



SCOTTSDALE UNIFIED SCHOOL DISTRICT
8500 E. JACKRABBIT ROAD, SCOTTSDALE, ARIZONA 85250
TELEPHONE: (480) 484-6100 | FAX: (480) 484-6295

ANASAZI
ARCADIA
CHAPARRAL
CHEROKEE
CHEYENNE
COCHISE
COCOPA
COPPER RIDGE
CORONADO
DESERT CANYON ES
DESERT CANYON MS
DESERT MOUNTAIN
ECHO CANYON
HOHOKAM
HOPI
INGLESIDE
KIVA
LAGUNA
MOHAVE
MOUNTAINSIDE
NAVAJO
PIMA
PUEBLO
REDFIELD
SAGUARO
SCOTTSDALE ONLINE
SEQUOYA
TAVAN
TONALEA
YAVAPAI

March 17, 2020

Dear SUSD Team,

Thank you for your continued commitment to navigating this unprecedented national emergency. Your Cabinet members are meeting daily and are committed to issuing all employees a daily briefing via SUSD email in the 4 p.m. hour, Monday – Friday, until further notice.

Where to Get Factual Information

Parents and the community are also receiving a similar briefing in the 5 p.m. hour, also on each weekday. These daily briefings are archived – along with other important information – at www.susd.org/COVID19. Please bookmark this site and check back frequently.

Remember, the official sources of information from SUSD leadership will come through your SUSD email and from your supervisor. The District website home page, www.susd.org, and the official page for the District’s coronavirus response, www.susd.org/COVID19 are great resources for factual information. Because information is changing very rapidly, we ask that you check these sources regularly.

Who Reports to Work

We are continuing to ask that all employees (certified, classified and administrative) remain at home through March 27, except for select members of the following employee groups:

- Nutrition Staff
- Facilities Staff
- Technology Staff
- Principals and Assistant Principals
- Incident Command Team
- Cabinet Members

If you are a member of one of the above employee groups and you are not sure whether you need to report to work, please contact your supervisor before coming to work.

ANASAZI
ARCADIA
CHAPARRAL
CHEROKEE
CHEYENNE
COCHISE
COCOPAH
COPPER RIDGE
CORONADO
DESERT CANYON ES
DESERT CANYON MS
DESERT MOUNTAIN
ECHO CANYON
HOHOKAM
HOPI
INGLESIDE
KIVA
LAGUNA
MOHAVE
MOUNTAINSIDE
NAVAJO
PIMA
PUEBLO
REDFIELD
SAGUARO
SCOTTSDALE ONLINE
SEQUOYA
TAVAN
TONALEA
YAVAPAI

Likewise, if you are a member of one of the above employee groups and have recently traveled to a [high-risk area as designated by the Centers for Disease Control and Prevention](#), please contact your supervisor before coming to work.

Special Guidance for Certified Staff

Certified staff will not need to report to their work sites during the closure. Teachers are to begin online training on Thursday, March 19 and Friday, March 20 to learn how they will provide online instruction to students.

- This training can be completed at home on any Internet-supported device.
- Both online “live” and taped “on-demand” training are provided to allow flexibility for our teachers.
- Online student instruction will begin on Monday, March 23 with a “soft” roll out to ensure staff and families can access the platforms and navigate this new way of learning.
- Devices and Internet access will be provided for students to check out this Friday.

Devices and Internet Access Distribution

Families that need devices and Internet access can check these items out Friday, March 20 between 9:30 a.m. and 1 p.m. at these two locations:

- Navajo Elementary at Oak Street Site: 7501 E Oak St, Scottsdale
- Chaparral High School: 6935 E Gold Dust Ave, Scottsdale

Identification (government-issued or an SUSD-issued student identification) will be needed to check out a device. Elementary and middle school students will have their devices signed out by the parent/guardian on file with the school. High school students are permitted to sign out their own device, or have their parent/guardian on file check out a device.



SCOTTSDALE UNIFIED SCHOOL DISTRICT
8500 E. JACKRABBIT ROAD, SCOTTSDALE, ARIZONA 85250
TELEPHONE: (480) 484-6100 | FAX: (480) 484-6295

ANASAZI
ARCADIA
CHAPARRAL
CHEROKEE
CHEYENNE
COCHISE
COCOPA
COPPER RIDGE
CORONADO
DESERT CANYON ES
DESERT CANYON MS
DESERT MOUNTAIN
ECHO CANYON
HOHOKAM
HOPI
INGLESIDE
KIVA
LAGUNA
MOHAVE
MOUNTAINSIDE
NAVAJO
PIMA
PUEBLO
REDFIELD
SAGUARO
SCOTTSDALE ONLINE
SEQUOYA
TAVAN
TONALEA
YAVAPAI

Special Education Certified Staff & School Psychologists

Information will be directed to you from Special Education leadership.

Training for Online Learning

- Principals will receive the teacher training on Wednesday, March 18.
- Principals, please go through the training at a time convenient to you before Wednesday, March 18 at 3 p.m.
- Principals, please provide Sheryl Rednor of Teaching and Learning critical feedback on Wednesday, March 18 so the material may be revised before it is sent to teachers on Thursday, March 19.
- All Administrators will be invited to online meetings scheduled for Wednesday, March 18 at 11 a.m. and Friday, March 20 at 11 a.m. where additional information will be shared. A calendar invitation will be sent to your SUSD email account.
- Directions on how to join the meeting will be sent when ready. Please **do not** attend the meeting in person.
- Teachers will receive information by email about their online training, along with directions on how to access it.

Thank you for your continued commitment to our mission.

Sincerely,
Scottsdale Unified Cabinet