



We know you have a lot on your plates right now! To help relieve some of your worries, we have prepared this checklist of school communication and governing board approval action items that are required by the Governor's recent [Executive Order \(2020-51\)](#). The Executive Order includes a lot of detail, and we have not addressed all of the requirements here. To understand all of the requirements of the Executive Order, we suggest that you review it in detail, along with the Governor's other Executive Orders related to schools.

We are also in the process of preparing a mitigation plan template and a face mask policy, both of which are required by Executive Order 2020-51. We will be in touch with more details about the availability and pricing of those documents.

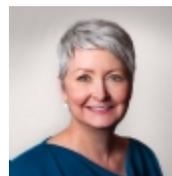
Website Posting Requirements. You are required to post the following documents on your school's website:

- *Your Distance Learning Plan (DLP).* The posting deadline is the first day you offer distance learning instruction to students. Remember that your DLP must be submitted to ASBCS by the first day of distance learning instruction or August 14, whichever date is earliest. You may wish to (but are not required to) post a "parent friendly" version of your DLP on your website, but you must also post a link to the entire DLP you submit.
- *Your Mitigation Plan.* The posting deadline is the first day that you open any school building for students, whether for in-person instruction or on-site learning opportunities. For most schools, this date will be August 17. Your Mitigation Plan must be adopted by your Governing Board before it is posted (addressed below).
- *Details of your plan to provide free, on-site learning opportunities and support services.* Because you must provide a free, on-site location for all students as of August 17 – even if you are still providing only distance learning at that time – the posting deadline is August 17.

Notifications to Parents. You must communicate certain information to parents before you begin distance learning instruction:

- You must remind parents of their legal obligations under A.R.S. § 15-802 to ensure that their children are participating in school and provide them with details about the expected level of student engagement in any distance learning, as indicated in your DLP.

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- You must notify all parents of the availability of your free, in-person support services, but must notify the parents of certain groups of students by “direct contact.” To reduce the burden of determining which students fall within the direct-contact subgroups, we recommend sending an email (which is “direct contact”) to the parents of *all* students regarding the details of the on-site learning opportunities and support services, in addition to posting this information on your website.



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Governing Board Approvals. Your governing board is required to take the following actions:

- *Consider the recommendations from the Arizona Department of Health Services* (which must be available by August 7) before deciding when to reopen safely. Even if your board has already made a decision regarding when to start classes in-person, it must now specifically consider the data points indicated in the recommendations and then either reaffirm its reopening decision or make a different decision.
- *Approve your Mitigation Plan.* The Executive Order does not require your governing board to approve your mask policy, but it may wish to do so.
- *Consider whether your school will continue to pay some or all employees*, including hourly employees, during times when the physical school site is closed to some or all employees. Consult the Executive Order (Sections 6(a)-(b)) for specific requirements related to this consideration.
- *Approve an updated instructional calendar* if your school intends to delay the start of providing distance learning beyond the date indicated on the instructional calendar you previously submitted to ADE. Note: The deadline for submitting a revised calendar to ADE is August 11.

Please feel free to contact any of us for further clarification of these action items or deadlines.

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