- If the need arises again to close schools and switch to Distance Learning due to COVID-19, meal service will be distributed according to USDA National School Lunch Program guidelines.

## *Face Coverings*

All students and staff will be required to wear face coverings per state and county mandates.

### **CDC Guidelines**

- Use of simple cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Teach and reinforce use of cloth face coverings.

### **LittletonESD Plan**

- Students will be required to wear face coverings, subject to the health condition exception stated below\*, when physical space does not allow for maintenance of 6 feet of space between individuals.
- Students will not be required to wear face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.
- Employees will be required to wear face coverings during interactions with students or other employees when physical space does not allow for maintenance of 6 feet of space between individuals unless unable to do so for health reasons. Employees may voluntarily wear face coverings at any time.

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

- Those with a disability that prevents them from comfortably wearing or removing a face covering.
- Those with certain respiratory conditions or trouble breathing.
- Those who are deaf or hard of hearing and use facial and mouth movements as part of communication.
- Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.

## *Cleaning Protocols*

### **CDC Guidelines**

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19.

#### **LittletonESD Plan**

- As part of the daily cleaning regimen, EPA approved disinfectant cleaner will be used on all touchpoint surfaces.
- Classroom touchpoint areas will be disinfected throughout the day.
- Bathroom touchpoint areas will be disinfected throughout the day.
- Each classroom will be provided with approved disinfecting cleaner and staff training of its proper use, while keeping the products away from children.

### *Air Quality*

#### **CDC Guidelines**

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
- Do not open windows and doors if they pose a safety or health risk to children using the facility (e.g. allowing pollen in or exacerbating asthma symptoms).

#### **LittletonESD Plan**

- Change air filters on a regular schedule.
- Explore where improved filtration can be used without damaging HVAC equipment.
- Clean interval HVAC system components to reduce trapped dust which may harbor germs.
- Maintain a 15-20% ratio of outdoor air circulation using HVAC equipment for filtration in all spaces where and when practical.

### *Visitors/Volunteers*

#### **CDC Guidelines**

- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

#### **LittletonESD Plan**

- Visitors will not be permitted on school campuses. Volunteers on campus will be postponed until further notice.

### *Shared Belongings/Student Materials*

#### **CDC Guidelines**

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

#### **LittletonESD Plan**

- For younger grades and where possible, student belongings to be kept in individual bins or cubbies labeled with each student's name.
- When feasible, sharing of school supplies among students will be restricted. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener), staff should wipe down the item with disinfectant after each use.

## *School Events/Field Trips*

### **CDC Guidelines**

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

### **LittletonESD Plan**

- Field trips, events and large gatherings canceled until further notice.
- Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.
- School-wide assemblies will not be held with students assembled in the same physical location. As an alternative, LittletonESD schools will hold school-wide assemblies virtually, with student groups remaining in their classrooms.
- Large-scale school events such as "Meet the Teacher Night" may be held virtually or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with social distancing protocols.

## **SOCIAL-EMOTIONAL SUPPORT**

LittletonESD will continue to provide social emotional support for staff and students regardless of the academic setting. The basis of the plan will incorporate our District's adopted social emotional and behavioral programs Make Your Day and Kids at Hope which includes the key elements of safety, hope, connection, and problem solving. The adult's role in the classroom or through online learning is to assure the physical and emotional safety of our students. The structures and rituals to insure safety include a parent student handbook agreement, visual schedule and routines, access to one of our district Social Workers, and resources and supports daily through social emotional content/activities. Next, is creating a connection with adults and students through the school family that will systematically create the positive school climate necessary for academic success. The school family includes the Kids At Hope Vision; that every child is afforded the belief, guidance and encouragement that creates a sense of hope and optimism, supported by a course of action needed to experience success at life's four major destinations: Home & Family; Education & Career; Community & Service; and Hobbies & Recreation.

We will use teachable moments in the physical or virtual classroom to teach social-emotional skills for students to manage themselves, resolve conflict, and develop prosocial behaviors. Focusing on these key social emotional skills of safety, connection, and problem-solving will best support our students and staff to navigate through these challenging times. LittletonESD focuses on the Social Emotional CASEL Competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

## **TECHNOLOGY**

LittletonESD is committed to bridging the connectivity gap, enhancing learning In-Person, Hybrid Learning and Distance Learning, and expanding communications to stakeholders. LittletonESD is committed to ensuring that all students have access to technology to support the success of all models.

LittletonESD students and staff will be expected to be good digital citizens. Digital citizenship refers to responsible technology usage, and teaching digital citizenship is essential to helping students achieve and understand digital literacy, as well as ensuring cyberbullying prevention, online safety, digital responsibility, and digital health and wellness.

## **PROFESSIONAL LEARNING AND STAFF SUPPORTS**

LittletonESD will provide continuous learning opportunities addressing professional learning for educators and the role of all stakeholders in supporting schools as they develop and implement continuous learning

approaches. This work is to increase educator effectiveness and results for all students within learning communities and is committed to continuous improvement, collective responsibility, and goal alignment. Online training modules through FrontLine are required for LittletonESD staff returning to work to cover procedures and health/safety protocols such as hand washing, social/physical distancing, face covering, and sanitizing equipment. Staff will take the online modules during the mandatory training window at the start of the year.

The District will encourage self-care and provide resources for employees experiencing difficulties during this extraordinary time to both certified and classified staff members.

Ongoing professional learning opportunities will be available to staff to address social emotional needs of students, technology resources, distance learning practices, and other needs that arise throughout the year.

### ***Staff Guidance***

LittletonESD has put in place the following practices and measures to protect staff members from the spread of COVID-19:

- Keeping those who are on premises at least 6 feet from one another to the extent reasonably possible.
- Increase standards of facility cleaning and disinfection to limit exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting protocols to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- Providing information regarding leave, ADA accommodation and/or telework options available for staff.
- Provide employee self-care support and resources.

### ***Workplace Accommodations***

Reasonable accommodations are adjustments or modifications that enable people with disabilities to perform the essential functions of a job efficiently and productively. If employees consider themselves to be [high-risk](#) for COVID-19 based on the CDC Guidelines or have a health condition that leads the employee to believe that, given the COVID-19 situation, it is unreasonably risky for the employee to return to work on-site or the employee is in need of additional or enhanced protective measures, the employee may request an accommodation through their supervisor or Human Resources. Supervisors, in consultation with HR, will work with employees to engage in the interactive process to determine whether, with or without reasonable accommodations, the employee can return to work. Employees may be asked to provide medical documentation to verify the health condition. Options for reassignment to a vacant position, temporary modified work schedules, moving to a different work space to provide social distancing to the greatest extent possible, or telework (if eligible) can be requested by employees. Accommodations are subject to periodic review. Employee information will be kept confidential.

If employees have household family members or persons they reside with that are at [high-risk](#) for COVID-19, special workplace arrangements may be requested for consideration. Employees should notify their supervisor or Human Resources.

If no resolution can be reached, the employee may:

- 1) Apply for Emergency Paid Family Leave, based on qualifying reason, if eligible, or
- 2) Apply for an unpaid leave of absence or resign.

### **LittletonESD Staff Leave**

All LittletonESD Staff:

- Have access to the Families First Coronavirus Response Act leave to Require Emergency Paid Sick Leave and Family Leave to Covered Employees beginning April 1 - December 31, 2020. Staff will also have access to their accrued sick, vacation or personal leave if they exhaust the Families First Leave.
  - Emergency paid sick leave provides all employees with two (2) weeks of emergency paid sick leave if the employee is unable to work (or telework) for any of the following COVID-19 related reasons:
 

*The employee:*

    1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
    2. Has been advised by a health care provider to self-quarantine related to COVID-19;
    3. Is experiencing COVID-19 symptoms and is seeking medical diagnosis;
    4. Is caring for an individual who is subject to a quarantine or isolation order or advised to self-quarantine by a healthcare provider;
    5. Is caring for his or her child whose school or place of care is closed, or the child care provider is unavailable, due to COVID-19 related reasons;
    6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
  - Emergency Family Leave provides paid leave to eligible employees, full and part time, who have been employed for at least thirty (30) calendar days and who are unable to work (or telework) for up to twelve (12) weeks because they must care for their child if the school or place of care has been closed (including physically closed to students) or a child care provider is unavailable due to public health emergency. The first ten (10) days in which an employee takes emergency family leave is unpaid, however, emergency paid sick leave may be used. After ten (10) days, eligible employees can receive emergency paid family leave, up to (12) weeks, at an amount not less than two-thirds (2/3) of an employee's regular rate of pay up to \$200 per day or \$10,000 total. The employee may elect to supplement the (2/3) pay with (1/3) personal accrued paid vacation leave, personal leave, or sick leave to receive 100% pay.
- May request a leave of absence, without pay, subject to Governing Board approval.
- May choose to resign and/or retire from their position with the District.

### **Responsibility of LittletonESD Staff**

- Follow basic infection prevention measures and know procedures set out in the safety plan defined by the District. This includes procedures for COVID-19 symptoms, close contact or positive test procedures.
- Frequent and thorough hand washing for at least 20 seconds with soap and water.
- Practice common sense, if you are not feeling well act on the side of caution. Monitor your health daily using the [self-care checklist](#).
- Refrain from using other worker's phones, desks, offices, or other work tools when possible. Appropriate self-cleaning of equipment will be required if cross-use is required or necessary.
- Wear a face covering while working and unable to maintain social/physical distancing from others.
- Only enter the building through the designated and administrator approved entrance.

### **Staffing Needs and Reassignment of Duties**

During COVID-19, it may be necessary to temporarily reassign staff from their current position to a vacant position or for staff to assume responsibilities outside of their normal responsibilities.

# PROCEDURES FOR COVID-19 SYMPTOMS, CLOSE CONTACT EXPOSURE, OR A POSITIVE TEST

The following COVID-19 reporting procedures should be followed for employees and students.

Employee/student reports having COVID-19 symptoms, close contact exposure or positive test results.

<p><i>If employee is at home:</i></p> <ul style="list-style-type: none"> <li>Employee stays home and notifies their principal/supervisor.</li> </ul> <p><i>If employee is at work:</i></p> <ul style="list-style-type: none"> <li>Employee should separate themselves from all other students and staff.</li> <li>Employee notifies (call or text) their principal/supervisor.</li> <li>Employee is sent home safely, immediately.</li> <li>Call 911 if the employee appears to be in medical distress.</li> </ul> <ul style="list-style-type: none"> <li>➤ Principal/Supervisor notifies Human Resources</li> <li>➤ Human Resources contacts employees to conduct Questionnaire and gives instructions to stay home until clearance is received from HR to return to work.</li> </ul>	<p><i>If student is at home:</i></p> <ul style="list-style-type: none"> <li>Student stays home and the parent notifies the school nurse.</li> </ul> <p><i>If student is at school:</i></p> <ul style="list-style-type: none"> <li>The student is separated from all other students and staff following the isolation guidelines.</li> <li>Staff assisting the student must wear a cloth face covering or PPE and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency.</li> <li>Staff calls for an escort for the student to be taken to the School Nurse's office.</li> <li>Staff will immediately communicate symptoms to the nurse.</li> <li>The School Nurse or designee will immediately notify a parent or emergency contact to pick up the student. Parents will be provided instructions for returning students safely to school.</li> <li>Call 911 if the student appears to be in medical distress.</li> </ul>
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HAVE SYMPTOMS, TESTED POSITIVE, BEING TESTED FOR COVID-19	CLOSE CONTACT/EXPOSURE TO SOMEONE WITH COVID-19
<p>If you:</p> <ul style="list-style-type: none"> <li>Have symptoms: cough, fever, or shortness of breath, OR <a href="#">other symptoms</a> of COVID-19, OR</li> <li>Have tested positive for COVID-19, OR</li> <li>Are waiting for test results</li> </ul> <p>You should:</p> <ul style="list-style-type: none"> <li>Isolate at home for 10 days until <a href="#">it is safe to be around others</a>.</li> <li>Follow <a href="#">Isolation Guidelines</a> for number of isolation days depending on positive or negative test results.</li> <li>If you have symptoms and do not take a test, you should follow steps for having symptoms and testing positive.</li> </ul>	<p>If you:</p> <ul style="list-style-type: none"> <li>Live in the same home OR were in close contact (within 6 feet for longer than 10 minutes) with someone who has tested positive for COVID-19 or has COVID-like symptoms and is waiting on test results</li> </ul> <p>You should:</p> <ul style="list-style-type: none"> <li>Stay home and away from others (quarantine) for 14 days after the last time you had close contact with the person.</li> <li><a href="#">Follow Quarantine Guidelines</a> for number of isolation days depending on positive or negative test results.</li> </ul> <p>You will be asked to quarantine for 14 days because that is the maximum time period from the day a</p>



<p>When can I return to work/school?</p> <ul style="list-style-type: none"> <li>• Employees must receive clearance from HR to return to work.</li> <li>• Students must receive clearance from school nurses to return to school.</li> </ul>	<p>person is exposed to an infected person to when symptoms appear for COVID-19.</p> <p>When can I return to work/school?</p> <ul style="list-style-type: none"> <li>• Employees must receive clearance from HR to return to work.</li> <li>• Students must receive clearance from school nurses to return to school.</li> </ul>
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If staff member or student gets sick at work/school:

- Close off any areas that were exposed to the symptomatic employee or student for a prolonged period.
  1. Wait 24 hours before cleaning and disinfecting those areas.
  2. During that time, if feasible, open windows or outside doors to increase air circulation.
  3. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per CDC guidelines.

**Notification of Communicable Disease:**

If an Employee or Student tests positive for COVID-19:

- Employees/students that were in close contact with the positive person will be notified.
- Notification will be made to employees/students who are identified as a close contact.
- Notification is confidential and does not identify the positive person by name.
- If an employee/student lives with or was in close contact, within 6 feet for 10 minutes or longer, had a mask or no mask, they will have to quarantine for 14 days. Follow [Quarantine Guidelines for Close Contacts](#).

The District is bound by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) and will honor the privacy of impacted individuals. Communications and notifications pertaining to a positive case will follow the direction of the Maricopa County Health Department.

All procedures are subject to change based on CDC, State or County Health Department guidelines.

## COMMUNICATIONS

Littleton Elementary School District continues to deliver information to stakeholders in a multi-platform effort to ensure maximum communication reach. A strategic communication plan has been developed to inform and solicit feedback from our stakeholders. These efforts are outlined below:

**Goals**

- To address concerns brought about by the COVID-19 pandemic by providing effective and empathetic messages regarding steps the District is taking to reopen schools safely. This includes efforts to sanitize campuses, promote physical distancing, communicate health and safety measures on campus, and accommodate concerned families.
- To engage and encourage everyone in the school and the community to practice preventive behaviors. These are the most important actions that will support schools’ safe reopening and will help them stay open.
- To fully address questions about educational delivery options for the 2020-2021 school year and layout communication about how the District and schools may need to pivot again depending on guidance from the state and federal leadership.
- To consistently share timely information and expectations that support both safety and learning, and to solicit feedback for the same purpose throughout the school year.

- To solicit strong partnerships with our families as we work together to support learning in all models.
- To help families and staff feel welcomed and comfortable when classes resume, regardless of the format.

**Audience**

- Staff
- Families
- Community

# Littleton Elementary School District #65

## Special Thanks to Our Flex Conversion Committee Members for Their Contributions

**Committee 1- Led by Eric Atuahene**

**Committee Members- Angelica Suarez, Matt Lussier, Cecilia Crawley, Marissa Bryant, Napua Alvarez, Penny Gouvia, Maria del Toro, Samantha Armstrong, Amanda Herrera, Elizabeth Johnson, Thomas Simpson, and Rachel Mullins**

**Committee 2- Led by Steve Rickert**

**Committee Members- Anna Coker, Nancy Morgan, Luciana Vargas, Anabel Rubio, Eric Nelson, Jami Peterson, Aracely Vazquez, and Sue Chyzy**

**Committee 3- Led by Charlie Blanton**

**Committee Members- Janeen Gaston, Tina Kauffmann, Kathy Murphy, Mike Fisher, Natalie Sauch, Phyllis Kinder, Sara Hall, Kristen Vande Water, Daisy Diaz, and Katrina Mosey**

**Committee 4- Led by Dr. Loni Fife**

**Committee Members- Thelma Whitbeck, Tina Kauffman, Mike Fisher, Rita Sanchez, Vickie McKeeman, Karin Middeker, Maria Lopez, Nora Vejar, Suzanne Hudson, Kathy Murphy, Michael Trevino, Scott Tracy, and Richard Moore**

**Committee 5- Led by Dr. Nicole Durazo**

**Committee Members- Robyann Musil, Antonio Bryant, Brittany Jimenez, Michelle Tury, Psychologist, Stephanie Bojorquez, Jessica Rivas, Antony Brophy, Jason Mierczynski, Jesse Reyes, Paula Hernandez, and Ramon Nieto Calderon**

**Committee 6- Led by Dr. Mike Cagle**

**Committee Members- Jackie Davis, Jessica York, Edward Tafoya, Maria Serrano, Astrid Trzepacz, Carrie Rodriguez, Ashley Pomeroy, Tatum Green, Rachel Rasey, Kathy Larm, Jazmin Pacheco, Rocio Ruiz, Anitra Morin, Stephanie Budzban, Angie Serrano**

**Committee 7- Led by Bryan D'Alessio**

**Committee Members- Amy Chapman, Kayleigh Almaraz, Suzanne Hudson, Robyann Musil, Yusra Millengbaugh, Aracely Vazquez, Jim Verrill, Amanda Catterall, Dan Budzban, Susan Candelaria, Michael Laureano, Lance Sullivan, Amber Kauffman, Ashleigh Done and Illiana De La Rosa**



Special Thanks to Ms. Kristen Vande Water, Dr. Lisa Kelley, Ms. Sue Chzyz and Mr. Ryan French

### Our Core Values

**Trust   Respect   Integrity   Collaboration   Dedication**