



# #ReturnToSchool Plan

## 2020-2021 SCHOOL YEAR

Peoria Unified School District  
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Peoria Unified’s K-12 2020-2021 school year **will begin as planned on Wednesday, August 5 in an all virtual environment.**

## VIRTUAL FOR ALL

### THIS IS THE MODEL PEORIA UNIFIED WILL USE TO BEGIN THE SCHOOL YEAR



- School Begins August 5, 2020, from home, in an all-virtual learning environment
- Students will have Early Release August 5, 6, 7. These will not be full days of learning to allow students to acclimate into the virtual environment and allow our staff to have continued professional development and assess students’ technology needs.
- Additional information on the platform, expectations and how students will engage with their teachers will be sent before the first day of school
- Peoria Unified will remain all virtual until it is safe to move into our My School, My Way model, giving parents a choice in their child’s education – either returning to classroom instruction or continuing with virtual instruction.
- Students may use a number of platforms to accomplish virtual learning.
- Professional Development will be provided to all teachers and instructional coaches to assist with using their current system, Synergy, as well as how to host daily lessons in Microsoft Teams or other district-approved platforms.
- The high school may also use multiple platforms for an all-virtual environment, including the district’s new eCampus courses
- Additional details will be made available as the district moves into this model, closer to the start of the new school year.

As we continue to monitor our environment and take guidance from public health, we are prepared to return to physical learning with choice models through the **My School, My Way.**

# MY SCHOOL, MY WAY.

## My School, My Way.

We want you to make the choice about how your child will experience their education. No matter which option you choose, our commitment to providing high-quality instruction, by a certified Peoria Unified educator, remains the same.

**Classroom Instruction** – Through our in-person Classroom Instruction model, preK-12 students will engage in an in-person learning environment that prioritizes optimal safety measures. Students who attend one of our 42 schools, five-days a week, will be welcomed back to their highly engaged classroom environment and a dynamic school culture.

**Virtual Instruction** – Through our eCampus Virtual School, K-12 students will experience a complete online delivery model led by the incredible Peoria Unified teachers that our families have come to know and respect. The program is offered using the nationally recognized Florida Virtual platform.

Additional updates may be made in accordance with Arizona Department of Public Health (ADHS), Centers for Disease Control (CDC), Executive Orders issued by Governor Doug Ducey and the decisions made by the district's Governing Board and Leadership Team. Some procedures and protocols may vary by school based on enrollment or layout of school campus and will be shared with parents by school principals.

## CLASSROOM INSTRUCTION

**What will learning be like if I choose to send my child to school during a pandemic?** We envision an engaging, positive environment where students safely learn alongside their peers. If you choose this option, below you will find specifics on how we will bring learning to life in the midst of our new abnormal.



In the Classroom Instruction model, students will attend school five-days per week, and the district's Modified Monday early release days will move to Wednesdays of each week so that enhanced cleaning can take place at the start and middle of the week.

For additional information, you may find our [Frequently Asked Questions](#) section of our website helpful.

### Health & Well-Being

*The heart of our decisions remains the safety of our students and staff*

#### School Campuses and Classrooms

- Where possible, student seating will be arranged to maintain as much physical distance as possible. Desks will be faced in the same direction, rather than facing each other, or students will sit on only one side of tables, spaced apart, in assigned seats.
- Where possible, physical distancing will be maintained in open or common areas, such as hallways, stairwells, gyms and playgrounds.
- Students will utilize their own school supplies and keep their belongings separate or in their backpack throughout the day.
- Students are encouraged to bring a bottle to school that can be refilled from one of our water filling stations on campus, since outside drinking fountains will be inactive.
- To limit exposure to other students and staff, recess will be separated by classes and grade level cohorts.
- Where possible, adjustments to drop-off and pick-up routines will be made to facilitate physical distancing.
- Signage will be posted in all rooms and common areas explaining hygiene practices to prevent spread.
- Students will still receive arts education, such as art, music and band. Models for bringing special areas into the classroom, without students switching classes, as well as a model for typical delivery of classes are both being developed. As the first day of school approaches, a decision will be made on which model will be used.
- Physical education classes may focus on personal fitness instead of high-contact exercises and will take place outside, when weather permits.
- Middle and high school courses that involve significant interpersonal contact, such as labs, will be held in classroom locations that provide the greatest opportunity to physically distance.

- Special education, gifted and English language services will resume under the close direction of our educators and individual IEP Team.
- The method of homebound instruction will be determined based on the individual needs of the family and child.

### Face Coverings

- Maricopa County and the cities of Glendale and Peoria currently require that all residents wear masks or facial coverings. We will continue to take guidance from our state health officials and will comply with all mandates that impact preK-12 public schools. As the first day of school approaches, we expect to have additional communication on any official requirements for facial coverings or masks.
- Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff. Cloth masks should not be worn when students are engaging in physical activity. Students who refuse to comply with the safety protocols adopted for in-person learning will be assigned to an online learning program pursuant to A.R.S. 15-841(F).

### Hand Hygiene

Frequent hand washing/cleaning will be encouraged at regular intervals throughout the day with both soap and water or hand sanitizer. Instructions for hand washing include:

- Hand sanitizing stations will be available at every school site for mobile use in the high-traffic areas of campus.
- All classrooms will have access to handwashing and students will be instructed to use soap and water, and scrub for 20 seconds, followed by rinsing.
- Classrooms without handwashing will have access to a minimum 60% alcohol-based hand sanitizer.

### Health Screening

- Students should stay home if they feel ill or are exhibiting symptoms of respiratory infection.
- Parents and guardians should assess their child's health daily prior to heading to school or the bus stop. Please view our parent [Home Health Screening information](#) on the district's website to check your child each day.
- If the teacher has concerns based on a visual check of the child, they will contact the school nurse prior to sending the student to the nurse's office.
- Students will be reminded of proper hygiene, including:
  - Avoiding touching the eyes, nose, and mouth.
  - Covering the mouth when coughing.
  - Covering the nose when sneezing and safely discarding tissues.

### Enhanced Cleaning

- Additional disinfecting of high touch point areas, such as countertops and door handles will be completed by the site lead on each campus.

- All classrooms will have an EPA N-list registered disinfectant available for staff to disinfect high touch points as needed throughout the day.
- Training will be provided on the proper use/procedures for disinfecting and the required Personal Protective Equipment (PPE) required.
- Continued air quality will be maintained by cleaning all HVAC unit coils and changing air filters as scheduled.
- All soft porous surface furniture, to include couches/overstuffed chairs/non-District purchased rugs will be removed from all areas.
- Our contracted custodial company will mobilize their rapid response team in the event of a positive COVID-19 case.

### **Visitors on Campus**

- Front office staff will disinfect shared surfaces routinely throughout the day.
- Hand sanitizer will be available to visitors after using shared pens and/or paperwork.
- Parents/Guardians of incoming preschool, COOP and Kindergarten students may walk their children to class the first week of school. Masks must be worn, and physical distancing maintained. Your school principal will provide more information on this process.
- To limit the number of people on campus, parents will not be allowed to walk students on or off campus before and after school, and will not be permitted on campus during lunch hours.
- Outside visitors/parents that must meet in person will occur in one specified location in the front office or nearby location and will be thoroughly cleaned after each appointment. Your principal will provide additional details on this process as the school year approaches.
- At this time, school volunteer programs are suspended but will be reevaluated after the start of school year.

### **Social-Emotional Well-Being**

- All schools have a student support team that will assist in addressing the social and emotional needs of students. We recognize that many students may struggle with processing our new normal and each of our school is prepared to aid our students in any way.
- Peoria Unified School District has a Student Support Line that is answered by trained professionals to assist in addressing any student emotional or health needs and provides families with connections to community resources. The phone number to the Student Support Line is 623-412-5262.

### **Response to Reported Cases**

- The district will follow CDC protocols regarding reported cases and take specific guidance from the Maricopa County Department of Public Health.
- School nurses will follow established screening protocols and will consult with public health officials to determine how best to handle students and staff who display or develop COVID-19 symptoms.
- Isolation rooms will be set up within health offices for students or staff who may be sick.
- Additional information regarding [health protocols and procedures](#) can be found on our district's website.

## Support Services

### *Education is more than what happens in the classroom*

#### Transportation Services

- Students will be asked to comply with physical distancing guidelines when waiting at the bus stop, during boarding and while exiting the bus.
- If possible, students should wait in a parent's vehicle until the bus arrives at the bus stop.
- Bus riders will board from the back to the front of the bus and then unload from the front to the back to minimize passing others in the center aisle.
- Siblings will be encouraged to sit together.
- High touch-point areas, like handrails, door handles and the driver area will be cleaned in between bus runs and the buses will be thoroughly sanitized each night.
- Bus staff and students are required to wear cloth masks on buses due to the size of space and proximity of individuals to each other.
- Windows may be open for increased air circulation during seasonal times of year.
- Families are encouraged to transport their children to school to reduce the number of students on a bus.

#### Breakfast & Lunch Services

- Food & Nutrition Services will provide meals for purchase, with a menu available on our district [website](#), or students may bring their lunch to school – but sorry students, no sharing!
- The entire square footage of the cafeteria or multi-purpose room will be used to support appropriate physical distancing during each mealtime, as feasible. When weather permits, students may enjoy lunch in the school's outdoor areas.
- A no-touch point-of-sale system will allow students who choose to purchase food to do so in a safe way.
- Proper line spacing will be required for those students waiting to make their food purchase.
- Food and condiments will be served in individually bagged or cupped containers.
- All lunch tables will be separated and facing one direction so that students are not face-to-face while eating.
- Food Services staff members will wear face coverings at all times.

#### High School Lunch Services

- The length of time in between lunches will be extended to allow for enhanced cleaning of tables, counter tops and other high touch-point areas in between lunch periods.
- Additional spaces will be opened to allow high schoolers to spread out when eating.
- Indoor tables will be spaced out as much as possible.
- Additional lunch distribution points will be available inside and outside the cafeteria to reduce the length of lunch lines.
- Markers to promote physical distancing will be on the floor to indicate where to stand in lunch lines inside.

## Elementary Playgrounds

- Students will have access to playground equipment and fields during scheduled recess time. To help keep recess safe, students are asked not to bring personal equipment to school.
- High touchpoint areas on playground equipment, like the swing set chains and handrails will be cleaned frequently by school staff.
- Students will wash their hands or use sanitizer before and after using the playground equipment.
- Grade-level specific equipment will be labeled and stored for use by the same grade-level each day.
- To limit exposure to other students and staff, recess will be separated by classes and grade level cohorts.

## Before & After School Programs

- Cohorts of students will mimic the size of a standard classroom on the campus and physical distancing will be maintained inside and outside of the classroom, when feasible.
- Families will be grouped together and communal spaces will not be used by multiple groups at the same time.
- Students will wash their hands upon entering the program and before leaving for home.
- Morning students will receive a temperature and visual check upon arrival.
- Families will sign in and out directly outside the classroom where hand sanitizer and wipes will be provided.
- Belongings will be stored in individual bins.
- The city of Peoria's AM/PM program and Peoria Unified's KidZone program have collaborated on all protocols and procedures and will continue to work together to ensure the programs maintain the same safety standards.

## Arrival & Dismissal Procedures

- Students will go straight to their classroom or to the cafeteria to eat breakfast prior to the start of school.
- All front offices are equipped with floor stickers to encourage physical distancing.
- Students will arrive/depart on campus through staggered entry/exit points to limit exposure (bussing students may utilize a different single-entry point as required). Upon entry, staff members will visually scan students for any signs of illness.
- Hand sanitizer will be available to students as they enter campus.
- Walking students will be encouraged to leave campus quickly.
- Busing students will wait in a designated zone specific to their bus number.
- Parents will wait in the assigned pick-up zone, while students wait under teacher supervision.
- Elementary parents picking up students will have the student's name printed in a large, easy-to-read format, displayed on the vehicle's dashboard.
- Parents are encouraged to call or email questions for our front desk staff or to make an appointment when possible to limit the number of guests in front offices at one time.

## Preschool & Kindergarten Programs

- Classroom Instruction will be the only model available for our preschool students, as Virtual Instruction is not conducive for this age group.
- During the first week of school, kindergarten, preschool and COOP parents may walk their child to their classroom for drop-off, following the procedure that is put in place by the school principal that will be shared in advance of the first day of school.
- All staff members and students will wash their hands upon entering and exiting the classroom,
- Students will be spaced to maintain physical distancing, to the extent possible,
- Staff members will clean high touch-point areas, disinfect and exchange toys in between morning and afternoon preschool sessions.
- Snack time will be rotated as a center and food will be served individually rather than family-style.
- Centers will be limited to three or less students.

## High School Athletics & Clubs

- Temperature checks will be taken for all athletes, every day, before practices and competition. Students displaying signs of illness or with a fever will be sent home in accordance with the district's [Health Guide](#).
- Locker room procedures will be established and communicated to all athletes to reduce the number of students using the locker room at one time.
- Coaches, managers, and trainers will wear masks when in closer contact with athletes.
- Any other AIA mandates will be implemented as required and communicated to athletes and families.
- Student clubs will be encouraged to explore virtual meeting options rather than suspending their activities. Club procedures will be evaluated after the start of the school year.

## Elementary Athletics, Events and Field Trips

- Every effort will be made to hold activities such as Meet-the-Teacher, school assemblies and clubs in a virtual format.
- Elementary athletic programs will follow the lead of the AIA and specific health and safety guidelines, as well as information on competitions will be shared as soon as it's received.
- School events and large gatherings, such as festivals or fundraisers, will be suspended and reevaluated in accordance with ADHS guidelines.

## Communication & Training

- Students will be educated about their role to help support a safe and healthy environment.
- Peoria Unified staff will be provided with training and information to recognize the signs and symptoms of illness in others. They will also be provided training to self-monitor their own health according the employee Health Guide. Staff will be asked to stay home if they believe their health may be compromised.

- Families will be provided with information about COVID-19 symptoms, risk factors, CDC guidelines and the protective efforts to reduce the spread in our community and the Health Guide, including how to conduct a [Home Health Screening](#), will be continuously updated on the district's website.
- Ensure that guidance counselors and staff have sufficient training and time to address the social and emotional needs of our students
- The Communications team will create a multimedia campaign, including signage, in-school announcements, social media reminders, email messages, phone calls and texts to ensure that all are aware of emerging safety procedures and how to maintain a healthy environment.

## VIRTUAL INSTRUCTION

**What can I expect for my child to begin their learning in a completely virtual environment?** Students in grades K-12 can participate in this flexible model through our eCampus Virtual School and receive access to a Peoria Unified teacher while working through online modules to master grade level standards. Families selecting this model are asked to remain virtual for the duration of the school semester.



Students new to the district will first need to register as a Peoria Unified student with one of our 42 schools and then may opt-in for this choice following their completed enrollment. All students are welcome in this model, even those who reside outside of our district boundaries, following the completion of our open enrollment process.

The opt-in process for Virtual Instruction is available on the [district's website](#) and will be open from July 2 - July 17. For additional information, you may find our [Frequently Asked Questions](#) section of our website helpful.

### Schedule

*A flexible way to learn until your family is ready to return to the classroom*

- While most of the courses are self-guided using the Florida Virtual software, live lessons will take place daily by a Peoria Unified educator. Students are expected to have regular attendance to their class time/live lessons, which will be set by each educator.
- Students can complete their independent work, such as homework, whenever it is best for them, but they must set aside the required time included in the chart below to complete course requirements.
- Students in earlier elementary grades may need additional parent support when reading through the coursework.
- Students most successful in this model exhibit self-motivation or have an adult to help guide them through their learning environment and procedures to fulfill course requirements and achieve academic success.
- Students will be able to contact their teacher as needed for support and questions.
- Students will communicate with their assigned educators and peers using a variety of methods such as email, discussion boards and for older students, essay-type questions. The ability to write clearly and communicate ideas and assignments is essential. Students in earlier elementary grades may need additional parent support when writing/typing in their courses.
- Parents are encouraged to actively participate in student's learning to assist school with ensuring student participation and completion of courses.
- Information on state testing will be shared with students and families after the start of the school year.
- High school students will be able to participate in AP and dual enrollment classes through this platform.

Below is an outline of the amount of time your student can expect to spend participating in virtual learning based on the Arizona Online Instruction (AOI) standards.

<b>Grade Level</b>	<b>Time in Each Course</b>
<b>Kindergarten (3 hrs. daily)</b>	English Language Arts: 60 mins Math: 30 mins Science/Health: 30 mins Social Studies: 30 mins Arts/PE: 30 mins
<b>1<sup>st</sup> – 3<sup>rd</sup> Grade (4 hrs. daily)</b>	English Language Arts: 60 mins Math: 60 mins Science/Health: 60 mins Social Studies: 60 mins Arts/PE: 30 mins
<b>4<sup>th</sup> – 6<sup>th</sup> Grade (5 hrs. daily)</b>	English Language Arts: 75 mins Math: 75 mins Science/Health: 60 mins Social Studies: 60 mins Arts/PE: 30 mins
<b>7<sup>th</sup> – 8<sup>th</sup> Grade (6 hrs. daily)</b>	English Language Arts: 75 mins Math: 75 mins Science/Health: 75 mins Social Studies: 75 mins Arts/PE: 30 mins
<b>High School (7.5 hrs. daily)</b>	English Language Arts: 90 mins Math: 90 mins Science/Health: 90 mins Social Studies: 90 mins Arts/PE: 90 mins

*\*Additional time may be needed for homework or further study when the child reaches the level of independence*

### Process

- After the opt-in form is completed, the information will be reviewed and assessed by a Peoria Unified staff member and next steps will be communicated to the family.
- Any needed support or resources will be identified, such as students who may have special needs, English Language Learners or gifted students.
- Parent and student orientation modules will be provided and include details on how to be successful in a virtual environment.
- Prior to the start of school, each student will receive information regarding logging into the eCampus program.

## Technology Requirements

- Students participating in Virtual Instruction will need to have reliable access to a home computer, laptop or tablet and an Internet connection.
- Laptops may be available for students who do not have technology available at home through a checkout process provided by their individual school prior to the start of the school year, on a first come-first served basis, as resources permit.
- Peoria Unified is exploring options to provide WiFi hotspots to families in need and expects to have information on the availability of increased connectivity prior to the start of the school year.

## Special Needs Students

- During the intake process, any needed support resources will be identified and IEP Teams will reconvene to discuss services to best ensure student success.
- All Virtual Instruction special education students will be assigned a classroom and special education teacher for instruction with a detailed delivery approach.
- Special Education students may receive take-home specialized instructional materials for ELA and mathematics such as Touch Point Math and My Space Math.
- ABLE students will utilize Unique Learning System.
- Peoria Unified is currently exploring options for HIPAA approved tele-therapy.
- English Language Learners will receive at-home licenses to support their learning, such as Rosetta Stone or iLitEL for high school students.
- Translators or Language Line will be available for teacher-parent communications.
- Gifted students and teachers will have access to the problem-based learning resources through their Virtual Instruction platform.

## CONTINGENCY PLANS

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### Contingency Plans

*If public health officials or the Governor require that school districts move into an alternative educational delivery model, Peoria Unified may implement one of the following contingency plans.*

#### Revised Calendar Model

- The current environment may warrant a change in the school district's currently approved calendar.
- The district is working with its legal counsel on the ability to make modifications as needed based on current conditions or any Executive Orders from the Governor.



#### Hybrid Model

- Campuses will be broken into two groups in order to reduce overall capacity on a campus:
  - Group A: Monday & Tuesday Classroom Instruction and Wednesday through Friday Virtual Instruction
  - Group B: Monday through Wednesday Virtual Instruction and Thursday & Friday Classroom Instruction
- All students and staff will be online on Wednesdays for deep cleaning to take place on each campus.
- This plan will offer schools the ability to reduce classroom capacity, but may require teachers to work in dual roles as both an online instructor as well as a classroom teacher.
- All school districts participating in a hybrid plan would need to provide a free on-site location for students to go during the school day to complete their online learning on the campus.
- Students will be graded using district grading guidelines/templates.
- Classroom instructional days will emphasize reading and math each day. Students will be in cohorts throughout the day.
- A variety of platforms and resources may be used for the virtual instruction days, including but not limited to:
  - K-12 English Language Arts resources
  - District-adopted Math resources
  - Discovery Education digital tools for Science and Social Studies
- Additional details will be made available if the district moves into this model

